

Draft Minute of the Performance and Resources Committee held on Monday 5 October 2015

Present	
Linda McDowall (Chair)	
Clare Ireland	Jim O'Donovan
In Attendance	
Robin Ashton (items 1-7 only)	Ali Jarvis (Interim Chair)
Martin Fairbairn (Interim Chief Officer)	Wendy Odedina (Executive Assistant)
Eleanor Harris	Stuart Thompson
Alan Inglis	

1. Introduction and Welcome

Paper Number: Verbal

1.1 Discussion

The Committee Chair welcomed members and colleagues to the first meeting of the Performance and Resources Committee.

2. Apologies

Paper Number: Verbal

2.1 Decision

Apologies were noted for Carol Kirk.

3. Declarations of Interest

Paper Number: Verbal

3.1 Decision

There were no declarations of interest made.

4. Chair's Business

Paper Number: Verbal

4.1 Decision

There were no matters raised under Chair's business.

5. Committee Terms of Reference

Paper Number: PRC1-A

5.1 Discussion

The Interim Chief Officer noted that the terms of reference for the Committee were approved by the full Board in October 2014. Given this is the first meeting of the Committee, it is right and proper for the Committee to review these.

5.2 Decision

No amendments were suggested to the Committee terms of reference.

6. Long Term Agenda

Paper Number: PRC1-B

6.1 Decision

The long term agenda was **approved**.

7. 2014-15 Regional Outcome Agreement: Draft Evaluation Report

Paper Number: PRC1-C

7.1 Discussion

The Committee considered the Regional Outcome Agreement (ROA) draft evaluation report for 2014-15 which is the first year of the three year ROA. It was noted that this will be considered by the Board and will then be sent to the SFC.

The Committee discussed the target to increase the recruitment of students with a disability and issues around declaration and capturing accurate data. It was noted that the colleges are working with established groups in the sector to get advice in this matter and are looking to address the balance of those who declare a disability within the student population, compared to the resident population.

7.2 Decision

The Committee **noted** the 2014-15 ROA draft evaluation report.

It was **agreed** that the SFC criteria for how figures are calculated should be included within the paper for the Board on this item for information.

8. 2015-16 Regional Outcome Agreement: Progress Report

Paper Number: PRC1-D

8.1 Discussion

The Committee considered the progress report for the 2015-16 ROA which was noted is being presented at a very early stage in the academic year and will continue to develop as real data becomes available.

Members were asked to consider if the format of the report is helpful and if the balance of detail between regional and individual college data is at the correct level.

8.2 Decision

The Committee **noted** that the format of the report was helpful and that the level of detail was appropriate, however noted that there may be some instances in the future where more detail may be required. This should therefore be kept under review.

9. 2016-17 Regional Outcome Agreement: Framework for Development

Paper Number: PRC1-E

9.1 Discussion

The Committee considered the proposed framework for development for the 2016-17 ROA, which is the final year of the current 3 year ROA, including the proposed timeline for development, engagement with key partners, priority outcomes from the SFC and how it reflects discussions from the GCRB's strategic development session held in August.

It was noted that the Curriculum and Estates plan is a key driver for the development of the ROA. Whilst the paper presented is seeking to agree the framework for development at this stage, actual details of proposed transfer of provision will be presented at a later stage and that there would be appropriate engagement with staff trade unions by the colleges.

Next steps are for the proposed framework to be presented to the Board in October 2015 for approval, with the ROA itself being presented to the Board in January 2016 for approval before being submitted for sign off to the SFC in February 2016.

9.2 Decision

The Committee **agreed to recommend** to the Board that this paper is approved as the basis for developing the 2016-17 ROA.

It was **noted** that there is risk of slippage in the normal timetable of receiving indicative funding allocations from the SFC and that this should be borne in mind to ensure that the ROA stands up to different financial circumstances.

10. GCRB running costs report

Paper Number: PRC1-F

10.1 Discussion

The Committee received the running costs report for GCRB providing an overview of GCRB's finances for 2014-15 and 2015-16. It was noted that this Committee will set the budget for GCRB in the future.

It was noted that there was an underspend of the budget in 2014-15. This has been retained by the SFC and will be used to reduce the top slice of funding for the GCRB from the overall Glasgow grant for 2015-16.

10.2 Decision

The Committee **noted** the GCRB running costs report.

11. Glasgow region financial report

Paper Number: PRC1-G

11.1 Discussion

The Committee discussed the Glasgow region financial report which is a combined version of financial forecast returns for each of the colleges. It was noted that there are some areas where the colleges interpret data differently and these have been highlighted.

It was noted that the new rules that have arisen from ONS means that accounts are being presented over different periods of time and this does cause some difficulty for comparison purposes.

The Committee discussed the background to transfers in and out of Arms Lengths Foundations. It was noted that these funds are not used for everyday expenditure and are more likely to go toward investments or long term projects.

11.2 Decision

The Committee **noted** the Glasgow region financial report.

It was **agreed** that a paper detailing the amount of funds transferred into arms lengths foundations by each of the assigned colleges, and a description of what this money has been used for to date, should be brought to the next meeting of the Committee.

It was **agreed** that training for board members on new accounting standards should be arranged.

It was **agreed** that the Interim Chief Officer and the Vice Principals responsible for finance within the colleges should meet to discuss the potential for consistency of reporting across the region.

12. Financial Memorandum between GCRB and assigned colleges

Paper Number: PRC1-H

12.1 Discussion

The Interim Chief Officer noted that following the consideration of the Financial Memorandum (FM) between GCRB and the assigned colleges at the March 2015 meeting of the Board, approval of the FM was remitted to this Committee.

Following the March board meeting, comments were received in writing from one board member and these were detailed, along with responses from management, within the paper presented.

12.2 Decision

The Committee **agreed** the Financial Memorandum between GCRB and the assigned colleges.

The Committee **authorised** the Interim Chief Officer to seek agreement to the changes to the draft Financial Memorandum proposed in this paper and **authorised** the Interim Chief Officer to sign the Financial Memorandum on behalf of the Glasgow Colleges' Regional Board when responsibility passes from SFC to the GCRB.

13. Scheme of Delegated Authority

Paper Number: PRC1-I

13.1 Discussion

The Interim Chief Officer presented the Scheme of Delegated Authority which is a fuller and more developed version of the interim Scheme of Delegated Authority approved by the Board at its June 2015 meeting.

13.2 Decision

The Committee **noted** and endorsed the proposed update to the Scheme of Delegation.

It was **proposed** that in relation to the use of the policies and procedures of Glasgow Clyde College for GCRB staff, that a 'translation' document should be drafted which lists equivalent staff at GCRB (e.g. Principal = Executive Director).

14. Fully-Operational Fundable Body Status: Progress Report

Paper Number: PRC1-J

14.1 Discussion

The Committee considered the progress report on GCRB's work to achieve fully-operational fundable body status. It was noted that this paper is an update to the version emailed to members at the end of June 2015 following the June 2015 board meeting.

It was noted that some actions had slipped on the timescale during the summer months, however all actions are on now track and will be submitted for approval to the Board at its October meeting.

It was noted that a member of the SFC will be in attendance at the October board meeting for final assessment purposes. The Interim Chief Officer is liaising with SFC regarding their timetable for when a final decision on granting fundable body status might be expected.

14.2 Decision

The Committee **noted** the progress report and were pleased that all actions are on track. The Committee thanked all concerned for their efforts in working towards this important milestone.

15. Date of next meeting

Paper Number: Verbal

16.1 Decision

The date of the next meeting was **agreed** as Monday 14 December to be held at City of Glasgow College, Riverside Campus.