

## MINUTES

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Minutes of the Finance, Commercial and Estates Committee meeting held on Tuesday 2 June 2020 at 9.30am via Microsoft Teams.

**Present:** Jim Trail OBE (Chair), Jade Burnett, Patrick Carney, Shona Cochrane\*, Garry Dickson, Hugh Hall, Joseph Harney, Gordon Mole

**In Attendance:** Gail Dunn, Susan Dunsmuir, Kris Getchell, Colin Quinn, Sue Reekie, David C Watt, Marianne Philp

\*Denotes part attendance

### 1 **Welcome**

The Chair welcomed those present to the meeting.

### 2 **Minutes of the Previous Meeting: 10 March 2020**

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.

**Action 1:** It was confirmed that this action was not complete. However it would be replaced by an action to complete the Strategy under agenda item number 6.

### 4 **Digital Services Update**

The contents of the paper that had been circulated were outlined and noted. It was confirmed that all Projects were on track for completion by the financial year end, with the exception of the wireless replacement which had been delayed by 4 months due to the ability of suppliers to enter College buildings. This was low risk. There was a discussion about whether or not the £200k could be spent on other work before the year-end. It was confirmed that due to the financial situation, all spend was being closely monitored. Any work that could be moved would be, based on the ability to deliver, cash flow available and the year-end forecast position.

Members requested an update on any issues arising from the COVID-19 situation. It was noted a large number of Chromebooks had been issued at the time of closure. With hindsight it would have been useful to provide staff with training on how to use these prior during the week staff remained in the building. However guidance had been drafted and materials made available online. The recent staff survey had confirmed that 86% of staff had confirmed they had the devices they needed to work remotely, which was very positive.

The Board thanked all staff involved in progressing the work of the projects, and in responding to the COVID-19 situation.

## 5 Estates Update

The contents of the paper that had been circulated were outlined and noted. An update was given on each of the projects as they were flagged amber and red due to delays and causes as a result of the COVID-19 situation. These would be progressed once buildings re-open.

It was confirmed that the masterplan for the new campus was on target for submission early July, and that the Project Board was now meeting monthly to progress business. Learning from other Colleges and University projects was also being built in. Some of the differences in approaches by the College and Fife Council were discussed. Whilst the College would want student and staff feedback embedded in the project and an academic-led focus, the Council had a more prescriptive approach led by their Estates Department.

It was noted that the creation of flexible partnership space in Dunfermline required a re-think as a result of changed building requirements due to COVID-19.

Discussions were ongoing in relation to the Rosyth lease and an extension may be required. It was noted that, whilst there was good reason for moving the curriculum into Dunfermline, having a continued presence in Rosyth may be desired in light of proposed Rosyth Advanced Manufacturing Park discussions.

### Decisions:

- Correct the two errors in the comments for the New Build Campus on page 14 of the Boardpack – “Poilt” should be “Pilot” and the date should be 2023.  
**Responsibility:** M Philp **Deadline:** 12 June 2020
- To discuss offline how to embed culture, brand and visual presentation to ensure continuity and authenticity throughout the project specification.  
**Responsibility:** S Reekie / P Carnie **Deadline:** 30 June 2020
- To discuss offline any support Fife Council could offer to the College through the Scottish Government Town Centre fund / hub model.  
**Responsibility:** C Quinn / G Mole **Deadline:** 15 September 2020
- To circulate the paper on the proposed Rosyth Advanced Manufacturing Park to members by email for information.  
**Responsibility:** H Hall **Deadline:** 12 June 2020

## 6 Estates Strategy

The contents of the paper that had been circulated were noted. It was confirmed that the draft Estates Strategy would be ready in time for approval at the next meeting, and that resource had been put in place to support this and get the Strategy into the required format for Scottish Funding Council. It was noted that it was essential to complete this to ensure that the College could make requests for further estates projects.

**Decision:** To complete the Estates Strategy for approval by the Committee at the next meeting.

**Responsibility:** S Reekie

**Deadline:** 15 September 2020



# Fife College

## 6.1 Glenrothes Campus Works

The contents of the paper that had been circulated were noted. It was highlighted that the Strategic Outline Case preparation was well underway and would be completed by the end of June 2020. Once it had been approved by the Executive Team, it would be circulated to members for approval by email.

**Decision:** To circulate the Strategic Outline Case to Committee members for approval by email.

**Responsibility:** C Quinn

**Deadline:** 31 July 2020

## 7 Financial Update (including Year-End Projection – Risks and Opportunities 2019-20)

The contents of the paper that had been circulated were noted. It was noted that, as at 30 April 2020, the College was £417k ahead of the year to date F1 position. The main variances, as outlined in the paper, were highlighted.

Faculty Directors were currently looking at what delivery could happen, if required, over the summer, in relation to practical assessments. Where delivery moved into next financial year, the income may also require to be moved.

On page 25 of the Boardpack, a £1.1 shortfall in income was noted. It was confirmed that staff were looking at increasing online delivery wherever possible.

It was confirmed that the risk of clawback of this year's funding was low. There was discussion about future funding due to the pressures on Scottish Government from all sectors. Flat cash was currently assumed as the best case scenario and it was likely that strategic change nationally would be required in order to drive efficiency and change. This would be a matter for the Board to look at in due course.

## 8 Commercial Activity Update

The contents of the paper that had been circulated were noted. It was highlighted that the Business Development Team were maintaining close links with employers and businesses to keep them engaged and to look at future needs. Whilst the College's commercial income was significantly impacted upon by lockdown, it was anticipated that there would be opportunities in the future. Members of the Committee were impressed with the positive work that the Business Development Team were continuing to undertake in these extremely challenging circumstances which were contributing to the current financial position.

## 9 Fife College Draft Budget 2020-21

The contents of the paper that had been circulated were noted. It was highlighted that the paper had been prepared in a different format to previous years and budget scenarios had been prepared based on different assumptions, all of which had been discussed with the Scottish Funding Council. It was noted that the budget and assumptions were constantly changing. An update would be given at the next Board meeting, and there may be a requirement for the Committee to be briefed or to meet again once more information becomes available.

**Decision:** To approve scenario 2 as the indicative budget for 2020-21 for submission to the Scottish Funding Council, and to receive further updates at the Board meeting and/or when more information becomes available.

**Responsibility:** S Dunsmuir

**Deadline:** 31 July 2020

## 10 Accounting Policies for Year End 31 July 2020

The contents of the paper that had been circulated were noted. Members were advised that the only change from last year's policies was in relation to a SORP update.

**Decision:** To approve the accounting policies for year end 31 July 2020.

**Responsibility:** S Dunsmuir

**Deadline:** 31 July 2020

## 11 Procurement Strategy and Recent and Forthcoming Tender Activity

The contents of the paper that had been circulated were noted. Members noted overall good progress and noted the spend requiring approval. It was confirmed that updates on Brexit are regularly received and reviewed by the Procurement Team and any required changes would be progressed in line with guidance and deadlines issued.

**Decision:** To approve the spend as outlined on page 43 of the Boardpack which was over the OJEU level.

**Responsibility:** S Dunsmuir

**Deadline:** 31 July 2020

## 12 Review of Remit and Self-Evaluation

The contents of the paper that had been circulated were noted. Members confirmed that they were happy with the timing of meetings and the improved format of papers which had allowed them to focus on the key issues.

**Decision:** Minutes of Dunfermline New Campus Project Board meetings be brought to this Committee for information.

**Responsibility:** M Philp

**Deadline:** 15 September 2020

## 13 Date of Next Meeting

Tuesday 15 September 2020 at 9.30am in the Boardroom, Fife College or via Microsoft Teams