



MINUTES

Minutes of the Finance, Commercial and Estates Committee meeting held on Tuesday 17 September 2019 at 9.30am in the Carnegie Conference Centre, Dunfermline.

Present: Jim Trail (Chair), Jade Burnett, Shona Cochrane, Hugh Hall, Joseph Harney

Apologies: Garry Dickson, Jen Walls

In Attendance: Gail Dunn, Susan Dunsmuir, Sue Reekie, Marianne Philp

1 Welcome

The Chair welcomed those present to the meeting.

2 Minutes of the Previous Meeting: 6 June 2019

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. It was confirmed that the Estates Strategy refresh would come to the next meeting, to allow time for a full evaluation and consultation with relevant staff.

4 Digital Services Update

The contents of the paper that had been circulated were outlined and noted. It was highlighted that the Business Report format had been used as had been requested. Members confirmed their agreement to continue with this format of report moving forward.

It was noted that a Continuous Improvement Manager had now been appointed which would allow projects to progress. It was suggested that an update could be given on progress at a future Board meeting, potentially in around six months.

An explanation on how the first project had been identified, and the methods that would be used to take forward projects. The focus would be on end user experience, and also quick wins and biggest impacts would continue to be areas of focus. The importance of a bottom up approach and involving all key stakeholders was stressed.

The projects detailed within the paper that had been circulated were all green. Members congratulated those involved in achieving the Cyber Essentials Plus accreditation. An update was given on progress with the roll out of My Fife.



Fife College

5 Estates Update

The contents of the paper that had been circulated were outlined and noted. It was highlighted that the Business Report format had been used as had been requested. Members confirmed their agreement to continue with this format of report moving forward.

An update was given on the support being provided by the College to Woodmill High School. It was anticipated that the school would know soon about how long they would require this support and medium to longer-term potential solutions could thereafter be explored if relevant. This may have an impact on whether or not the Rosyth lease could be exited as planned.

Following on from the announcement by the Deputy First Minister regarding funding for a new campus in Dunfermline, discussions were continuing with Fife Council to further develop the shared vision and agree next steps. It was anticipated that an Outline Business Case could be prepared as early as November 2019, and there was a desire for things to progress swiftly. Discussions between the College and Edinburgh University were also continuing. It was noted that, should an additional meeting be required to sign off the Outline Business Case, this could be organised.

It was noted that there had been a suggestion that an Estates Project Board or similar be re-established. It was agreed that it was too early to form conclusions on this. Fife Council planned to undertake their side of things within existing governance arrangements, also with an Executive Governance Board which would have joint membership with the College. A decision could be taken on this once more detail was known.

Decisions:

- To ensure that forecast project expenses are included for every project for comparison purposes in future reports.
Responsibility: Chief Operating Officer **Deadline:** 21 November 2019
- To review the Committee remit and scheme of delegation to ascertain whether this Committee or the full Board would require to approve the outline business case, and seek the agreement of the Chair of the Board.
Responsibility: Director: Governance and Compliance **Deadline:** 23 October 2019

6 Financial Update

The contents of the paper that had been circulated were noted. It was highlighted that the end of year position was an underlying surplus of £174k which was £11k ahead of the position reported in June and £84k ahead of the F1 forecast. The external audit process would commence on 23 September 2019. To reach this modest underlying surplus, some spend had been moved forward to accommodate the SDS costs moving into 2019-20.

It was noted that £887k was to be assumed for the Job Evaluation grant, and that the actual funding received would not be known before the annual accounts were signed off.

Academic fees were £62k behind F1 and it was confirmed that this related to HE activity. Whilst the targets set had been ambitious, this was a key area for the College and it was important to have these targets set as ambitious in order to drive the activity.



Fife College

It was noted that the direct non-staff savings as detailed on page 22 of the Boardpack were in relation to savings made in academic faculties. It was confirmed that this did not mean this income would be removed in future years. Budget would be calculated on activity and needs on an annual basis.

It was confirmed that the deferred capital grant for the land purchase of £4.8 would be held on the balance sheet until such time as there was a firm plan in place for the new campus project to proceed, in accordance with FRS 102.

Decision: To recirculate page 24 of the Boardpack as some of the text was missing.

Responsibility: Director: Governance and Compliance **Deadline:** 23 September 2019

7 Commercial Activity Update

The contents of the paper that had been circulated were noted. Members commended all staff involved in the year-end position, which was £108k over the F1 budget. The opportunities and challenges of each of the budget headings were discussed.

8 Five-Year Financial Forecast

The contents of the paper that had been circulated were noted. It was noted that the main change since the last version of the paper that had been prepared was a funding cut of £1.4m instead of £1m. It was proposed that Scenario 1 was submitted to the Scottish Funding Council. A modest surplus of around 3% would remain the plan as some reinvestment was required. It was noted that the document was a forecast and would change as and when risks and opportunities materialised and as assumptions changed.

Decision: To recommend to the Board of Governors the approval of the document and the submission of Scenario 1 to the Scottish Funding Council.

Responsibility: Chief Financial Officer **Deadline:** 23 October 2019

9 Procurement Update

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

Decisions:

- To approve the spend for the three Projects outlined in the paper.
- To confirm the contract duration for the vehicle lease project by email.

Responsibility: Chief Financial Officer **Deadline:** 23 September 2019

10 Date of Next Meeting

Thursday 21 November 2019 at 3.30pm in the Carnegie Conference Centre, Dunfermline