

**Draft Minute of the Performance and Resources Committee held on Wednesday 31
March 2021**

Present	
Caroline MacDonald (Chair)	Moira Connolly
Paul Buchanan	Nicolas Garcia
David Brown	
In Attendance	
Martin Boyle (Executive Director)	Wendy Odedina (Executive Assistant)
Penny Davis (Board Secretary)	Derek Smeall (Principal, GKC)
Jim Godfrey (Finance and Resources Director)	Amwulika Umeh (Co-opted Member)
Paul Little (Principal, CoGC)	Jon Vincent (Principal, GCC)
Janie McCusker (Board Chair)	Ron Hill (External Observer)

1. Introduction and Welcome

Paper Number: Verbal

1.1 Discussion

The Chair welcomed members and attendees to the meeting, noting the attendance of Ron Hill observing the meeting as part of the GCRB external evaluation.

2. Apologies

Paper Number: Verbal

2.1 Decision

Apologies were noted for Sheila Meikle. It was noted Nicolas Garcia would join the meeting 30 minutes late.

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.

The assigned college Principals declared an interest in matters relating to funding of the colleges.

The Chair of the Board noted that she is a member of the Colleges Scotland board.
The Principal of City of Glasgow College noted that he is a member of the Scottish Funding Council board.

4. Chair's Business

Paper Number: Verbal

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

- January Board Meeting;
- Non-Executive Member Phase 2 Review Workshops;
- Committee Chairs meeting with Board Chair;
- One to one evaluation meeting with the Board Chair;
- Board informal networking sessions.

5. Minute of the Committee Meeting held on 16 December 2020

Paper Number: PRC4-A

5.1 Decision

The minute of the meeting held on 16 December 2020 was agreed as an accurate record, subject to the inclusion of that statement that the Chair of the Board is a member of the Colleges Scotland board in relation to point 12.1 of the minute.

6. Decision by Correspondence

Paper Number: Verbal

6.1 Decision

The Chair noted for the record the following decisions that had been taken by the committee via correspondence since its last meeting:

The Committee:

- **agreed** to recommend to the Board the allocation of £40,333 to each Glasgow college to support student mental health and wellbeing, and
- **agreed** to recommend to the Board the allocation of additional funding to support National Transition Training Fund and Young Persons Guarantee Funding.

7. Covid-19 Update

Paper Number: Verbal

7.1 Discussion

The Executive Director provided an update of the phased re-opening of learning and teaching in college buildings as per Government guidelines.

The college Principals provided updates from their colleges with regards to future planning of provision for deferred students and recruitment for 2020-21. They spoke about the continued use of blended learning models with the two metre distancing remaining in place.

7.2 Decision

The Committee noted the verbal reports.

8. Interim Outcome Agreement 2020-21

Paper Number: PRC4-B

8.1 Discussion

The Executive Director presented the interim outcome agreement 2020-21 for the Committee's information noting that this ROA cycle has been different from a normal year due to Covid-19. He highlighted the narrative information which captures the challenges and also new activity as a result.

8.2 Decision

The Committee **noted** the report.

9. Capital Funding 2020-21

Paper Number: PRC4-C

9.1 Discussion

The Finance and Resources Director presented the paper noting that there have been changes to a number of projects throughout the year. He noted also that there is a projected underspend from Glasgow Clyde College which they have requested to carry forward.

The Committee noted their concern with the significant underspend and proposed re-allocations between projects at Glasgow Clyde College. The Principal of Glasgow Clyde College explained the reasons for this in relation to the Covid-19 restrictions.

The Committee discussed how it might improve the process for awarding capital funding in the future so that bid estimates more accurately reflect the true cost. They noted their desire for the process to allow them to focus on strategic need and avoid a similar set of circumstances occurring in the future, especially given capital funding may well reduce going forward. They discussed the need for an updated condition survey of the Glasgow estate and a regional estates strategy.

9.2 Decision

The Committee:

- **noted** the progress made by the colleges in respect of the capital projects in Financial Year 2020-21;

- **noted** the small number of variances within the Glasgow Kelvin College budget and **approved** that the college may use these savings for alternative high priority maintenance projects;
- **noted** the significant underspend of Glasgow Clyde College at 28 February 2021 and **approved** the college request to re-allocate:
 - a. an additional £202,000 to the Heating and Ventilation project,
 - b. £57,000 to emerging Health and Safety projects, and
 - c. £454,000 to emerging high priority maintenance projects.
- **noted** the college request (to SFC) to carry forward £1,099,250 of capital funds at the end of FY 2020-21 (i.e. 31 March 2021) and the risks posed.

