

Draft Minute of the Performance and Resources Committee held on Wednesday 7 March 2018

Present	
Frank Coton (Chair)	Megan Cartwright
Paul Buchanan	Carol Kirk
In Attendance	
Robin Ashton (Executive Director)	Wendy Odedina (Executive Assistant)
Penny Davis (Board Secretary)	Fares Samara, Vice-Principal, CoGC
Jim Godfrey (Finance and Resources Director)	Alan Sherry, Principal, GKC
Janie McCusker (Chair of the Board)	Janet Thomson, Vice-Principal, GCC
Apologies	
Caroline MacDonald	Jim O'Donovan
Alastair Milloy	

1. Introduction and Welcome

Paper Number: Verbal

1.1 Discussion

The Chair welcomed all members and the Chair of the Board to her first meeting of the Performance and Resources Committee.

2. Apologies

Paper Number: Verbal

2.1 Decision

Apologies were noted for Caroline MacDonald, Alastair Milloy and Jim O'Donovan.

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.

4. Chair's Business

Paper Number: Verbal

4.1 Decision

The Chair noted that this was Carol Kirk's last Committee meeting before her tenure on the Board comes to an end, and thanked her for her contribution to the work of the Committee.

5. Minute of the Committee Meeting held on 9 February 2018

Paper Number: PRC4-A

5.1 Decision

The minute of the meeting held on 9 February 2018 was **agreed** as an accurate record.

6. Regional Outcome Agreement 2017-18 Progress Report

Paper Number: PRC4-B

6.1 Discussion

The Executive Director provided an overview of the ROA 17-18 progress report noting that targets are on track to be delivered and providing explanation any minor variances. He highlighted that a column showing in-year actual data has been added as per a recommendation from internal audit for greater assurance.

The Committee discussed that future reports should show tolerance levels and also work that the colleges are undertaking that is not funded by the region.

As a matter of accuracy, it was noted that point 3.5 of the paper should state that total Childcare Credits are more than 15% above target.

6.2 Decision

The Committee **noted** the contents of the progress report.

7. Draft Regional Outcome Agreement 2018-19

Paper Number: PRC4-C

7.1 Discussion

The Executive Director provided an overview of the draft ROA for 2018-19 noting that the Committee considered draft targets at its last meeting and this was an opportunity to consider the accompanying draft narrative. He noted that the report has been structured to align with the regional strategic plan and also the SFC's strategic outcomes.

The Committee noted that it wished to acknowledge the work that has gone into producing the report. Members made some suggestions to language in order to provide emphasis and improve clarity.

7.2 Decision

The Committee:

- **considered** and **fed back comments** on draft 2018-19 to 2020-21 Regional Outcome Agreement;
- **noted** the planned ROA development activities and timescales; and
- **requested** the GCRB Executive Director to continue work with assigned college managers on the negotiation and development of the final ROA to ensure a clear focus on Glasgow's regional ambitions, and for national priorities.

8 Update on Development of Student Data System

Paper Number: PRC4-D

8.1 Discussion

The Executive Director provided an overview of the report noting that a formal position is yet to be reached with the colleges with regards to progressing the matter. He noted that a meeting of Chairs and Principals will take place on Tuesday 13 March.

The Committee discussed that they were not asked to endorse a particular option from the paper, however they wished to be clear that from a policy standpoint, they would wish to see a model that provides the highest degree of collaboration across the colleges and GCRB and which maximised regional added value.

8.2 Decision

The Committee:

- **noted** the update report and provided feedback on the attached development options paper attached as Annex A; and
- **requested** a further update at the next meeting of the Committee.

9 Annual Accounts 2016-17

Paper Number: PRC4-E

9.1 Discussion

The Finance and Resources Director explained that the paper combines the colleges accounts and GCRB's accounts for 2016-17 effectively showing the consolidated accounts for the region. He noted that the paper allows for comparison and explanation of variances from an objective standpoint.

