

## West Lothian College

25 February 2021

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### Finance and General Purposes Committee

Minute of Meeting of the Finance and General Purposes Committee held on  
**Wednesday 25 November 2020 at 10am** via zoom

Present:                   Moira Niven (Chair)  
                              Jackie Galbraith (Principal and Chief Executive)  
                              Frank Gribben  
                              Lynne Hollis  
                              Alex Linkston  
                              Julia Simpson  
                              Sue Stahly  
                              Jinty Dobson (SA President)  
                              Kirsti Clark (SA Vice President)

In attendance           Jennifer McLaren (Vice Principal, Finance and Corporate  
                                  Services)  
                                  Simon Earp, (Vice Principal, Performance and Improvement)  
                                  Sarah-Jane Linton (Vice Principal, Learning and Attainment)  
                                  Derek O'Sullivan (HR and People Development Manager)  
                                  Danny Duffy (Head of Finance)  
                                  Daniel Evans (Head of Business Development)  
                                  Sandra Callan (Executive Secretary)

#### **1       Welcome/Apologies**

The Chair welcomed all to the meeting. A special welcome was extended to Daniel Evans.

#### **2       Declarations of interest**

There were no declarations of interest.

#### **3       Minutes of Meeting of 10 September 2020**

The Minutes of the meeting of 10 September 2020 were approved as a correct record of the meeting.

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### **4 Matters Arising from Minutes of Meeting of 10 September 2020**

The committee noted all actions as duly completed.

### **5 Financial Progress**

#### **(i) Annual Report and Financial Statements 2019-20**

Vice Principal, Finance and Corporate Services presented paper 3 noting that the financial statements are prepared in accordance with Accounting Standards and guidance from the Scottish Funding Council.

The Vice Principal, Finance and Corporate Services gave explanations where necessary and the committee noted a small typo in the balance sheet.

The committee noted a material valuation uncertainty which had been given to the property portfolio valuation of the Lothian Pension Fund and the valuation of land and buildings. Both were due to the impact of COVID19.

The committee also noted that due to COVID19, the college had late recognition of surplus. Discussion around future surplus spend took place and all agreed that it should be used for investment in building projects for the benefit of all our college students.

The committee recommended approval of the financial statements for the year ended 31 July 2020 to the Audit Committee and acknowledged their appreciation for the excellent outcome and the adjusted operating position of £196,000 in what has been a very challenging year.

#### **(ii) Reconciliation of Final Outturn for 2019-20 with Forecast at June 2020**

Vice Principal, Finance and Corporate Services presented paper 4 noting that the paper reconciled the forecast as per the June 2020 management accounts.

The committee noted the paper.

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### **(iii) College Certificate 2019-20**

Vice Principal, Performance and Improvement presented paper 5 noting that the college had exceeded its credit target by 1,079 credits and therefore there would be no clawback of funding.

The committee noted the paper and the good outcome.

### **(iv) Management Accounts**

Vice Principal, Finance and Corporate Services presented paper 6 and gave explanations where necessary. The committee noted that the college had been allocated sufficient student funds for 2020-2021 and therefore would not participate in the Scottish Funding Council's in year redistribution exercise.

The committee noted the positive forecast and acknowledged the good cost controls that the college had in place.

### **(v) Business Development Report**

Vice Principal, Performance and Improvement gave an update on the commercial contracts the college were working on which was noted by the committee.

The business development manager gave an informative presentation on the department's performance in 2019-20 and priorities and next steps for going forward.

The committee thanked the business development manager for the interesting presentation and, in particular, the focus on partnership working and being responsive to local business needs. The committee members expressed their confidence in the Business Development team and were encouraged with the ongoing work being undertaken which was fundamental to the college.

The Principal advised that the Workforce Development faculty and Access, Employability and Schools faculty were also proactive in partnership working and contributing to alternative funding schemes.

The business development manager left the meeting at this point.

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**6 College Key Performance Indicators (KPIs) 2019-20**

Vice Principal, Finance and Corporate Services presented paper 8, which the committee noted.

**7 Infrastructure Update**

Vice Principal, Finance and Corporate Services presented paper 9, which gave details on the expansion of the construction and engineering workshop in Terrace 1 and 2. The committee was told that a budget of £350k had previously been approved but that, following a tender exercise, the budget would need to be increased. Once the costs had been finalised the committee would be contacted by email to request an increase to the budget. The committee was also informed that the Street Building phase II project was expected to take place in the summer of 2021 and approval for a budget of £300k was requested. The committee approved a budget of £300k for the Street Building Phase II project. It was noted that if the budget for this project needed to increase committee approval would be requested by email.

**Action 1: Vice Principal, Finance and Corporate Services****8****(i) HR and People Development Report**

The HR and People Development Manager presented the report covering the quarter 1 July 2020 to 30 September 2020.

The committee noted the report and the improvement in staff absence figures.

**(ii) People Strategy 2021-2025**

The HR and People Development Manager presented paper 11, which provided an effective framework to achieve the vision and goals of the college's 2021-2025 strategic plan.

The committee asked that the tone of the equalities section be changed and that there was an opportunity to broaden the scope of the other external accreditation section. The Head of HR and People Development agreed to address this and once updated, forward to the committee to recommend approval to the Board of Governors.

**Action 2: HR and People Development Manager**

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### **(iii) Staff Experience Survey**

The HR and People Development Manager presented paper 12.

The committee noted the excellent report which was testament to the management of the college considering these very challenging times.

### **(iv) Employers Association**

The Chair of the Board gave a verbal update regarding pay award negotiations and assessor training roles.

The Student Association President and Vice President left the meeting at this point.

## **9 Complaints Report**

Vice Principal, Performance and Improvement presented paper 13 covering the period from 1 September 2020 to 31 October 2020 and gave explanations where necessary.

The committee noted the report.

## **10 Strategic Risk Register**

Vice Principal, Finance and Corporate Services presented paper 14.

The committee agreed to the risk mitigations set out but requested an amendment to the further actions planned statement in risk 3.3.

### **Action 3: Vice Principal, Finance and Corporate Services**

## **11 Review of Meeting and Development Plan and Supporting Papers**

The committee members were content with the Development Plan.

## **12 Any Other Business**

No other matters of business were raised.

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## 13 Date of Next Meeting

The next scheduled meeting of the committee was Thursday 25 February 2021 at 10am.

**Note:** There were no matters discussed during the meeting, during which Members declared any conflict of interest, or the Secretary to the Board was aware from the Register of Interests that discussion could give rise to such a conflict.

Signed .....  
Chair, Finance and General Purposes Committee

Date .....