

MINUTES

Minutes of the Finance, Commercial and Estates Committee meeting held on Thursday 19 November 2020 at 4.10pm via Microsoft Teams.

Present: Jim Trail OBE (Chair), Sarah Ferguson, Hugh Hall, Joseph Harney, Gordon Mole

Apologies: Patrick Carnie

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

1 **Welcome**

The Chair welcomed those present to the meeting.

2 **Minutes of the Previous Meeting: 15 September 2020**

The minutes of the previous meetings 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. Five projects were flagged as green, and three as amber. Brief updates were given on each. It was noted that the priority had continued to be ensuring that learners had access to devices and internet in order to study remotely.

Members noted that the Digital Strategy had progressed significantly since the start of lockdown and the focus now needed to turn to ensuring staff had the skills to deliver remotely. Thanks were expressed to all staff within the Digital Services team who had contributed to achieving this strong position.

Decision: To update the deadline on page 9 (currently marked as July 2020) and include costs for the MyFife Project before the paper is submitted to the Board of Governors.

Responsibility: Chief Information Officer

Deadline: 9 December 2020

5 **Draft Estates Strategy**

The contents of the paper that had been circulated were noted. Members were reminded that the Strategy had been presented at the last meeting with additions suggested, all of which had now been incorporated.



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Some further changes were suggested:

- There was a typo on page 12 of the report (page 23 of the Boardpack) – additional “the”
- Consideration be given to how local delivery can be more of a feature and maximizing town centre presence by sharing space with partners
- Ensure that north and east Fife is explicitly mentioned
- Articulate more clearly within the plan what the benefits of repurposing space for innovation and socialization might be

Decisions:

- To update the draft Estates Strategy to reflect the further changes and recommend it to the Board of Governors for approval.
Responsibility: Chief Operating Officer **Deadline:** 9 December 2020
- To discuss offline the possibility of including a discussion on library provision at a future Academic Quality Committee meeting
Responsibility: Director: Governance and Comp./J Harney **Deadline:** 31 December 2020

6 Estates Update

The contents of the paper that had been circulated were outlined and noted. An update was given on each of the projects in turn. Two projects were flagged as green and two as amber.

6.1 Dunfermline New Campus Project Board (DNCPB) Update

Links to all of the meetings held to date were included for information.

7 Financial Update

The contents of the paper that had been circulated were noted. It was noted that the figures included in the Boardpacks were for September due to timescales for papers and the external audit that had been ongoing. October figures would be presented to the Board of Governors at the December meeting. It was highlighted that income for September was higher than predicted, and this was continued into the October figures too.

It was confirmed that the Finance Services team review the figures on an ongoing basis and that spend can be accelerated or stopped should action require to be taken to bring the position as close to breakeven as possible.

It was noted that the contract with SPS was in year 4 of 5 with a possible 2 year extension. Negotiations were ongoing with SPS about delivery and KPIs due to the Covid-19 pandemic.

The F1 reforecast exercise had been undertaken as outlined on page 40 of the Boardpack. A modest underlying surplus was predicted for the year-end.

Reassurance was given that the trend of the cash balance was not of concern. The start of year position had been higher than normal due to deferred spend. The year-end projection showed cash returning to normal levels.



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8 Commercial Activity Update

The contents of the paper that had been circulated were noted. It was highlighted that commercial activity was ahead of target and this had continued into October. Foundation and non managed service income was performing well. However there was some outcome based income which had risk attached to it.

It was confirmed that Flexible Workforce Development Fund (FWDF) allocations for SMEs had not yet been announced. Whilst funding would become available, the College would require to liaise with businesses to ascertain what activity could go ahead. Members were reassured that the College was ready to respond as soon as the announcement was made.

9 Academic Fees 2021-22

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

Decision: To approve the academic fees for 2021-22.

Responsibility: Chief Financial Officer

Deadline: 31 December 2020

10 Procurement Update

The contents of the paper that had been circulated were noted. There were no procurements to be approved. The Procurement Annual Report was outlined and reviewed. Members were pleased to note that 43% of spend with SMEs and queried how much of this was within Fife. The community benefits section was also welcomed.

Decisions:

- To approve the Procurement Annual Report.
- To circulate an update detailing the spend with SMEs and how much of this is within Fife.

Responsibility: Chief Financial Officer

Deadline: 31 December 2020

11 Date of Next Meeting

Tuesday 2 March 2021 at 9.30am