

**Draft Minute of the Performance and Resources Committee held on Wednesday 19 December 2018**

<b>Present</b>	
Caroline MacDonald (Chair)	Charlie Montgomery
Paul Buchanan	Shaun McLaughlin
Moirra Connolly	
<b>In Attendance</b>	
Robin Ashton (Executive Director)	Brian Dearden, APUC
Penny Davis (Board Secretary)	Paul Little, Principal, CoGC
Jim Godfrey (Finance and Resources Director)	Alan Sherry, Principal, GKC
Janie McCusker (Chair of the Board)	Jon Vincent, Principal, GCC
Wendy Odedina (Executive Assistant)	
<b>Apologies</b>	
Alastair Milloy	

**1. Introduction and Welcome**

Paper Number: Verbal

**1.1 Discussion**

The Chair welcomed all members to the 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.

#### 4. Chair's Business

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Paper Number: Verbal

##### 4.1 Decision

None to note.

#### 5. Minute of the Committee Meeting held on 26 September 2018

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Paper Number: PRC2-A

##### 5.1 Decision

The minute of the meeting held on 26 September 2018 was **agreed** as an accurate record.

In relation to matters arising from the minute, the Executive Director indicated that he had written to the SFC regarding the estates matters discussed and noted this matter will be considered more fully at the full Board meeting in January 2019.

#### 6. Collaborative Procurement Update

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Paper Number: Verbal

##### 6.1 Discussion

The representative from APUC provided the Committee with a presentation on the shared service offering from APUC to the Glasgow College Region with regards procurement. He noted the collaborative approach in Glasgow as being sector leading, offering costs savings and also efficiencies in terms of staff time.

The Committee discussed future development and collaboration opportunities, value for money, the tendering process and the importance of supporting social and community development.

##### 6.2 Decision

The Committee **noted** the presentation and thanked the representative from APUC for his input.

#### 7. 2018-19 Regional Outcome Agreement Progress Report

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Paper Number: PRC2-B

##### 7.1 Discussion

The Executive Director provided an overview of the report noting that the region is currently on track to meet its overall credit target. He highlighted the childcare and SIMD10 targets as targets to monitor, however not of concern.

## 7.2 Decision

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

## 8. 2019-20 Draft Regional Outcome Agreement

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Paper Number: PRC2-C

### 8.1 Discussion

The Executive Director presented the report noting that it provides the proposed targets and supplementary narrative information required by SFC. He noted that the targets are based on figures provided by the colleges.

The Committee discussed the involvement of teaching staff in setting college targets and discussed that a reference to these processes may be appropriate within the ROA document.

### 8.2 Decision

The Committee:

- **considered** and **provided feedback** on the draft ROA targets and supporting narrative provided by the Glasgow colleges;
- **agreed** to submit the draft target data to SFC for it to be considered within ongoing national and regional ROA dialogue; and
- **requested** the GCRB Executive Director to continue work with the colleges on the negotiation and development of the final ROA to ensure a clear focus on Glasgow's regional ambitions and national priorities.

## 9. Developing Regional Approaches to Student Data Management

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Paper Number: PRC2-D

### 9.1 Discussion

The Executive Director presented the paper noting that it provides proposals on meeting regional strategic aims in relation to student data management. He outlined also how this matter relates to the national context of the Learner Journey review.

The Executive Director noted that the paper is presented at this stage to confirm the commitment of the colleges and GCRB to its proposals and next steps in terms of implementation and timescales will be developed subject to this commitment.

## 9.2 Decision

The Committee:

- **considered** the paper developed by Regional Leads, and agreed by the Glasgow Colleges Group, which outlines how the colleges will progress actions to meet regional strategic objectives related to student data management; and
- **requested** updates on the implementation of the proposals at a future meeting of the Committee, noting that matters may be considered in separate reports as appropriate.

## 10. Assigned College Education Scotland Evaluative Reviews and Enhancement Plans

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Item deferred.

## 11. College Leaver Destinations for Sector Leavers

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Paper Number: PRC2-F

### 11.1 Discussion

The Executive Director provided an overview of the report, outlining the national and regional context, and the importance of this report in relation to the skills alignment agenda.

The Committee discussed the data, noting the trends for different subject areas and how this matter relates to the review of HN qualifications.

### 11.2 Decision

The Committee **discussed** the SFC statistical publication and the Glasgow Region data contained within this report.

## 12. (a) Flexible Workforce Development Fund 2018-19

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Paper Number: PRC1-H

### 12.1 Discussion

The Finance and Resources Director provided an update on progress in relation to the Flexible Workforce Development Fund, outlining the good work being undertaken in this area.

