

MINUTES

Meeting: Finance, Commercial and Estates Committee

Date: Thursday 22 September 2022 at 3.30pm

Location: Microsoft Teams

Present: Susan Mitchell (Chair), Drew Connelly, Hugh Hall, Gordon Mole, Phillip Thompson, Emma Wallace

In Attendance: Gail Dunn, Susan Dunsmuir, Kris Getchell, Iain Hawker, John Lewthwaite, Marianne Philp

1 Welcome

The Chair welcomed those present to the first meeting of this academic year.

2 Minutes of the Previous Meeting: 7 June 2022

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 Strategic Update: Estates

The contents of the report that had been circulated were noted. Updates were given on each of the Projects. There was a discussion about costs relating to the Dunfermline Learning Campus (DLC). A request had been made to the contractor to finalise these in advance of the Board meeting on 29 September 2022 and an update would be provided then. The Rosyth lease had been extended to 2025 but there was an option to break in 2024. This would be considered once the programme for works related to the DLC were confirmed and taking into account other strategic activity in Rosyth. Dilapidations would be considered at the end of the lease, and professional advice would be procured to support this.

The Halbeath campus disposal findings were due autumn 2022. Whilst the timescales had been extended, there were no significant issues with this. It was due to workload and external environment issues and would be delivered in the next period.

4.1 New Build Project Board Minutes

Links to the minutes of meeting held since the Committee last met were included on the agenda.

5 **Strategic Update: Digital**

The contents of the paper that had been circulated were outlined and noted. Considerable work had been undertaken over the summer period. All projects listed were on track. Members noticed a stepped change since pre-pandemic in relation to the digital strategy and commended all involved on this.

There was a discussion about the new Digital Strategy and members requested an opportunity to discuss and influence this prior to it being submitted to the Committee for approval.

Decision: To bring the new Digital Strategy to the Committee for discussion and input prior to submitting it for its approval.

Responsibility: Chief Information Officer

Deadline: 17 November 2022

6 **Strategic Update: Finance**

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 just under £1.4m. Main variances on the adjusted operating position compared to the position reported to the Committee in June 2022 were briefly outlined. It was noted that the year-end audit was due to commence on 26 September 2022.

7 **Strategic Update: Commercial Activity**

The contents of the paper that had been circulated were noted. The summary on page 28 of the Boardpack was outlined. The Flexible Workforce Development Fund and Modern Apprentice areas of work had been particularly successful. A summary of new contracts awarded was provided in each of the Faculties.

Decision: To prepare a comparative analysis of Fife College and other Colleges in relation to commercial activity for the next meeting.

Responsibility: S Dunsmuir/I Hawker

Deadline: 17 November 2022

8 **Financial Forecast Report to 2026-27**

The contents of the paper that had been circulated were noted. Three scenarios were explained and were outlined.

Members commended the Executive and Finance Team members for the approach taken. Whilst scenario 3 was perhaps difficult to read, it gave assurance that options available to the College and the size of the challenge faced was known and plans could be worked up and put into action as required.

It was suggested that the Board should be made aware of the rationale for each of the scenarios, and also note that work would be undertaken this year to be in place by the start of next academic year.

It was confirmed that detailed discussions were taking place with relevant Directors to understand the practicalities of the requirements.

Decision: To recommend to the Board the submission of all three scenarios to the Scottish Funding Council to illustrate the challenges facing the College in achieving a sustainable financial position over the planning period.

Responsibility: S Dunsmuir

Deadline: 29 November 2022

9 Procurement Update

The contents of the paper that had been circulated were noted. There were two projects requiring approval, as detailed on page 43 of the Boardpack. Attention was also drawn to page 44 of the Boardpack which detailed information requested by members at the last meeting.

Decisions:

- To approve the two projects as detailed on page 43 of the Boardpack.
Responsibility: S Dunsmuir/G Dunn **Deadline:** 30 September 2022
- To investigate any impact on the changes to OJEU thresholds.
Responsibility: S Dunsmuir/G Dunn **Deadline:** 29 November 2022

10 Annual Report to the Board

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

Decision: To approve the Annual Report 2021-22.

Responsibility: M Philp

Deadline: 29 September 2022

11 Review of Meeting

It was suggested that more benchmarking information generally within papers would be useful – relating to commercial activity and financial scenarios in particular.

Observations had been made throughout the meeting that the format of papers was useful.

The Chair advised that she would be happy to take feedback or discuss any relevant matters with members outwith the meeting should this be useful.

12 Date of Next Meeting

Thursday 17 November 2022

- Joint Audit and Risk / Finance, Commercial and Estates Committee: 3.15pm
- Finance, Commercial and Estates Committee: 4pm