The Committee discussed pension costs noting that potential variances could have significant impact in the future.

9.2 Decision

The Committee **noted**:

- the current position with regard to the Annual Report and Accounts for City of Glasgow College;
- the consolidated position of the region at 31 July 2017; and
- the points of interest issues emerging from an analysis of the Annual Accounts of the region and the individual institutions.

10 (a). Flexible Workforce Development Fund Progress Report

Paper Number: PRC4-F

10.1 Discussion

The Finance and Resources Director presented the paper noting the percentage of funds utilised thus far and that the deadline for usage of funds has been extended.

10.2 Decision

The Committee noted that:

- 55 employers have signed training contracts with the Glasgow colleges;
- the value of training to be provided exceeds £0.5m, which equates to 27% of the total funds available; and
- the balance of available funds will not be fully utilised by the cut-off date.

10 (b). Student Funding 2017-18

Paper Number: PRC4-G

10.3 Discussion

The Finance and Resources Director presented the paper noting that the request for additional student funding by the 3 colleges has been granted in full by the SFC.

The Committee discussed that the region should continue to make representations to the SFC on their model for the distribution of student funding with the aim of securing a funding settlement that adequately resourced the full extent of College education in the region.

10.4 Decision

The Committee **noted** that the request for additional student funding for 2017-18 was approved by SFC in February 2018.

10 (c) Capital Funding 2017-18 – Progress Report

Paper Number: PRC4-H

10.5 Discussion

The Finance and Resources Director presented the standard progress report on capital funding 2017-18. He noted that delegated authority had been used as per agreed limits in two occurrences.

The Committee were asked to consider the movement of funds at Glasgow Clyde College, incurred through procurement savings, to purchase additional interactive smartboards. The Committee discussed that the original smartboard bid scored very highly against agreed criteria for capital projects, and on that basis were content to agree to this re-allocation.

10.6 Decision

The Committee:

- **Noted** the progress made by the colleges in respect of the capital projects in 2017-18.
- **Noted** that the Executive Director has exercised his delegated authority to approve that Glasgow Kelvin College may re-invest the saving on the Easterhouse Subsidence Project (£30k) and Fire Security Project (£4k) on Additional Campus Developments at Springburn and Easterhouse.
- **Noted** that the Chair of the Performance and Resources Committee has approved that Glasgow Clyde College, may utilise the additional grant for Lifecycle Maintenance (£94k) for the purpose of procuring additional interactive smartboards.
- **Approved** that Glasgow Clyde College may re-invest the saving on the procurement of a new Local Area Network at Anniesland Campus (£95k) for the purpose of procuring additional interactive smartboards.

10 (d) GCRB Running Costs 2017-18

Paper Number: PRC4-I

10.7 Discussion

The Finance and Resources Director presented the paper on GCRB budget spend to date.

10.8 Decision

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

11 (a). Indicative Funding Allocation 2018-19

Paper Number: PRC4-J

11.1 Discussion

The Finance and Resources Director provided an overview of the paper noting the funding allocation for 2018-19 had only been very recently received from the SFC. He noted that he and the Executive Director have met with the SFC to discuss the allocation and will meet with college colleagues in the coming weeks to discuss the allocation in advance of a paper being presented to the Board meeting at the end of March.

The Committee discussed that the paper for the Board should provide a clear analysis of how the funding allocation to the region has changed year or year and the associated implications.

11.2 Decision

The Committee

- **noted** the Indicative Funding Allocations for 2018-19 issued by the SFC
- **requested** that the Indicative Regional Funding Allocations for 2018-19 are presented to the Board for consideration on 26 March 2018.

11 (b). Draft Finance Strategy

Paper Number: PRC4-K

11.3 Discussion

The Finance and Resources Director presented the draft Finance Strategy setting out the main themes as seeking to avoid duplication, gain appropriate levels of assurance and making a difference. He noted that the strategy seeks to make clear GCRB's approach to allocation of funding and sets out a direction of travel as to how GCRB can target its resources for the biggest return.

