

Draft Minute of the Performance and Resources Committee held on Monday 9 October 2017

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| Present | |
| Frank Coton (Chair) | Carol Kirk |
| Paul Buchanan | Caroline MacDonald (items 1-8c only) |
| Megan Cartwright | Jim O'Donovan |
| In Attendance | |
| Robin Ashton (Executive Director) | Stuart Thompson, Vice Principal, CoGC |
| Penny Davis (Board Secretary) | Jon Vincent, Principal, GCC |
| Jim Godfrey (Interim Finance Director) | Alan Sherry, Principal, GKC |
| Wendy Odedina (Executive Assistant) | |
| Apologies | |
| Alastair Milloy | |

1. Introduction and Welcome

Paper Number: Verbal

1.1 Discussion

The Chair welcomed all members and attendees to the meeting, and in particular Megan Cartwright to her first meeting.

2. Apologies

Paper Number: Verbal

2.1 Decision

Apologies were noted for Alastair Milloy.

3. Declarations of Interest

Paper Number: Verbal

3.1 Decision

The Chair reminded members that it is their personal responsibility to indicate to the Chair at any point during the meeting if they have, or may be perceived as having, a conflict of interest under any item on the agenda.

The Principals and Vice-Principal declared an interest in items 7a and 8a.

4. Chair's Business

Paper Number: Verbal

4.1 Decision

There were no items raised under Chair's Business.

5. Minute of the Committee Meeting held on 16 June 2017

Paper Number: PRC1-A

5.1 Decision

The minute of the meeting held on 16 June 2017 was **agreed** as an accurate record. It was agreed to include details of which college staff contributed to this meeting also.

The Committee also noted the decision by correspondence taken on 21 August with regard to additional ESOL funding.

6. Evaluation of the Delivery of the 2016-17 Glasgow Regional Outcome Agreement

Paper Number: PRC1-B

6.1 Discussion

The Executive Director provided an overview of the evaluation of 2016-17 Glasgow Regional Outcome Agreement noting that it is an annual evaluation required by the Scottish Funding Council. He noted that the ROA report is complemented with information relating to Education Scotland activity and the new quality framework.

He noted areas of significant progress, where delivery has been to target, such as overall Credit volumes and delivery relating to economic sectors, and evidence of aligning skills training to jobs and growth. He also highlighted that widening access targets have been exceeded which is a positive development given the priority given to this area by GCRB.

He noted that there has been a fall in performance in some areas, notably attainment for FT courses, and that improvement actions will be the focus of forthcoming Education Scotland activity.

The Committee discussed the purpose of the report and the need to fulfil the SFC's requirements balanced against an effective analysis of regional performance.

The Committee discussed supporting learning provision and the Executive Director noted that the colleges feel they are meeting need in this area.

The Committee discussed the proposal to revise some targets in year.

6.2 Decision

The Committee **considered** the draft evaluation of progress towards the achievement of targets and goals set out within the Glasgow Regional Outcome Agreement for 2016-17.

The Committee **agreed** to the revision, in light of this evaluation, of two regional targets set for 2017-18.

It was **agreed** that the Executive Director, in consultation with the Interim Chair of the Board and Chair of the Performance and Resources Committee, should update the report to reflect feedback from the committee and then submit it to the Board for agreement.

7(a) Capital Funding 2016-17 Final Report

Paper Number: PRC1-C

7.1 Discussion

The Interim Finance and Resources Director presented the paper which provided a final report on capital projects funded in session 2016-17.

7.2 Decision

The Committee **noted** the capital funding 2016-17 final report.

7 (b) GCRB Running Costs 2016-17

Paper Number: PRC1-D

7.3 Discussion

The Interim Finance and Resources Director provided an overview of the report which provided members with a final position on GCRB's spend against budget for session 2016-17.

7.4 Decision

The Committee **noted** the GCRB running costs report for 2016-17.

7(c) Draft Accounts Commentary – year end

Paper Number: PRC1-E

7.5 Discussion

The Interim Finance and Resources Director presented members with an early draft of the annual report and accounts for 2016-17. He noted that the Audit Committee has discussed the issues, and associated risks, around accounts consolidation at length.

The Committee noted that a number of board members terms of office are coming to end at the same time and the Executive Director advised that the Nominations and Remuneration Committee are due to consider succession planning at their next meeting.

7.6 Decision

The Committee **noted** the draft accounts commentary.

8 (a) Grant Letter 2017-18

Paper Number: PRC1-F

8.1 Discussion

The Executive Director provided an overview of the paper noting that a grant letter had been issued to the assigned colleges in early October. As this is the first grant letter that GCRB has issued, the Executive Director requested feedback from members on how it might be developed in the future.

The Committee discussed how the GCRB grant letter compared to SFC grant letters and it was noted that GCRB has combined a number of SFC offers of grant into one regional grant letter rather than issue separate letters.

8.2 Decision

The Committee **noted** the report.

8 (b) Additional Grants 2017-18

Paper Number: PRC1-G

8.3 Discussion

The Executive Director presented the paper on additional grants for 2017-18 which included ESOL funding, Flexible Workforce Development Funding and additional Childcare funding.

The Executive Director outlined a number of concerns around the suggested reduction in ESOL funding and the significant effect this would have on the colleges and community partners. He noted that he has agreed to write to the SFC on this matter.

The Executive Director also spoke regarding the Flexible Workforce Development Funding and explained that a cross college group has been established to form a regional approach. He noted the challenges with delivering to tight timescales however noted that the regional approach should allow Glasgow to demonstrate how it best placed to deliver this funding in the future.