10. Flexible Workforce Development Fund 2020-21

Paper Number: PRC4-D

10.1 Discussion

The Finance and Resources Director provided an overview of the paper noting the challenging position of delivering approximately £3.3M of activity between now and 31 August 2021 as highlighted previously to the committee. He noted the good progress colleges are making however highlighted that this risk is now very high in terms of delivery.

The Committee discussed the reasons for this in relation to the furlough scheme and other external factors. The committee endorsed the view that every effort should be made to carry forward this funding to accommodate the anticipated need when the furlough scheme ends.

10.2 Decision

The Committee **noted**:

- A total of £2,019,000 of Flexible Workforce activity (from the 2019-20 allocation) was contracted/agreed at 31 January 2021;
- Of the 2019-20 allocation, training totalling £1,187,000 has been delivered/commenced at 31 January 2021 leaving £832,000 of activity still to be delivered;
- A further £2,878,000 of Flexible Workforce funding has been allocated to the Glasgow college region for 2020-21. Of this, training to the value of £75,000 had been delivered, and a further £402,000 of activity agreed, at 31 January 2021;
- The potential value of FWDF activity to commence between 1 February 2021 and 31 August 2021 is therefore £3.535m;

The Committee **requested** that the Executive Director relay their endorsement of a carry forward position to the SFC through his regular dialogue meetings.

11. GCRB Running and Programme Costs 2020-21

Paper Number: PRC4-E

11.1 Discussion

The Finance and Resources Director presented the report noting progress on the regional programme of action.

11.2 Decision

The Committee;

- **noted** that the forecast position for GCRB Running Costs 2020-21 is similar to the original budget with a small overspend;
- **noted** the forecast saving in GCRB Programme Costs 2020-21.

12. Additional Funding Allocation 2020-21: NTTF and YPG

Paper Number: PRC4-F

12.1 Discussion

The Finance and Resources Director presented the paper which he explained is a revision to the figures agreed via correspondence by the Committee previously.

12.2 Decision

The Committee **agreed** to recommend to the Board the revised allocation of additional funding to support National Transition Training Fund and Young Persons Guarantee Funding.

13. Additional Funding Allocation 2020-21: Pensions

Paper Number: PRC4-G

13.1 Discussion

The Finance and Resources Director presented an overview of the paper in relation to outstanding funding for pensions costs previously considered by the Committee in June 2020.

The Committee discussed the use of estimations in this funding and the possible use of claw back when estimates have been over. It was noted that many allocations have been based on good faith estimations in the past and GCRB has not gone back to claw back funding as an approach previously.

The committee discussed the possibility of introducing a tolerance limit for changes to estimations in the allocation of funding as a potential solution to mitigating this in the future.

13.2 Decision

The Committee **agreed** to recommend to the Board the allocation of £277,000 to City of Glasgow College in respect of the Scottish Teachers' Superannuation Scheme for 2020-21.

The Committee **requested** that the GCRB Executive develop a proposal for the use of tolerance limits in relation to changes to funding estimates.

14. Additional Funding Allocation 2020-21: Sanitary Products

Paper Number: PRC4-H

14.1 Discussion

The Finance and Resources Director presented the paper and proposed allocation based on head count as per the national methodology.

14.2 Decision

The Committee **agreed** to recommend to the Board the allocation of £84,500 in respect of the Sanitary Products for 2020-21.

15. Additional Funding Allocation 2020-21: Covid-19 Support

Paper Number: PRC4-I

15.1 Discussion

The Finance and Resources Director presented the report which he noted also follows the national allocation methodology.

The Committee discussed that it will be important to consider emerging data on those students most affected by the pandemic and to build this into strategic planning for the future.

15.2 Decision

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

- a total allocation of £2,945,650 to the three Glasgow colleges in respect of the Covid-19 Support for the Financial Year (FY) 2020-21; and
- the allocation of £199,384 to City of Glasgow College in respect of income lost in providing student accommodation rent rebates in the Financial Year (FY) 2020-21.

16. Mid-Year Return 2020-21

Paper Number: PRC4-J

16.1 Discussion

The Finance and Resources Director presented the GCRB mid-year return for committee approval and onward submission to the SFC. He noted that he is in the process of collating

the regional consolidated position which will be circulated the members for information following this meeting.