He also noted the potential for the region to reallocate funds within the region if required.

### 12.2 Decision

The Committee **noted**:

- the value of (Flexible Workforce Development) training contracted for 2018-19 was £0.56m at 30 November 2018;
- the value of (Flexible Workforce Development) training contracted in 2017-18 for delivery by the assigned colleges in 2018-19, was £0.52m.
- on-going discussions are taking place with more than 100 companies with respect to the remaining £1.36m funds that are available for training in 2018-19.

## 12. (b) Capital Funding 2018-19

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Paper Number: PRC2-H

### 12.3 Discussion

The Finance and Resources Director presented the report noting good progress on the agreed projects.

The Principal of City of Glasgow College provided a progress update in relation to the sale of the North Hanover Street building. The Executive Director confirmed, as noted earlier in the meeting, that the full board meeting in January 2019 will consider this matter from a regional perspective.

### 12.4 Decision

The Committee **noted**:

- the progress made by the colleges in respect of the capital projects in 2018-19;
- the progress in respect of the disposal of the former college building at North Hanover Street, Glasgow (by City of Glasgow College).

## 12. (c) GCRB Running Costs 2018-19

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Paper Number: PRC2-I

### 12.5 Discussion

The Finance and Resources Director presented the standard update report.

### 12.6 Decision

The Committee **noted** the running costs for 2018-19.

## 12. (d) Monitoring Arrangements 2018-19

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Paper Number: PRC2-J

### 12.7 Discussion

The Finance and Resources Director provided an overview of the report noting the positive practices and good flow of information between GCRB and the colleges. He noted that the report provides assurance to the Committee that GCRB is fulfilling its responsibilities in this area.

### 12.8 Decision

The Committee **noted** the financial monitoring activity undertaken in the last three months.

## 13. Draft Annual Report and Accounts 2017-18

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Paper Number: PRC2-K

### 13.1 Discussion

The Finance and Resources Director presented the consolidated regional accounts noting the positive collaborative work undertaken to produce this report ahead of schedule. He confirmed that there were no matters of concern to bring to the Committee's attention.

### 13.2 Decision

The Committee **reviewed**, and **commented** on, the Draft Annual Report and Accounts for 2017-18.

The Committee **agreed** to write letters of thanks to college colleagues involved in the process: Alex Stewart (CoGC), Tracy Elliot (Clyde) and Alan Carr (GKC).

## 14. Financial Forecast Returns

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Paper Number: PRC2-L

### 14.1 Discussion

The Finance and Resources Director provided an overview of the report noting the revised assumptions from the last time the Committee considered this paper.

### 14.2 Decision

The Committee **noted**:

- the consolidated Financial Forecast Return of the Glasgow region and the commentary contained within this report;
- the deteriorating financial position over the forecast period;

- that in order to support GCRB Committee and Board discussion of the financial risks faced by the region, the GCRB executive will work with college colleagues to consider these in more detail and identify potential approaches which would mitigate these.

## 15. Performance and Resources Committee Annual Report

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Paper Number: PRC2-M

### 15.1 Discussion

The Executive Director presented the Committee annual report providing a summary of activities undertaken by the Committee and also priorities for the future.

### 15.2 Decision

The Committee:

- **considered** and **agreed** the content of the summary report on its activity during the past year;
- **discussed** and **agreed** its priorities for the coming year;
- **agreed to report** to the next meeting of the Board on activity during the past year and priorities for the year ahead.

## 16. Annual Review of Committee Effectiveness

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Paper Number: PRC2-N

### 16.1 Discussion

The Committee Chair temporarily left the meeting at this stage.

The remaining Committee members discussed the performance of the Committee Chair.

### 16.2 Decision

The Committee **discussed** and **agreed** feedback on the performance of the Committee Chair which was provided immediately to the Chair. It was noted this would also be used within the performance appraisal process with the Chair of the Board.

The Committee Chair re-joined the meeting at this stage.

## 17. Review of Committee Terms of Reference

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Paper Number: PRC2-O

### 17.1 Discussion

The Board Secretary presented the paper proposing minor amendments to the Committee's terms of reference.

### 17.2 Decision

The Committee **considered** its terms of reference and **agreed** to amend the proposed amendment at 3.1. It was **agreed** that the proposed change at 4.1 required further discussion and would be re-considered at the next meeting of the Committee.

## 18. Long Term Agenda

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Paper Number: PRC2-P

### 18.1 Discussion

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

## 19. Date of Next Meeting

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### 19.1 Discussion

The date of the next meeting was **agreed** as 14 March 2019.