

Glasgow Colleges Regional Board

Date of Meeting	27 January 2020
Paper Title	Performance & Resources Committee Annual Report
Agenda Item	9
Paper Number	BM2-F
Responsible Officer	Caroline MacDonald, Committee Chair
Status	Disclosable
Action	For Noting

1. Report Purpose

- 1.1 Provide the Board with an annual report on Committee activity.

2. Recommendations

- 2.1 The Board is invited to **note** work undertaken by the Committee during the past year and its priorities for the year ahead.

3. Background

- 3.1 It is good practice for committees to produce annual reports for their boards that review their activity over the course of the year and priorities for the year ahead.
- 3.2 The Committee considered and agreed the following report at its meeting on 18 December 2019. The report provides an overview of activity during the period from December 2018 to November 2019.

4 Meetings and Membership

- 4.1 During the period from December 2018 to November 2019 the committee met on four occasions. All meetings were quorate. Details of attendance are provided in the table overleaf.
- 4.2 The Committee has undergone significant change in membership during the year. Key changes were: the departure of the previous student member Shaun McLaughlin; the appointment of new members – David Brown and Aranka Szilassy; and the appointment of a co-opted member Anwulika Umeh. Former committee member Alastair Milloy moved, with Board approval, from this committee to the Audit and Assurance Committee at the end of October 2019.

Date of Meeting	Percentage Attendance	Total Members
19 December 2018	83%	6: Caroline Macdonald; Paul Buchanan; Moira Connolly, Shaun McLaughlin, Alastair Milloy & Charlie Montgomery
14 March 2019	67%	6: Caroline Macdonald; Paul Buchanan; Moira Connolly, Shaun McLaughlin, Alastair Milloy & Charlie Montgomery
15 June 2019	67%	6: Caroline Macdonald; Paul Buchanan; Moira Connolly, Shaun McLaughlin, Alastair Milloy & Charlie Montgomery
2 October 2019	83%	6: Caroline Macdonald; Paul Buchanan; Moira Connolly, Alastair Milloy, Charlie Montgomery & Aranka Szilassy. Anwulika Umeh and David Brown were also in attendance.

4.3 Gender ratio has shifted from 1:2 (women:men) to 1:1 (women:men) during the period of the report. The shift has primarily been as a result of the student elections (a male student member has been replaced by a female student member) and also due to the co-option of a female member to the committee.

4.4 All meetings of the Committee were attended by the Board Secretary and appropriate members of the Executive Team.

4.5 Representatives of Assigned College senior management, ordinarily the Principal, were in attendance at all meetings. Where a Principal was unable to attend a member of the College's senior management team attended in their place.

4.6 Committee minutes were a standing item on Board agendas throughout the period of the report.

4.7 Minutes and papers have been published on the website except where exemptions apply under the Freedom of Information (Scotland) Act 2002.

4.8 All papers presented to meetings of the Committee provided for consideration of risk and strategic and resource implications. All papers have also included consideration of equalities implications, and will do so going forward.

5. Terms of Reference

5.1 The Committee's terms of reference set out responsibilities in the following areas of Board activity:

- Finance
- Performance

- Projects

5.2 The Committee reviews its terms of reference at least annually (in the course of its self-evaluation).

6. Activity between December 2018 and November 2019

Finance

- 6.1 The Committee reviewed and provided feedback within the terms of its remit on the 2018-19 Annual Report and Accounts at its December 2019 meeting.
- 6.2 During the course of the year the Committee monitored capital funding and made proposals in respect of such funds. The sale of North Hanover Street and subsequent use of the profits was discussed at regular intervals.
- 6.3 The Committee also considered the allocation of core funds and made recommendations for the Board to consider. In June, the Committee considered a draft budget for 2019-20 and recommended this to the Board. The Committee also monitored expenditure relating to GCRB running costs at each meeting.
- 6.4 In October, the Committee approved GCRB's Financial Forecast Return for submission to the SFC.
- 6.5 In October, the Committee noted that 2018-19 was the second year of implementation of the Flexible Workforce Development Fund and that there had been a significant year on year improvement in activity levels. The Committee monitored progress of activity against this fund at each meeting of the Committee.
- 6.6 The Committee also received regular reports on the steps taken by GCRB Executive to seek assurance from, and gain confidence in, the financial arrangements operating in the assigned colleges.

Performance

- 6.7 An ongoing element of the Committee's remit is the review, monitoring and development of the Regional Outcome Agreement. The Committee receives reports on three key aspects:
- The evaluation of the previous year's ROA.
 - In-year monitoring reports on progress against the current ROA.
 - The development of the following year's ROA.
- 6.8 At the March meeting, the Committee considered and agreed the presentation of the draft ROA for 2019-20 to the Board. At its December 2018 meeting, the Committee reviewed progress against ROA targets for 2018-19 and agreed to submit the draft ROA target data to the SFC.
- 6.9 In October the Committee endorsed the 2018-19 ROA evaluation report.

Projects

- 6.10** During the period of the report the Committee has supported the development of a regional approach to student mental health and wellbeing. An external consultant has been brought in and a new, regional approach is underway.
- 6.11** The Committee has also supported various other projects including: a collaboration with Action for Children to support care experienced learners during their college experiences, which is now underway; a research project into skills alignment; a bridge to business project and an ESOL partnership project.

Committee Governance

- 6.12** With reference to sections 4, 5 and 6 of this report, the Committee has acted in accordance with its terms of reference throughout the period of the report.
- 6.13** The last Committee annual report and self-evaluation were undertaken in December 2018.

7. Priority issues for 2019/20 and beyond

- 7.1** Members reflected on progress in the past year and significant developments within GCRB or externally impacting on its area of remit, and agreed the following priorities for the year ahead.
- Ensuring effective curriculum planning and delivery which meets Scottish Government and regional ambitions;
 - Monitoring ROA performance and the delivery of high quality and inclusive learning opportunities;
 - Undertaking financial monitoring and planning for GCRB and across the Glasgow College Region;
 - Ensuring the effective allocation of funding to meet regional and SFC/Scottish Government strategic priorities; and
 - Monitoring regional projects.

8. Risk Analysis

- 8.1.** Performance review and reporting is key to effective systems of governance and internal control. Therefore, this report contributes to the mitigation of *GCRB Risk 012: the capacity and capability of the Board is inadequate and standards of governance fall below the required level.*

9. Legal Implications

- 9.1** No legal implications are identified.

10. Resource Implications

- 10.1.** There are no specific resource considerations arising from this paper.

11. Strategic Implications

- 11.1.** Through the conditions of grant associated with the Regional Outcome Agreement, GCRB and the assigned colleges are required to conduct their affairs in accordance with the expected standards of good governance

12. Equalities Implications

- 12.1** The evaluation process includes consideration of gender balance.