

## MINUTES

---

Minutes of the Finance, Commercial and Estates Committee meeting held on Tuesday 14 September 2021 at 9.30am via Microsoft Teams.

**Present:** Gordon Mole (Acting Chair), Hugh Hall, Joseph Harney, Phillip Thompson, Emma Wallace

**Apologies:** Jim Trail OBE

**In Attendance:** Susan Dunsmuir, Kris Getchell, Sue Reekie, Marianne Philp

### 1 **Welcome**

The Acting Chair welcomed those present to the meeting, and in particular Emma Wallace who was attending her first meeting. It was noted that this was Joseph Harney's last meeting. The Acting Chair thanked him for his contribution to the work of the Committee and the Board and wished him well for the future. It was also noted that Patrick Carnie had resigned from the Board since the last meeting and again thanks and best wishes were expressed.

### 2 **Minutes of the Previous Meeting: 8 June 2021**

The minutes of the previous meeting were approved as an accurate record.

### 3 **Matters Arising / Actions Outstanding**

The contents of the paper that had been circulated were noted.

### 4 **Digital Services Update**

The contents of the paper that had been circulated were outlined and noted. The main points as outlined in the Executive Summary were outlined. It was noted that all projects had a green status with the exception of wireless replacement which was amber due to supply chain issues, although workarounds were being identified and implemented to avoid delays. It was confirmed that supply chain issues were not a major problem for other pieces of equipment as the College had ample stocks currently. It was also confirmed that training was being offered as devices were being rolled out to reduce the impact of calls to the helpdesk on using devices and multifactor authentication issues.

### 5 **Estates Update**

The contents of the paper that had been circulated were outlined and noted. The main points as outlined in the Executive Summary were outlined. It was noted that all projects had a green status with the exception of Glenrothes Campus Revamp which was amber as a decision was awaited on the outline business case which had been submitted for approval to the Scottish Funding Council.



# Fife College

It was confirmed that once the NHS Vaccination Centre had closed, the space would be available for hire, although it was anticipated that bookings would continue to be slow.

There were some supplies issues, and workarounds to projects were being managed as appropriate.

It was confirmed that a decision was expected imminently regarding the Dunfermline Learning Campus and members would be notified of this as soon as known.

## 5.1 Dunfermline New Campus Project Board (DNCPB) Update

Links to the meetings held since the Committee last met were included for information.

## 6 Financial Update

The contents of the paper that had been circulated were noted. It was highlighted that the year-end projection was an underlying surplus of £1,740k, and that the Scottish Funding Council was aware of this and no issues were anticipated. It was confirmed that the external audit was due to commence on 27 September 2021. The main variances as detailed on page 19 of the Boardpack were outlined and noted.

## 7 Commercial Activity Update

The contents of the paper that had been circulated were noted. It was highlighted that the overall forecasted outturn for the year for commercial activity was 7.6% over the F1 forecast target. Members confirmed that this was a very positive position especially considering the challenging environment and commended all staff involved.

## 8 Three Year Financial Forecast

The contents of the paper that had been circulated were noted. It was confirmed that the underlying assumptions as issued by the Scottish Funding Council (SFC) had been applied. The paper and scenarios were outlined in detail. Main discussions focused on:

- No assurances had been given that SFC would cover the National Insurance impact, but they had advised to assume no change in the forecast.
- The commercial contract in place with the Scottish Prison Service was in year 5 and had two optional one year extensions. Discussions had commenced and were positive, but there was no guarantee that these extensions would be granted.
- Within the commercial income, the main area of concern related to venue income as businesses were being slow to book.

**Decision:** To submit the paper to the Board of Governors at the September meeting, prior to it being submitted to SFC in October 2021.

**Responsibility:** Chief Financial Officer

**Deadline:** 29 September 2021

## 9 Business Development Update

The contents of the paper that had been circulated were noted. It was confirmed that the paper had been prepared in order to demonstrate a fresh approach to how commercial activity



# Fife College

would be prioritized in order to support growth and business recovery. Updates on progress would be provided at future meetings.

## 10 Procurement Update

The contents of the paper that had been circulated were noted. Two projects as outlined on page 50 of the Boardpack were outlined and were approved. The other updates as detailed in the paper were noted.

**Decision:** To approve the spend for the Tools and Hardware and Glenrothes Works Project Management and Design Team projects as detailed within the paper.

**Responsibility:** Chief Financial Officer

**Deadline:** 30 September 2021

## 11 Annual Report to the Board of Governors

The contents of the paper that had been circulated were noted and approved.

**Decision:** To approve the Annual report to the Board of Governors.

**Responsibility:** Director: Governance and Compliance

**Deadline:** 29 September 2021

## 12 Review of Meeting

Members confirmed that the meeting had been effective and no changes to the format of the papers or meeting were proposed.

## 13 Date of Next Meeting

Thursday 18 November 2021 at 4pm