

**Draft Minute of the Performance and Resources Committee held on Wednesday 8  
December 2021**

<b>Present</b>	
Moira Connolly (Chair)	Paul Smart
Paul Buchanan	Johanna Thompson
David Brown	
<b>In Attendance</b>	
Martin Boyle (Executive Director)	Janie McCusker (Board Chair)
Penny Davis (Board Secretary)	Wendy Odedina (Executive Assistant)
Jim Godfrey (Finance and Resources Director)	Anwulika Umeh (Co-opted Member)
Robin Ashton (VP, Glasgow Kelvin College)	Janet Thomson (VP, Glasgow Clyde College)
Clare Carney (VP, City of Glasgow College)	
<b>Apologies</b>	
Paul Little (Principal, City of Glasgow College)	Derek Smeall (Principal, Glasgow Kelvin College)
Sheila Meikle	Jon Vincent (Principal Glasgow Clyde College)

**1. Introduction and Welcome**

Paper Number: Verbal

**1.1 Discussion**

The Chair welcomed members and attendees to the meeting.

**2. Apologies**

Paper Number: Verbal

**2.1 Decision**

Apologies were received for Sheila Meikle, Paul Little, Derek Smeall and Jon Vincent.

**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 The Chair advised members of the following meetings she had undertaken since the last meeting:

- Board Meeting
- Committee Chairs meeting with Board Chair
- COP26 Event

#### 5. Minute of the Committee Meeting held on 21 September 2021

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Paper Number: PRC2-A

##### 5.1 Decision

The minute of the previous meeting was **agreed** an accurate record.

#### 6. Decisions by Correspondence

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Paper Number: Verbal

##### 6.1 Decision

The Chair **noted**, for the record, the decision by correspondence taken by the committee on 15 November 2021 to agree to recommend approval to the board of the Regional Outcome Agreement 21-22.

#### 7. Decisions via Scheme of Delegation

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Paper Number: PRC2-B

##### 7.1 Discussion

The Executive Director noted for the record the decisions taken by him through the scheme of delegation, as per the new procedure agreed by the Board. He noted that members of the Committee and the Board were also notified by email at the time of the decisions, with full reports being available on BoardEffects.

##### 7.2 Decision

The Committee **noted** the following decisions taken through the scheme of delegation:

- allocation of additional funding for free period products 2021-22;
- arrangements for disbursement of Saltire Funding 2021.

## 8. Capital Funding 2020-21

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Paper Number: PRC2-C

### 8.1 Discussion

The Finance and Resources Director presented the paper on capital funding for financial year ending March 2021, noting that these projects remain overdue as per previous reports on this allocation.

The Vice Principal from Glasgow Clyde College provided an update on the work at the Anniesland Campus of Glasgow Clyde College noting the main reason for the delay being the availability of materials.

### 8.2 Decision

The Committee **noted** the progress made by the colleges in respect of the capital projects in the financial year 2020-21.

## 9. Capital Funding 2021-22

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Paper Number: PRC2-D

### 9.1 Discussion

The Finance and Resources Director presented paper on capital funding 2021-22 noting progress on a range of projects.

The Vice Principal from Glasgow Clyde College noted the low spend at Glasgow Clyde College and advised that work is underway to meet the end of March timescales.

The Committee discussed the need for an up-to-date condition survey of the Glasgow College Region and for this to be linked to the Environment and Sustainability strategy for the region. They discussed that it may be helpful for the Committee to invite the SFC Director with responsibility for this area to a future meeting.

### 9.2 Decision

The Committee **noted** the progress made by the colleges in respect of the capital projects in the financial year 2021-22.

They **requested** that the Executive Director consider inviting SFC to a future meeting to discuss capital investment moving forward.

## 10. Flexible Workforce Development Fund 2021-22

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Paper Number: PRC2-E

### 10.1 Discussion

The Finance and Resources Director spoke to the paper on the Flexible Workforce Development Funding. He noted that the SFC are currently undertaking a reconciliation exercise and a letter has been received outlining the amount that will be recovered.

The Committee discussed the complex and involved process that has led to this point and the constraints regarding the rules around this, and other, funding streams. The Committee noted the risks of funding being allocated to other sources when the colleges aren't able to deliver, and they requested that the rationale around the pandemic and specific set of economic circumstances be made clear to SFC and Scottish Government.

### 10.2 Decision

The Committee **noted** that:

- Of the 2019-20 allocation (£1,919,000), training totalling £1,690,000 has been delivered. The balance of funding (£229,000) has been forgone.
- Of the 2020-21 allocation (£2,878,000), training totalling £1,852,000 has been delivered with £519,000 of available funds contracted. The balance of funding (£507,000)<sup>1</sup> has been forgone.
- Of the 2021-22 allocation (£2,868,000), training totalling £76,000 had been delivered/commenced at 30 November 2021, with a further £353,000 contractually agreed.

## 11. GCRB Costs 2021-22

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Paper Number: PRC2-F

### 11.1 Discussion

The Finance and Resources Director presented the standard report on GCRB costs. He noted no significant movements against budget to bring to the Committee's attention.

### 11.2 Decision

The Committee **noted** the report.

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<sup>1</sup> A reconciliation of this amount is currently taking place with the Scottish Funding Council and is therefore subject to change.

## 12. NTTF/YPG 2021-22

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Paper Number: PRC2-G

### 12.1 Discussion

The Executive Director presented the paper noting that decision making on this item was delegated to the Committee by the Board at their last meeting.

He noted that the three colleges have indicated that they are content with the proposed allocation so the matter is non-contentious regionally. He highlighted from a risk perspective that the region, as a whole, must meet its overall credit target before this funding can be accessed. The current position is that the region is not on target however significant work is being undertaken to address the gap. Feedback is also being given across the sector to SFC with regard to the allocation constraints. This funding stream addresses national priorities and drivers therefore there is also risk in not accepting.