16.2 Decision

The Committee **approved** the Mid-Year Return of GCRB and the emerging issues identified in the report.

17. Update on Outcome Agreement 2021-22

Paper Number: PRC4-K

17.1 Discussion

The Executive Director presented an update on the outcome agreement for 2021-22 noting that no guidance has been received as yet from the SFC on this as would normally be the case. He noted that the paper attempts to capture national drivers that will then shape and drive regional activity. He noted also that the context of the Covid-19 pandemic is very important and the document tries to recognise the need for stability and consistency as a result.

The Committee welcomed the report and supported the direction of travel. They discussed the need to influence the discussions on what outcome agreements will look like in the future and how this will work best in a regional context.

17.2 Decision

The Committee **noted** progress towards development of Glasgow Region Outcome Agreement for 2021-22.

18. Scottish Budget 2021-22

Paper Number: PRC4-L

18.1 Discussion

The Finance and Resources Director presented the paper for information which he noted has informed the indicative funding allocation.

18.2 Decision

The Committee **noted** the Scottish Budget 2022-22 issued by the Scottish Government and subsequent analysis by Colleges Scotland.

19. GCRB Budget 2021-22

Paper Number: PRC4-M

19.1 Discussion

The Finance and Resources Director presented the proposed GCRB Budget for 2021-22 which he noted includes the GCRB running costs and programme for action costs. He

explained that some of the programme costs will roll over from existing projects and there may be other projects that will feed into the final allocation once worked up with detailed specifications.

19.2 Decision

The Committee **agreed** to recommend that the Board approves the GCRB Budget for 2021-22.

20. Indicative Funding Allocations 2021-22

Paper Number: PRC4-N

20.1 Discussion

The Finance and Resources Director presented the indicative funding allocations for 2021-22 which he noted were received from the SFC on Wednesday 24 March and a regional allocation then worked up for consideration by committee by Friday 26 March. He noted that the timings of the announcements left no time for consultation before the paper was issued however discussion and feedback have now taken place and will continue to be taken into consideration. He explained that feedback to date is in relation to small amounts of funding and he would therefore not expect the proposed allocations to change significantly.

The Principals of the assigned colleges welcomed continued consultation with Finance Directors on the indicative allocation, particularly in relation to foundation apprenticeships which have changed from SDS funded to SFC funded for the first time this year.

20.2 Decision

The Committee:

- **Noted** the Indicative Funding Allocations for 2021-22 issued by the SFC on 24 March 2021.
- **determined** the indicative funding allocations for 2021-22, and
- **Request** that the indicative allocations for 2021-22 are considered by the Board at its next meeting.

21. Emergency/Urgent Decision Making Arrangements

Paper Number: PRC4-O

21.1 Discussion

The Board Secretary presented the paper which she explained was presented to the committee as a result of the increased use of decisions by correspondence as a result of increased funding allocations being announced between meetings.

The Committee welcomed the paper and discussed the option of delegating routine matters for decision at committee level or to the Executive Director and Chair. They acknowledged that defined criteria would need to be set out and asked the executive, in consultation with the Chair of the Board, to explore this in more detail.

21.2 Decision

The Committee:

- **considered** whether and, as appropriate, what steps might be taken to ensure that decision-making is as effective and efficient as possible without compromising standards of governance where a decision is required between ordinary Board and Committee meetings;
- **requested** that the GCRB executive develop this further with the Chair of the Board for consideration by the full board.

22. College Sector Statistics 2019-20

Paper Number: PRC4-O

22.1 Discussion

The Finance and Resources Director presented the paper for information which was welcomed by Committee members.

22.2 Decision

The Committee **noted** the College Sector Statistics 2019-20 published by the Scottish Funding Council.

23. Glasgow Region Statistics 2019-20

Paper Number: PRC4-Q

23.1 Discussion

The Finance and Resources Director presented the paper for information which was welcomed by Committee members.

23.2 Decision

The Committee **noted** the Glasgow College Statistics 2019-20.

24. Long Term Agenda

Paper Number: PRC4-R

24.1 Decision

It was **agreed** to add the following items to the long term agenda:

- College Scotland subscription fees;
- Emergency/Urgent decision making arrangements.

25. Review of Disclosable Status

Paper Number: Verbal

25.1 Decision

The Board Secretary confirmed the following papers as non-disclosable: F, G, H, I, K, M, N, O

26. Date of Next Meeting

Paper Number: Verbal

26.1 Decision

The date of the next meeting was confirmed as 9 June 2021.