

FINANCE AND GENERAL PURPOSES COMMITTEE
Draft Minutes of meeting held on
Thursday 6 June 2024
At 09.30am via MS Teams

Present:

David Patterson

Rebecca Dewis

Caroline Webster (Convener)

Murray Easton (Interim Director of Finance)

In Attendance:

Alex Hastings (Minutes)

Derek Duncan

Eleanor Melton (Clerk)

Item		Action	Date
F.24.02.01	(i) Resignations		
1.1	There were no resignations.		
	(ii) Appointments		
1.2	There were no appointments.		
F.24.02.02	Apologies for Absence		
2.1	There were no apologies for absence.		
F.24.02.03	Any Additional Declarations of Interest including specific items on this Agenda		
3.1	There were no additional declarations of interest.		
F.24.02.04	Draft minutes of Finance and General Purposes Committee meeting held on 5 December 2023		
4.1	Minutes for this meeting were approved in the Joint Audit-FGP Meeting held on 1 February 2024.		
F.24.02.05	Matters Arising/Actions from Finance and General Purposes Committee held 5 December 2023		
5.1	9.1 – Board Members that were due to complete inductions left their positions. Clerk has arranged an induction during the summer for new Board appointments and existing members are able to attend this.		
5.2	11.1 – Ben’s comments were not communicated to Derek by 8 December deadline. The Committee agreed that a cover sheet of policies to review will be submitted to the Board for their approval on 20 June 2024.		
F.24.02.06	Financial Position		
	(i) Management Accounts to 30 April 2024 and estimated full-year out-turn		
6.1	Murray updated the Committee stating that last year’s accounts are close to being finalised and will be submitted to Board members for approval at the meeting on 20 June. In terms of the current year external audit, Deloitte have		

	<p>been unable to start this due to the delays from last year and resourcing issues. Deloitte told Murray that meeting the December 2024 deadline for the current year accounts would be unachievable and they expect to have this finished by April 2025. Deloitte have since been instructed by Audit Scotland to meet the December deadline.</p> <p>Murray stated that the funding provided by the SFC, along with the improvements from VSS should see the College in a cash neutral position by next year. Noting that the SFC have sorted the College's position this year, there is no insight as to whether further funding will be available in the coming years. David highlighted that the full-year out-turn has had further improvements than what was previously forecasted, emphasising the difference made over the past few months by all involved.</p> <p>The Committee noted this update and awaits further information in the upcoming Board meeting on 20 June.</p>		
F.24.02.07	Financial Recovery Plan – Current Status – Verbal (RESERVED)		
7.1	This item is reserved, and the minute held in confidence.		
F.24.02.08	Estates Update - Verbal		
8.1	<p>Derek provided an update on estates matters to the Committee. Caledonia Fire and Security Ltd have been on site servicing the College's equipment recently. From their servicing, there was a fault with one of the fire call points and when this was investigated by an engineer, the fire alarm sounded, and a partial evacuation followed. Feedback has been requested from the supplier regarding how this happened.</p> <p>In terms of backlog maintenance, the Facilities Manager has been working with APUC in order to make a start on planned projects in July and August. The fire alarm replacement in the nursery has been ordered and is scheduled to go ahead next month. Derek notified the Committee that the College's lift supplier can no longer support the parts in the Culbin Wing lift. The supplier has offered a quote for a new system in which Derek is taking to the Board for their approval to action.</p> <p>The College has gained approval to spend a £60k allocation on improving the ICT estate. Derek stated that another college is renewing their ICT estate sooner so in order to save costs, the College could look at buying their equipment.</p> <p>Derek described the ongoing RAAC work in the Speyside Wing as stable, and the supplier for the RAAC work will be</p>		

	<p>approached for an option analysis for further insight into future use of the building. Derek reported that more discussions are required with the SFC regarding what use can be made out of the building following analysis from our supplier.</p> <p>A full update will be given to the Board on 20 June.</p>		
F.24.02.09	Policies Due for Review - Verbal		
9.1	<p>Derek notified the Committee that commitments to the Financial Recovery Plan has resulted in the policies due for review work being disrupted. Derek added that a covering note of all the changes made to policies will be submitted to the Board for approval, so that members do not have to read each policy at length. Derek stated that this is not likely to be achieved by the June 20 meeting, therefore the meeting after the summer period is a more realistic target.</p> <p>Derek explained that the HRPRG have not been able to meet due to the ongoing dispute with Trade Union representatives, where the representatives have refused to attend meetings. It was noted that although agreements have been made to meet Trade Union representatives separately to Staff Representatives, there has not been time to arrange a meeting with Trade Union representatives. David emphasised that there are further difficulties with regards to meeting the Trade Union representatives, as there are now only national EIS-FELA representatives.</p> <p>Derek advised the Committee that the backlog work from this year will be carried forward to be reviewed by the HRPRG next year. The Committee noted this update.</p>		
F.24.02.10	Risk Register - Verbal		
10.1	<p>Murray informed the Committee that there have been no changes made since the Joint Audit/FGP meeting. The main risk being looked at was the financial viability of the College.</p> <p>The Committee noted that a formal update will be given at the Board meeting on 20 June.</p>		
F.24.02.11	Moray Growth Deal – Verbal - RESERVED		
	(i) BeHub Update		
11.1	This item is reserved, and the minute held in confidence.		

F.24.02.12	Emerging Issues		
	(i) Committee Plan and Schedule 2024-25		
	The Clerk confirmed that the Committee Plan and Schedule for 2024-25 will be submitted to the Board for approval.		
F.24.02.13	Date of Next Meeting - TBC		
	<i>Meeting closed at 10.10</i>		