

Draft Minute of the Performance and Resources Committee held on Friday 9 December 2016

Present	
Frank Coton (Chair)	Paul Buchanan
Amparo Fortuny	
In Attendance	
Robin Ashton (Executive Director)	
Wendy Odedina (Executive Assistant)	Janet Thomson, Vice Principal, GCC
Janis Carson, Depute Principal, COGC (items 1-6)	Stuart Thompson, Vice Principal, COGC (items 1-6)
Alan Inglis, Vice Principal, GKC	Kevin Webster, Project Manager, Hardies (items 1-6)
Apologies	
Carol Kirk	Caroline MacDonald
Jim O'Donovan	

1. Introduction and Welcome

Paper Number: Verbal

1.1 Discussion

The Chair welcomed colleagues from assigned colleges and also Kevin Webster from Hardies Property and Construction Consultants who has been invited to provide an update on capital maintenance projects at Glasgow Kelvin College

The Chair thanked members and attendees for accommodating the change of date of the meeting at short notice.

2. Apologies

Paper Number: Verbal

2.1 Decision

Apologies were noted for Carol Kirk, Caroline MacDonald and Jim O'Donovan.

It was also noted that the Chair of the Board, Margaret Cook, who would normally attend this Committee as an observer was unable to attend on the revised meeting date.

Similarly, representatives from Mott MacDonald who are delivering the capital maintenance projects at Glasgow Clyde College were unable to attend on the revised meeting date therefore Janet Thomson would speak to this item on the their behalf.

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.

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. Minute of the Committee Meeting held on 10 October 2016 and 21 October 2016

Paper Number: PRC3-A and PRC3-B

5.1 Decision

The Committee **agreed** that the minutes of the meetings held on 10 October 2016 and 21 October 2016 were true records.

6. Capital Maintenance Funding

Paper Number: PRC3-C and PRC3-C2

- **GKC and GCC Progress Reports: Paper PRC3-C**

6.1 Discussion

The project manager from Hardies Consultants provided an update on progress made on the capital maintenance projects across the three sites of Glasgow Kelvin College. Members discussed the potential risk in not meeting timescales due to issues associated with listing building consent and weather constraints.

The Vice Principal for Finance at Glasgow Clyde College provided an overview of the projects now underway at their Cardonald and Langside campuses. It was noted that the toilet refurbishment at Cardonald campus poses the highest risk in terms of meeting timescales however when complete this will have the highest impact on improving student experience.

6.2 Decision

In relation to Glasgow Kelvin College, it was **agreed** that:

- a copy of the status report from Hardies Consultants would be circulated to members;
- the project manager would provide early notice to the Committee of any risk to overrun of timescales or cost;
- the Executive Director would liaise with the college and the SFC regarding the likely risk of not meeting funding timescales due to the three month period required for listed building consent.

In relation to Glasgow Clyde College, it was **agreed** that:

- the project team should provide early notice to the Committee of any risk to overrun of timescales or cost.

Kevin Webster left the meeting at this point.

- **Correspondence from City of Glasgow College: Paper PRC3-C2**

6.3 Discussion

The Executive Director noted that correspondence had been received from City of Glasgow College (CoGC) in relation to the Committee, and Board, decision on the allocation of the additional capital maintenance funding received by the region from the SFC and this was enclosed within the paper for this item.

The Executive Director noted that it is part of the Performance and Resources Committee's remit to advise the Board on the allocation of regional funds and therefore, following discussion with the Committee Chair, it was agreed to invite representatives from CoGC to attend this meeting in order to discuss their concerns.

The Depute Principal from CoGC and Vice Principal for Finance and HR outlined the college's concerns in relation to the reasons as to why it was not allocated any additional funding for capital maintenance. These concerns primarily related to the criteria on which submissions were assessed against and around the extent to which CoGC was being treated fairly in comparison to other colleges in Scotland with similar levels of new estate infrastructure.

The Committee Chair detailed the specific criteria that the Committee used in evaluating submissions and clarified that these were applied on a regional basis in line with the remit of the Regional Board. The primary selection criterion was therefore alignment with the most pressing maintenance needs of the regional estate. He also noted that the Committee came to the conclusion that the majority of CoGC's requests were for additional capital spend and not maintenance. When considering the region as a whole, the submissions from CoGC were not felt to be the most pressing needs.