Members noted that the document provides a framework to implement the main Regional Strategic Plan and therefore it should be referred to as a finance policy.

11.4 Decision

The Committee:

- **noted** the background and context to the Draft Finance Strategy; and

- **considered** that the Draft Finance Strategy should be amended to the Draft Finance Policy when presented to the Board.

11 (c). Regional Funding 2018-19

Paper Number: PRC4-L

11.5 Discussion

The Finance and Resources Director presented the paper noting the proposed approach to the allocation of funding to the assigned colleges for 2018-19 across the various funding streams including revenue, capital, childcare, national bargaining and other funds.

The Committee discussed the merits of developing a regional funding model as an alternative to the current approaches used by the SFC. It was agreed to set up a working group to scope out potential approaches to funding distribution for the future.

11.6 Decision

The Committee **considered** the report and **noted** the following points in relation to the 2018-19 allocation, noting their aspiration to consider a wider range of approaches to regional funding for future allocations:

- A simplified approach for allocating revenue funding (to colleges) for 2018-19 is adopted. This will be based upon the relative share of funding in 2017-18.
- The priority for capital funding in 2018-19 is to fund the 'very high' priority maintenance work identified within the National Condition Survey.
- Capital funding is provided to City of Glasgow College towards the cost of the NPD contract.
- An approach to any remaining Capital funding will be determined once these funds are known.
- In respect of the various other funds, GCRB expects to follow Scottish Funding Council guidance in respect of each fund.

11 (d). Development of Financial Monitoring Arrangements

Paper Number: PRC4-M

11.7 Discussion

The Finance and Resources Director presented an overview of the paper setting out financial monitoring requirements between GCRB and the assigned colleges. He explained that the papers sets out where GCRB can place reliance on what colleges already report on and where they require to report any exceptions. He noted the strong relationship that has developed between the finance functions from each college and GCRB allowing for effective communication and collaborative working.

The Committee welcomed this assurance on effective collaborative across the region and the commitment to increase rigour but not unnecessary bureaucracy in regional monitoring arrangements.

The Committee discussed that GCRB should make representations to the SFC on their monitoring arrangements in order that regional returns can be submitted for Glasgow with SFC placing reliance on GCRB's monitoring arrangements.

11.8 Decision

The Committee

- **noted** the significant volume of financial monitoring activity currently undertaken.
- **requested** that the Finance and Resources Director provides a progress report to each meeting of the Performance and Resources Committee identifying the monitoring work undertaken and any issues arising.
- **requested** that Finance and Resources Director continues to develop, and strengthen, both external and internal collaborative relationships to inform effective financial monitoring and scenario planning.
- **requested** that the Executive Director develops a contingency plan for the financial monitoring arrangements, and grant payments to colleges, in the event of the unplanned absence of the Finance and Resource Director.

12. Shared Data Protection Officer

Paper Number: PRC4-N

12.1 Discussion

The Finance and Resources Director provided an overview of the paper noting that GCRB and the colleges have agreed to collaborate on the appointment of a shared Data Protection Officer in line with new GDPR requirements coming into force at the start of May 2018.

It was noted that an amended version of the agreement had now been reached and this would be circulated to members for information. As a matter of accuracy, it was also noted the table at 4.2 of the document should have the figures swapped for City of Glasgow College and Glasgow Kelvin College.

12.2 Decision

The Committee **noted** that the three colleges and GCRB have agreed to collaborate on the appointment of a shared Data Protection Officer.

13. Long Term Agenda

Paper Number: PRC4-O

13.1 Discussion

The Committee agreed the long term agenda with the inclusion of the standard report on monitoring arrangements as per previous agreement.

14. Date of Next Meeting

14.1 Discussion

The date of the next meeting was confirmed as Friday 8 June 2018.