The Executive Director noted that some additional childcare funding is expected in the very near future, but that this has not yet been formally offered to Glasgow. In discussion with the colleges and in the context of regional curriculum development plans for this subject area, he noted that it has been agreed in principle that the activity should be delivered by City of Glasgow College who have the capacity to deliver this in 2017-18.

8.4 Decision

The Committee **noted** the progress regarding ESOL since the meeting of the Board on 4 September 2017 and the serious concerns on this issue. They requested the Executive to work with regional partners and SFC on this matter.

The Committee **noted** the SFC guidance issued on 7 September regarding the Flexible Workforce Development Fund and the implications thereof and agreed that representations should be made from the Glasgow region to Scottish Government officials regarding options for distribution of this funding in future years.

The Committee **agreed** to recommend to the Board that an additional allocation of childcare funding for 2017-18 is allocated to City of Glasgow College, if offered to GCRB by the SFC.

8 (c) Capital Funding 2017-18 Progress Report

Paper Number: PRC1-H

8.5 Discussion

The Interim Finance and Resources Director provided an overview of progress on projects agreed by the Committee through the capital funding for 2017-18. He noted that good progress has been made and a number of projects were completed over the summer.

He also outlined the request to move cost savings from one project to another within the same college.

8.6 Decision

The Committee **note** the progress made by the colleges in respect of the capital projects in 2017-18.

The Committee **agreed** that the cost savings arising from one approved project may be used to offset additional approved project costs within the same College.

It was **agreed** to delegate authority to the Interim Finance and Resources Director to agree with the colleges arrangements on the use of cost savings to offset costs on other capital projects funded by GCRB and to define the level of expenditure at which the colleges should consult with the GCRB Executive.

Caroline MacDonald left the meeting at this point.

8 (d) GCRB Running Costs 2017-18

Paper Number: PRC1-I

8.7 Discussion

The Interim Finance and Resources Director presented the GCRB running costs report for 2017-18 noting the spend to date against the budget agreed by the Board.

8.8 Decision

The Committee **noted** the GCRB running costs report for 2017-18.

9. Long Term Financial Planning – Financial Forecast Returns

Paper Number: PRC1-J

9.1 Discussion

The Interim Finance and Resources Director presented the paper on long term financial planning and also delivered a PowerPoint presentation to the Committee on the main themes arising from the region's financial forecast returns.

He noted that the assumptions that underlie the FFR have been subject to discussions with the SFC and this is an evolving process.

The Interim Finance and Resources Director highlighted that the financial position of the region is deteriorating and that the strong reliance on public funding, and any potential changes to this, are a significant risk. He noted that he is working with the colleges to develop long term financial plans and on scenario planning.

The Committee discussed the significant challenges that face the region financially and noted that lobbying should be undertaken, backed-up by robust evidence, to make the case for appropriate levels of funding in Glasgow.

9.2 Decision

The Committee **approved** the Financial Forecast Return for GCRB and the commentary contained within Section 5 of the report.

The Committee **noted** the consolidated Financial Forecast Return of the Glasgow region and the commentary contained within Section 6 of this report.

10. Revised Financial Procedures Manual

Paper Number: PRC1-K

10.1 Discussion

The Interim Finance and Resources Director noted that the Financial Procedure Manual had been updated further to internal audit recommendations and based on user experience. He noted that the changes are relatively minor.

10.2 Decision

It was **agreed** that a tracked changed version of the financial procedures manual should be shared with the Interim Chair and Chair of Audit for endorsement, and then submitted to the full Board for approval.

11. Service Agreement with SFC

Paper Number: PRC1-L

11.1 Discussion

The Interim Finance and Resources Director presented the Service Level Agreement with SFC noting that this had been considered by GCRB's lawyers and includes feedback from SFC.

11.2 Decision

The Committee **reviewed** the Service Agreement with the Scottish Funding Council and agreed to **recommend** it for approval by Board.

12. GCRB Finance Support

Paper Number: PRC1-M

12.1 Discussion

The Interim Finance and Resources Director temporarily left the meeting at this point.

The Executive Director provided an overview of the report seeking to extend the current consultancy contract which provides GCRB with financial support in the interim period prior to recruitment of a permanent Finance and Resources Director.

12.2 Decision

The Committee **agreed** to **recommend** that the Board approve the extension of the current consultancy contract in place to provide GCRB with financial support until end of December 2017, and if possible to end March 2018, subject to discussions with SFC on consultancy arrangements.

13. Developing a Regional Approach to Student Data Management

Paper Number: PRC1-N

13.1 Discussion

The Interim Finance and Resources Director re-joined the meeting at this point.

The Executive Director presented the paper noting the recent discussions on developing a regional approach to student data management and the offer of project support from Universities and Colleges Shared Services (UCSS) to develop technical options for consideration.

The Committee discussed GDPR and noted that the implications of this should be taken into consideration within approaches to student data management. The Committee also suggested that product-usability should be a key criteria of any product specification.

13.2 Decision

The Committee **noted** the report and the potential for a regional approach to student data management to contribute to regional policy and national strategy achievement. It was **agreed** that given the strategic importance of this item, a further paper on project development should be considered at the start of the next committee meeting.

14. Long Term Agenda

Paper Number: PRC1-O

14.1 Discussion

The Committee **agreed** the long term agenda.

15. Date of Next Meeting

Paper Number: Verbal

It was **noted** that the next meeting of the Committee is required to be re-scheduled and the GCRB Executive Assistant will consult members shortly to agree a new date.