The CoGC Vice Principal for Finance and HR pointed out that the guidance on IT spend in the recommendation paper to the main GCRB meeting differed in wording to the SFC guidance. The wording reflected the criterion used by the Performance and Resources Committee following clarification provided to the Executive Director by the SFC. It was accepted that it would have been desirable for the recommendation paper to have made this explicit despite this criterion having no bearing on the final recommendation.

The Chair noted that the Committee and the Board were advised appropriately and followed the SFC guidance completely within a regional context.

It was highlighted that application of the selection criteria on a region basis had the potential to disadvantage CoGC in relation to other colleges in Scotland with new estates who received an additional capital funding allocation individually. The Chair of the Committee provided a personal assurance that he would work to deliver the best outcomes for all colleges within the region and would seek to ensure no disadvantage for Glasgow in funding terms for being a multi-college region compared to single college regions.

6.4 Decision

It was **agreed** that the Executive Director would write to the SFC to request guidance on the interpretation of 'maintenance' funding moving forward, in the context of the wider discussion being had with Audit Scotland on capital spend.

It was **agreed** that as GCRB becomes fully operational it should be provided with the full details of all capital needs in order to understand the requirement long term across the region.

It was **agreed** that a detailed briefing on the unitary charge in relation to the CoGC new build should be provided at a future meeting of the Committee.

Janis Carson and Stuart Thompson left the meeting at this point.

7. GCRB Running Costs and Draft 2015-16 Financial Statements Draft 2015-16 Annual Report and Accounts

Paper Number: PRC3-D and PRC3-D2

- **GCRB Running Costs and Draft 2015-16 Financial Statements: Paper PRC3-D**

7.1 Discussion

The Executive Director presented the report on GCRB's running costs and draft 2015-16 financial statements. He noted that the final year figures for 15-16 were under budget and that the projected costs for 16-17 are also under budget.

7.2 Decision

The Committee **noted** the report on GCRB running costs and draft 2015-16 financial statements.

- **Draft 2015-16 Annual Report and Accounts: Paper PRC3-D2**

7.3 Discussion

The Executive Director presented the GCRB Annual Report and Accounts for 2015-16 which have been developed with GCRB's external auditor. He noted that the auditor is satisfied that historic governance issues have been properly addressed and that they are content with the document.

7.4 Decision

The Committee **agreed** from a finance perspective:

- to advise the board that there are no matters that prevent the accounts being approved;
- to advise to the Board that it is appropriate for the accounts to be prepared on the 'going concern basis'
- to recommend to the Board that the letter of representation be signed by the GCRB Executive Director on behalf of the Board.

8. Glasgow Region Financial Report

Paper Number: PRC2-E

8.1 Discussion

The Vice Principal for Finance at Glasgow Clyde College presented the Glasgow region financial report on behalf of the 3 colleges. She noted that this is an update paper which shows the difference between the last report in September and the position at the end of November.

She noted that all three colleges are within their levels of financial sustainability.

8.2 Decision

It was **agreed** that the GCG Sustainability group should work to agree a common system for categorising funds which will allow for better comparison when analysing regional reports.

The Committee **noted** the report.

9. 2016/17 Regional Outcome Agreement Progress Report

Paper Number: PRC3-F

9.1 Discussion

The Depute Principal from Glasgow Kelvin College, who is also the Chair of the GCG Learning and Teaching Group, presented the 2016/17 Regional Outcome Agreement progress report. He noted that in the main progress is on track, however the colleges are below target for the SIMD10 measure.

The Committee discussed that the next update report will be crucial as it will include figures from the January intake of students which will provide a clearer position on progress toward achievement of targets.

The Executive Director noted that it is his intention to develop monitoring arrangements for GCRB, similar to those provided by the FES upload used by the SFC, in order to provide an increased level of assurance to the Board including real time data as well as projections.

9.2 Decision

The Committee **noted** the 2016-17 Regional Outcome Agreement Progress Report.

10. Update on Development of Draft 2017/18 Regional Outcome Agreement

Paper Number: PRC3-G

10.1 Discussion

The Executive Director provided an update on the development of the draft 2017/18 Regional Outcome Agreement. He noted that this is a new three year outcome agreement which is to be drafted under new SFC guidelines.

