
Performance & Resources Committee

Date of Meeting	Wednesday 11 December 2024
Paper Title	Performance & Resources Committee Annual Report
Agenda Item	13
Paper Number	PRC2-I
Responsible Officer	Board Secretary
Status	Disclosable
Action	For Decision

1. Executive Summary

- 1.1** The Annual Report provides the Committee with a summary of membership, attendance, and business conducted during the past year to facilitate Committee self-evaluation, reporting to Board, and forward planning.

2. Recommendations

- 2.1** The Committee is invited to:

- a)** **review** and **agree** the content of the summary report on its activity during the past year;
- b)** **discuss** and **agree** any priorities for the coming year.

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 report will provide a basis for the Committee's annual review of its performance.
- 3.1.** The report seeks to provide the Committee with an overview of matters considered and decisions made during the period from December 2023 to November 2024.
- 3.3** Throughout the year, all committee meetings have continued to be conducted online via Teams.

4. Meetings and Membership

- 4.1.** During the period from December 2023 to November 2024 the committee met on four occasions. All meetings were quorate, although attendance overall has been lower than in previous years. A number of factors, including long-term absence, have contributed to this position. Details of membership and attendance are provided in the table below.
- 4.2.** There have been several changes to Committee membership over the course of the year. Sonique Noreiga replaced Emma Leslie as Student Member of GCRB in January 2024 and joined the Committee as a member at the May 2024 meeting. Two new Non-executive Board Members (Caroline Bysh and Darren Pirie) and a Trade Union Board Member (Jill Montgomery) were appointed to the Board in April and were subsequently appointed to the Committee. A new student member had not been appointed to the Committee at the time of the September 2024 meeting; Martina Tuskova's membership of the Committee was approved at the Board's October 2024 meeting. Sheila Meikle's term of office expired on 14 November 2024; a new Staff Board Member is expected to be appointed to the Committee in the new year.

Date of Meeting	Percentage Attendance	Total Members
13 December 2023	80%	5: Moira Connolly; Sakshi Sircar; Paul Smart; Sheila Meikle; Anwulika Umeh
17 April 2024	40%	5: Moira Connolly; Sakshi Sircar; Paul Smart; Sheila Meikle; Anwulika Umeh
28 May 2024	44%	9: Moira Connolly; Sakshi Sircar; Paul Smart; Caroline Bysh; Darren Pirie; Sonique Noreiga; Jill Montgomery; Sheila Meikle; Anwulika Umeh
25 September 2024	63%	8: Moira Connolly; Sakshi Sircar; Paul Smart; Caroline Bysh; Darren Pirie; Jill Montgomery; Sheila Meikle; Anwulika Umeh
Average attendance	57%	

- 4.3.** Gender ratio has shifted from 4:1 women:men¹ to 6:2 women:men during the period of the report. Members should note that all current Staff, Student and Trade Union members are women; this affects gender balance on the P&R Committee which includes all three of these categories of membership.
- 4.3** All meetings of the Committee were attended by the Board Secretary and appropriate members of the Executive Team.
- 4.4** Assigned College Principals were invited to all meetings.
- 4.5** Committee minutes were a standing item on Board agendas throughout the period of the report.
- 4.6** Minutes and papers have been published on the website except where exemptions apply under the Freedom of Information (Scotland) Act 2002.
- 4.7** All papers presented to meetings of the Committee provided for consideration of strategic implications.

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.
- 5.3** A separate report has been provided to facilitate committee evaluation, to which the Terms of Reference are appended.

6. Summary of Committee Activity between December 2023 and November 2024

The following is a summary of decisions made and items noted at each meeting, organised under headings taken from the Committee's terms of reference.

Several items were considered as standing items at each meeting but did not give rise to decisions requiring individual reporting over the course of the reporting period. As well as receiving updates as appropriate on progress with external developments at regional and national level, at each of its meetings, the Committee

- approved the minutes of the previous meeting;
- monitored GCRB running costs against budget;
- noted progress made by the colleges in respect of capital projects;
- reviewed and agreed the long term agenda;
- agreed the disclosability status of papers.

¹ Note: data include Co-opted Member.

FINANCE

December 2023

The committee **noted**:

- Glasgow colleges provided the latest FWDF progress reports (to GCRB) on 24 November 2023.
- FWDF funds held by GCRB (at 13 December 2023), that relate to 2021-22, are £134,000.
- FWDF funds held by GCRB (at 13 December 2023), that relate to 2022-23, are £109,000.
- Funds for 2023-24 have yet to be confirmed by the Scottish Funding Council.

