

Draft Minute of the Performance and Resources Committee held on Monday 14 December 2015

Present	
Linda McDowall (Chair)	Carol Kirk
Frank Coton	Jim O'Donovan
Clare Ireland	
In Attendance	
Alex Craig	Ali Jarvis (Interim Chair)
Martin Fairbairn (Interim Chief Officer)	Alan Sherry (Items 1-9)
Sandra Hampson (Executive Assistant)	Alex Stewart (Items 10-14)
Eleanor Harris	Janet Thomson
Apologies	
Hollie Moran	

1. Introduction and Welcome

Paper Number: Verbal

1.1 Discussion

The Committee Chair welcomed members, new-member Frank Coton, Ali Jarvis (Interim Chair) as an observer and colleagues from the assigned colleges to the second meeting of the Performance and Resources Committee.

2. Apologies

Paper Number: Verbal

2.1 Decision

Apologies were noted for Hollie Moran.

3. Declarations of Interest

Paper Number: Verbal

3.1 Decision

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 5 October 2015

Paper Number: PRC2-A

5.1 Discussion

The Interim Chief Officer noted that work was still ongoing in relation to:

- board training on accounting standards (paragraph 11.2);
- implementation of the new Financial Memorandum, which will take place when GCRB achieves fully-operational fundable body status (paragraph 12.2); and
- creation of a document to 'translate' Glasgow Clyde College's HR policies and procedures for GCRB use (paragraph 13.2).

5.2 Decision

The minute was **agreed** as an accurate record.

6. Long Term Agenda

Paper Number: PRC2-B

6.1 Decision

The long term agenda was **approved**.

7. Common Application System Project

Paper Number: PRC2-C

7.1 Discussion

The Committee was updated on the progress made in developing a Glasgow Region student application system. The Committee discussed the two distinct elements of the project: the need for a technical solution which would enable data to be shared transparently across three Management Information Systems; and the information, advice and guidance element, which is central to the approach taken by the three assigned colleges in the application process. The barriers relating to the project were discussed and whilst the Committee agreed that the technical solution is available now, there remains concern with regard to providing appropriate information, advice and guidance.

7.2 Decision

The Committee **agreed** that a further progress report was required for the next meeting.

8. 2015-16 Regional Outcome Agreement: Progress Report

Paper Number: PRC2-D

8.1 Discussion

The Committee considered the second progress report for the 2015-16 ROA and noted the inclusion of key outputs/targets broken down by individual college. The Committee also noted that the report highlights both changes in the projected numbers and identifies some work that will need to be done to re-base targets as a result of the shift to the new credit methodology. The Interim Chief Officer will send information about how success rates are calculated and data on Glasgow deprivation to Committee members.

8.2 Decision

The Committee **noted** that reasonable progress has been made at both individual college and whole-region level.

9. 2016-17 Regional Outcome Agreement

Paper Number: PRC2-E

9.1 Discussion

The Committee **noted** that the current draft was based on the framework approved at the October meeting of the Board of the GCRB. The 2016-17 targets included in the first draft 2016-17 ROA were explained to the Committee and an HR Timeline was provided. The Committee discussed the targets and their challenges.

Clarification was sought as to the financial sustainability of Glasgow Kelvin College, in the context of its forecasted break-even results and that the Board of Glasgow Kelvin College had not budgeted for a pay award in 2015/016 as a consequence of the resources available to it. The Principal of Glasgow Kelvin College confirmed that: the College's Board of

Management was satisfied that the College's financial position is sustainable; and the College's financial health is monitored very closely by both the Board of Management and its Financial Control Committee.

9.2 Decision

The Committee **agreed** that the draft ROA is on course to be presented to the Board in January 2016 and that the January Board paper should include a commentary on Creative & Cultural Industries.

10. Draft 2014-15 Annual Report and Accounts for GCRB

Paper Number: PRC2-F

10.1 Discussion

The draft annual report and accounts were presented to the Committee. Although there had been some technical challenges in pulling together the expenditure figures, there were no material concerns about the accuracy and completeness of the accounts. The Committee noted the contents of the 'Governance statement' and its conclusion that "although the required structures, systems and procedures for an effective system of governance and internal control have now been established, because they were not complete and fully implemented until recently, it has not been possible to rely upon them for the accounting period". The Committee also noted that the contents of the 'Governance statement' would be considered in detail by the Audit Committee.

10.2 Decision

The Committee **agreed** to **recommend** to the Board that it:

- approves the draft annual report and accounts, subject to completing the remaining technical disclosure requirements; and
- delegates to the Interim Chair and the Interim Chief Officer authority to sign the final version (subject to the final version being consistent in all material respects with the current draft version).

11. GCRB Running Costs Report

Paper Number: PRC2-G

11.1 Discussion

The Committee was updated on the financial position of GCRB.

11.2 Decision

The Committee **noted**:

- the report;
- that in the initial period GCRB was funded by a combination of SFC and the Colleges; and
- that the Colleges are fully funding the GCRB costs from 1st August 2015 with the funding currently split evenly across the 3 Colleges.

12. Glasgow Region Financial Report

Paper Number: PRC2-H

12.1 Discussion

The Committee was updated on the financial forecast position for the three assigned colleges for 2015/16 and 2016/17 as per the returns submitted to the Funding Council and to highlight potential financial sustainability issues from these forecasts.

In discussion the following points arose:

- Clarification was sought on the projected 2015/16 increase in staff costs at City of Glasgow College, in comparison with curriculum changes. The Interim Chief Officer agreed to circulate a note to members after the meeting.
- The three colleges made different assumptions in the preparation of their forecasts, which makes comparison difficult. However, this was the first time that all three colleges' forecasts have been brought together this was a positive starting point. The issue of consistency will be discussed with the senior finance staff.

12.2 Decision

The Committee **noted** the Glasgow Region Financial Report.

13. College Arm's Length Foundations

Paper Number: PRC2-I

13.1 Discussion

The Interim Chief Officer updated the Committee on the background to the Arm's Length Foundations and the current position across the three Glasgow colleges.

Members requested that they be provided with copies of the foundations' article of association.

13.2 Decision

The Committee **noted** the report.

14. Date of next meeting

Paper Number: Verbal

14.1 Decision

The date of the next meeting was **agreed** as Monday 21 March 2016, Anniesland Campus, Glasgow Clyde College.