Overall, the Executive Director noted that he recommends accepting the funding and that monitoring will continue on the credit target completion.

The Committee discussed the implications of not achieving the credit target and endorsed the approach being taken to monitor this. They also noted the work being undertaken across the colleges to address the aims and policy objectives of this allocation, and how some of the colleges are addressing this in different ways.

### 12.2 Decision

The Committee **approved** the allocation of 7,000 credits (and associated funding) for National Transition Training Fund and Young Persons Guarantee for 2021-22 to City of Glasgow College.

## 13. Student Funding 2021-22

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Paper Number: Verbal

### 13.1 Discussion

The Finance and Resources Director provided a verbal update on student funding 2021-22 noting the timings of the return for this item did not allow for a report to be presented.

He explained that there has been a difference in the amount of student funding that has been drawn down across the colleges and that not all of the available funding has been accessed, which is disappointing. He noted that that there may be lessons that can be shared between the three colleges for the future.

The Committee endorsed sharing best practice across the region in terms of meeting the criteria to access the full allocations of funding where possible. It was suggested that the GCG Sustainability Group would be a suitable place for college colleagues to discuss this matter and report back to the committee in due course.

### 13.2 Decision

The Committee **noted** the verbal report.

It was **agreed** that the GCG Sustainability Group would discuss this matter and report back to the Committee.

## 14. Outcome Agreement 21-22 Progress Report

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Paper Number: Verbal

### 14.1 Discussion

The Executive Director noted that the Regional Outcome Agreement 21-22 was submitted to the SFC on 30 November 2021 as agreed by the Board. Due to timescales there has not been sufficient time for a progress report from the colleges however this will be reported to the next meeting of the Committee as per standard practice.

### 14.2 Decision

The Committee **noted** the verbal report.

## 15. Outcome Agreement 2022-23

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Paper Number: PRC2-H

### 15.1 Discussion

The Executive Director presented the paper on the Regional Outcome Agreement for 2022-23. He noted that guidance is still awaited from SFC on the format and framework. He noted the comments and frustrations aired previously by the Committee regarding the ROA and the desire for this to evolve going forward.

Ahead of formal guidance being issued, the Executive Director set out key themes, prioritisations and direction of travel for the Committee's consideration and comment.

The Committee welcomed the paper and discussed alignment with the development of the overall regional strategy. They suggested raising the priority of environment and sustainability and also incorporating recovery from the pandemic as a cross-cutting theme.

The Committee discussed performance indicators and the appropriateness of these moving forward. They welcomed the move to measuring impacts, benefits and outcomes noting however the difficulty in defining some of these. Further discussion around the level of ambition, to be set by region, would be beneficial.

### 15.2 Decision

The Committee:

- **Noted** the current position of the development cycle for an 'Outcome Agreement' for 2022-23, and;

- **Provided comment** on initial development work to provide guidance on the development of a renewed approach which ensures regional and national assurance and accountability allied to promoting, safeguarding and enhancing the important roles of the Glasgow college system.

## 16. Long-Term Financial Planning

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Paper Number: PRC2-I

### 16.1 Discussion

The Finance and Resources Director provided an overview of the long-term financial planning paper which he noted has been collated from the college FFR returns. He noted that this return reflects a specific point in time and there is a large amount of data that underpins it.

He brought to the attention of the Committee that Arms Lengths Foundations have been used to support some elements of college business and that these funds are likely to be exhausted in the near future. He noted the predicted increases to staff costs, the declining cash position and challenges faced in achieving a break-even position.

### 16.2 Decision

The Committee **noted** the paper on long-term financial planning.

## 17. Annual Review of Committee Effectiveness and Terms of Reference

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Paper Number: PRC2-J

### 17.1 Discussion

The Board Secretary spoke to the paper asking the Committee to consider its own performance against the terms of reference. She noted the new approach for the review of the Committee Chair.

The Committee discussed its terms of reference and suggested amendments to strengthen the section on financial sustainability and oversight. They also asked the environment and sustainability project be included as a specific project that they will oversee.

The Committee discussed the recommendation from the External Effectiveness Review regarding a separate committee for learning and teaching. They discussed the benefits of a 'curriculum planning' committee, in allowing the Board to focus more on its key role of planning and securing a coherent curriculum for the region, whilst noting the need for a clear distinction with college board learning and teaching responsibilities. The Committee requested that the Chair of the Board revisit this recommendation for further discussion.

### 17.2 Decision

The Committee:

- **considered** its performance and **agreed** two additions to the Committee Terms of Reference that should be recommended to the Board.

- **noted** the revised approach to evaluation of the Committee Chair.
- **requested** that the Board Chair revisit the recommendation from the External Effectiveness Review with regards to a 'Curriculum' Committee.

## 18. P&R Committee Annual Report

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Paper Number: PRC2-K

### 18.1 Discussion

The Board Secretary presented the Committee annual report summarising business over the past year and noting priorities moving forward. She noted that attendance and gender balance were both good on this Committee.

### 18.2 Decision

The Committee:

- **agreed** the content of the summary report on its activity during the past year;
- **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.

## 19. Long Term Agenda

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Paper Number: PRC2-L

### 19.1 Discussion

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

## 20. Review of Disclosable Status

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Paper Number: Verbal

### 20.1 Decision

The Board Secretary confirmed the following papers as non-disclosable:

PRC2-G – NNTF/YPG Funding.

## 21. Date of Next Meeting

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Paper Number: Verbal

### 21.1 Decision

The date of the next meeting was **agreed** as 16 March 2022.