April 2024

The committee **noted**:

- Glasgow colleges provided the latest FWDF progress reports (to GCRB) on 29 February 2024.
- FWDF funds held by GCRB (at 16 March 2024), that relate to 2021-22, are £111,000.
- FWDF funds held by GCRB (at 16 March 2024), that relate to 2022-23, are £4,000.
- The Scottish Funding Council has now confirmed that there will not be any funding for FWDF in 2023-24 and 2024-25.

The committee **noted** and **commented** on the mid-year returns for 2023-24.

The committee **agreed to recommend** that the board approved the allocation of funding for counsellors in 2023-24.

The committee:

- **Noted** the indicative funding allocations for 2024-25 issued by the SFC on Thursday, 28 March 2024.
- **Commented** on, and **determined**, the indicative regional funding allocations for 2024-25.
- Request that the indicative regional allocations for 2024-25 are considered by the Board at its next meeting.
- Request that the final allocations for 2024-25 are presented to the next meeting of this Committee.
- Request that the three colleges, via the regional student funding group, provide feedback on the indicative student funding allocations for 2024-25.
- Request that the three colleges provide their indicative capital plans, for 2024-25, to the GCRB Finance and Resources Director.

The committee **considered** the draft GCRB Budget for 2024-25 and **agreed** to recommend this to the Board for approval.

September 2024

The committee **noted**:

- the residual value of flexible workforce funding, to be claimed by the colleges, is £87,137 and is due to reduce further following a further claim from City of Glasgow College; and
- The Finance and Resources Director will provide a further update to the next meeting of this committee with recommendations as to the use of these funds.

The Committee **agreed** that digital and sustainability issues should feature more prominently in future capital reports.

The committee **noted** the Glasgow region financial forecast return 2023-24 to 2026-27.

PERFORMANCE

December 2022

The committee **noted** the updated core Glasgow college region Key Performance Indicator data for 2023-24, including the overall progression towards achieving Credit targets.

The committee **noted** the publication of the *SFC Student Satisfaction and Engagement Survey 2022-23*, and the publication of the *SFC College Leaver Destinations 2021-22* reports.

April 2024

The committee **noted** the progress of the Glasgow college region on delivery of the Glasgow Region Outcome Agreement 2023-24.

The committee **noted** an update on the 2024-25 ROA and **considered** commenting on priority areas for inclusion in the reduced guidance document which will be developed for 2024-25.

May 2024

The committee **noted** a positive report on progress against 2023-24 KPIs and wished to record their recognition of efforts across the colleges.

PROJECTS

December 2023

With regard to the Environment and Sustainability Survey results, the committee:

- **noted** the process and findings of the survey, and endorsed sharing with GCRB board in a shortened format;
- **commented** on the suggested recommendations, which will be developed into an operational plan to be co-created with colleagues in the Glasgow colleges; and
- **commented** on the value of using this work as a template for a recurring survey, which could be used to measure change over time and to provide additional reporting for the annual outcome and assurance processes.

COMMITTEE GOVERNANCE

December 2023

The committee reviewed and **agreed** the content of the summary report on its activity during the past year.

The committee **agreed** its priorities for the coming year including student funding, budget implications and outcome agreement development.

The committee considered its performance and **agreed** there were no suggested changes to the Committee Terms of Reference to recommend to the Board.

7 Priority issues for 2023/24

7.1 Members are invited to reflect on progress in the past year and significant developments within GCRB or externally impacting on its area of remit, and discuss and identify priorities for the year ahead. Items that have been raised in recent Committee discussions include:

7.1.1 Ensuring a focus on future digital needs in the Committee's consideration of capital projects.

7.1.2 Providing better evidence of sustainability thinking.

8 Risk & Compliance Analysis

8.1 Performance review and reporting is key to effective systems of governance and internal control and is a requirement of the Code of Good Governance. This report contributes to the mitigation of risk 07: GCRB does not have the necessary capacity and capability to deliver our objectives, and risk 08: A breach of legislation or regulatory requirements results in a failure of governance.

9 Financial & Resource Implications

9.1 There are no specific financial or other resource implications arising from this report.

10 Equalities Implications

10.1 The evaluation process includes consideration of gender balance at Committee level.

10.2 While the report itself does not have direct implications for students, decisions made by the Committee during the year have supported the timely distribution of additional funds several of which support equalities objectives.

11 Learner Implications

11.1 There are no direct implications for the learner arising from this report, however, the focus of the Committee's work throughout the year is the distribution of funding to support delivery of GCRB's learner-focused strategic objectives, and monitoring performance against those objectives.