The Executive Director noted to members that he has been in discussion with the SFC to reduce the number of targets that are required to be reported against. He also explained that targets have been set for three years however the funding allocation is only for one year, therefore there will be an opportunity each year to renegotiate and adjust targets in line with the annual receipt of funding.

The Executive Director highlighted the likely reduction or possible removal of ESF funding and noted that a better understanding of the criteria and volume is required before targets can be accurately set for 2018-19 onwards. It has therefore been agreed with the SFC that given these unknowns, GCRB's approach in setting targets should be to focus on 2017/18.

The Committee discussed the SIMD10 targets in depth and agreed that there should be a balance between setting realistic but challenging targets. The Committee acknowledged that there are no 'quick fixes' that can be taken to increase levels of participation from SIMD10 areas and agreed that it was more beneficial to do solid ground work would will have a longer term effect.

10.2 Decision

It was **agreed** that the Regional Outcome Agreement should focus primarily on 2017/18 and clearly indicate the risk associated with the uncertainty around ESF funding.

The Committee wished to put on record their appreciation for the amount of work undertaken by the Executive Director and the colleges towards the development of the new ROA.

11. Widening Access Report

Paper Number: PRC3-H

11.1 Discussion

The Executive Director presented the paper on widening access. Members discussed in detail the figures within the report and how these relate to the Glasgow region as a whole, which includes parts of East Dunbartonshire and East Renfrewshire as well as Glasgow city itself.

It was noted that a better understanding of these figures will assist the GCRB in evidencing its approach in the development of its strategic plan and future Regional Outcome Agreements.

11.2 Decision

It was **agreed** that the Executive Director and GCG Learning and Teaching group should liaise with the SFC to obtain data which provides further clarification of SIMD10 activity for all of the local authorities within the Glasgow region.

It was **agreed** that the colleges' access and inclusion strategies should be presented to the next meeting of the Committee.

The Committee **noted** the report.

12. Expansion of Early Learning and Childcare Provision

Paper Number: PRC3-I

12.1 Discussion

The Executive Director presented the paper on the expansion of early learning and childcare provision and provided an overview of the Scottish Government's initiative in this area. He highlighted the delivery that the Glasgow colleges currently provide in this sector and noted that this will be required to increase.

The Executive Director noted that engagement has begun with Glasgow City Council through a Project Board and will also require to be undertaken with the two other local authorities within the Glasgow College Region.

12.2 Decision

The Committee **noted** the early report on this matter.

Given the associated timescales, it was **agreed** that the Executive Director should bring a further update on this matter as it progresses and highlight any issues that may impact the region at the earliest opportunity.

13. Additionality Activity

Paper Number: PRC3-J

13.1 Discussion

The Executive Director presented the paper of the current level of additionality activity delivered by the Glasgow colleges and the reasons as to why this takes place. He also explained the wider sector developments around this issue.

13.2 Decision

The Committee **agreed** that:

- the Executive Director should liaise with the assigned colleges to ensure that levels of additionality for the Glasgow College Region do not increase, are reduced where appropriate and that contingency planning is undertaken to manage risks if the SFC were to require a reduction in one plus activity for the 2016/17 year;
- the Executive Director should work with the Glasgow SFC ROA managers to inform them of regional intentions and plans for one plus activity for 2016/17 and beyond; and
- a further update on additionality should be provided to the Committee prior to the start of the 2017/18 academic year.

14. Long-term Agenda

Paper Number: PRC3-K

14.1 Decision

It was **agreed** to add the following matters to the long-term agenda:

- college capital maintenance long term plans; and
- City of Glasgow College unitary charge briefing.

15. Draft Performance and Resources Committee Annual Report

Paper Number: PRC3-L

15.1 Discussion

The Executive Director presented the draft Performance and Resources Committee annual report which provides an overview of the work of the committee and identifies priority issues moving forward.

15.2 Decision

The Committee **agreed**:

- the priority issues set out in section 9 of the report, subject to the inclusion of the capital maintenance plans as discussed at this meeting of the Committee; and
- to endorse the report to the full Board.

16. Date of Next Meeting

Paper Number: Verbal

16.1 Decision

The date of the next meeting of the Performance and Resources Committee was confirmed as **Monday 6 February 2017** at **1400hrs**. Venue tbc.