

**Draft Minute of the Performance and Resources Committee held on Tuesday 02 May 2017**

<b>Present</b>	
Frank Coton (Chair)	Amparo Fortuny
Paul Buchanan	Carol Kirk
<b>In Attendance</b>	
Robin Ashton (Executive Director)	Janis Carson, Depute Principal, CoGC (items 1-10)
Penny Davis (Board Secretary)	Brian Hughes, Acting Principal, GCC
Jim Godfrey (Interim Finance Director)	Alan Sherry, Principal, GKC
Wendy Odedina (Executive Assistant)	
<b>Apologies</b>	
Margaret Cook (Chair of the Board)	Jim O'Donovan
Caroline MacDonald	

**1. Introduction and Welcome**

Paper Number: Verbal

**1.1 Discussion**

The Chair welcomed all members and attendees to the meeting.

**2. Apologies**

Paper Number: Verbal

**2.1 Decision**

Apologies were noted for Caroline MacDonald.

**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**

There were no items raised under Chair's Business.

## 5. Minute of the Committee Meeting held on 13 March 2017

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Paper Number: PRC6-A

### 5.1 Decision

The minute of the meeting held on 13 March 2017 was **agreed** as an accurate record.

## 6. Capital Maintenance 2016-17 – Progress Reports

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Paper Number: PRC6-B

### 6.1 Discussion

The Acting Principal from Glasgow Clyde College provided an update on the works at Clyde College campuses all of which were nearing practical completion.

The Principal from Glasgow Kelvin College provided an update on the works at Kelvin College campuses which he noted were on track against revised timeframes.

### 6.2 Decision

The Committee **agreed** to:

- **note** the progress reports for the additional capital maintenance projects at Glasgow Kelvin College and Glasgow Clyde College;
- **approve** that the cost savings arising from one project may be used to offset additional project costs within the same College; and
- **request** that Glasgow Kelvin College and Glasgow Clyde College provide a final report to the Interim Finance and Resources Director following completion of all projects.

It was further **agreed** that Interim Finance and Resources Director should work on a protocol for the future reporting of capital projects.

## 7. City of Glasgow College NPD Contract Briefing

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Paper Number: PRC6-C

### 7.1 Discussion

The Depute Principal from City of Glasgow College presented the paper which provided members with a briefing on the College's NPD contract in relation to its new campuses. She outlined the financial obligations and the elements of the contract that are covered under the unitary charge repayment.

The Principal and Acting Principal from Glasgow Kelvin and Clyde Colleges noted that they would welcome further clarification on the full composition of the unitary charge payment in order that they can compare what is covered by capital payments or operational expenditure within their colleges.

## 7.2 Decision

The Committee welcomed the briefing paper and thanked the Depute Principal from City of Glasgow College for her input.

## 8. (Draft) Capital Funding Policy 2017-18

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Paper Number: PRC6-D

### 8.1 Discussion

The Interim Finance and Resources Director presented the draft Capital Funding Policy 2017-18 which he noted had been prepared further to consultation with colleagues in the assigned colleges.

He outlined the recommendation that 50% of funding should be based on overall activity levels and the remainder should be allocated through a needs based approach using existing college strategies as sources of evidence.

### 8.2 Decision

The Committee provided comments on the strategic priorities, aims and underlying principles and **agreed** the set of priorities for capital funding to be provided to the Board meeting on 22 May 2017, which will then be used as the criteria to assess requests for capital funds.

The Committee **agreed** to:

- **recommend** to the Board approval the Capital Funding Policy 2017-18;
- **request** that the Board gives delegated authority to this Committee to approve capital funding proposals for 2017-18;
- **arrange** a further meeting of this Committee to take place mid June 2017 to consider capital funding proposals for 2017-18; and
- **request** that strategies for ICT and estates are developed for the region based upon an objective assessment of need, to be used to inform capital funding from 2018-19 onwards.

## 9. GCRB Finance Update

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Paper Number: PRC4-E

### 9.1 Discussion

The Interim Finance and Resources Director provided an update on work undertaken since his appointment.

He noted that he has been working with colleagues in the assigned colleges to develop appropriate processes for financial monitoring and reporting.

## 9.2 Decision

The Committee **noted** the GCRB finance update report.

## 10. GCRB Running Costs

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Paper Number: PRC4-F

### 10.1 Discussion

#### (a) 2016-17 Forecast

The Interim Finance and Resources Director presented the 2016-17 forecast report noting that expenditure for the current year is consistent against budget.

#### (b) 2017-18 Budget

The Interim Finance and Resources Director presented the draft 2017-18 GCRB budget for the Committee's consideration and recommendation to the Board.

### 10.2 Decision

The Committee **noted** the 2016-17 Forecast report.

The Committee **agreed to recommend** the draft 2017-18 GCRB budget to the Board for approval.

## 11. 2016-17 Regional Outcome Agreement Progress Report

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Paper Number: PRC4-G

### 11.1 Discussion

The Executive Director provided an overview of the paper noting that the colleges are on track to deliver against target. He noted that post course success figures have been included within this report for the first time.

The Committee discussed the new Education Scotland quality framework and the concerns in this area.

The Executive Director highlighted that the current teaching staff strike action has introduced a new risk with regard to delivery of the ROA.

### 11.2 Decision

The Committee **noted** the 2016-17 Regional Outcome Agreement progress report.

It was **agreed** that the Committee should be kept updated with any development that may affect achievement on the Regional Outcome Agreement.

## 12. SFC Long Term Activity Plan

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Paper Number: Verbal

### 12.1 Discussion

The Executive Director provided an overview of the paper which outlined the SFC notification of indicative credit targets for each college region for academic years 2017-18 to 2021-22. It was noted that SFC are currently consulting with the sector on this paper.

The Committee discussed the variations in activity levels across the sector and the categorisation of ESF funding, increased childcare activity and workforce development credits for Glasgow.

### 12.2 Decision

The Committee expressed concerns regarding the indicative credit targets for Glasgow and **agreed** that a paper should be prepared for the full Board for discussion.

It was **agreed** that Executive Director should undertake further dialogue with the SFC seeking both further detail on the plans and their basis, and to ask them consider more fully potential impacts of these indicative activity levels for the Glasgow College Region.

It was further **agreed** that the Executive Director should develop indicative activity levels for the Glasgow assigned colleges for the four year planning period set out in the SFC report and to provide this to a future meeting of the Committee for further consideration.

## 13. Consultation on Draft Appeals Procedure

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Paper Number: Verbal

### 13.1 Discussion

The Board Secretary presented the draft appeals procedure in relation to the allocation of funding to the assigned colleges by GCRB. She noted that this is required as it is referred to in the agreed Financial Memorandum.

### 13.2 Decision

The Committee **agreed to recommend** the draft appeals procedure to the Board for approval subject to the inclusion of a time limit.

## 14. Long Term Agenda

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Paper Number: Verbal

### 14.1 Decision

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

## 15. Date of Next Meeting

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Paper Number: Verbal

### 15.1 Decision

It was **agreed** that an additional meeting of the Committee would be held in mid-June.