

West Lothian College

8 September 2022

Finance and General Purposes Committee

Minute of Meeting of the Finance and General Purposes Committee held on **Thursday 16 June at 10.30am** in person Number 3 on the square, room G5, West Lothian College

Present: Moira Niven (Chair)
 Jackie Galbraith (Principal and Chief Executive)
 Alex Linkston
 Jinty Dobson
 Tony Sharkey (Shadow member)

In attendance: Jennifer McLaren
 (Vice Principal, Finance and Corporate Services)
 Fiona Hudson (Head of Finance, Procurement and
 Student Funding))
 Derek O'Sullivan
 (Head of HR and People Development)
 Michelle Montgomery – note taker
 Hazel Brady (Observer)

1 Welcome/Apologies

The Chair welcomed all to the meeting. A special welcome was extended to Tony Sharkey who has joined the Board as a shadow member.

Apologies noted from: Simon Earp, Sue Stahly and Frank Gribben.

The outgoing student president advised that the new presidents were unavailable to attend this meeting due to training.

2 Declarations of any Conflicts of Interest

There were no declarations of any conflicts of interest.

3 Minutes of Meeting of 24 February 2022

The Minutes of the meeting of 24 February 2022 were approved as a correct record of the meeting.

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4 Matters Arising from Minutes of Meeting of 24 February 2022

Action 1 - Ref: F12 for Board Governance Advisor - to be carried forward - The presentation on the Eco house should happen at a future meeting at a more appropriate time.

Actions for HR report: Adjustments have been made. Complete.

Action 2 - Ref: F13 for Vice Principal Performance and Improvement to be carried forward – Vice Principal Performance and Improvement to meet with Chair prior to next meeting to discuss the format of the Business Development report.

5 Matters for Approval

(i) Accounting Policies

Vice Principal, Finance and Corporate Services presented paper 3 Accounting Policies and advised that there was no change from the previous year. The committee approved the accounting policies for the year ended 31 July 2022.

(ii) Asset Values

The Head of Finance presented paper 4 and gave explanations of the asset values. The committee approved the proposed carrying values of the assets listed in Annex A and endorsed these values for inclusion in the 2021-22 accounts.

Action 3: Names of college buildings to be updated in the spreadsheet.

(iii) Infrastructure Update

Vice Principal, Finance and Corporate Services presented paper 5.

Tenders for the hybrid estates work had now been evaluated and Maxi Construction had been appointed to do the work which will be carried out over the summer.

The Committee approved a budget of £200k for the hybrid project but agreed that the budget should be increased should funding become available to allow the whole project to be completed.

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Action 4: Vice Principal, Finance and Corporate Services to send the Shadow Board member a copy of the Learning Estate Plan for information.

6 Matters for Recommendation for Board Approval

(i) Annual Budget 2022-23

The committee acknowledged the work of the Head of Finance, Procurement and Student Funding and Vice Principal, Finance and Corporate Services in being able to present a balanced budget. The committee was informed of the assumptions and key risks and noted the challenges in balancing the budget. It was also noted that the Scottish Funding Council had allocated additional core credits in 2022-23 in response to the college's business case for growth. The committee recommended approval of the budget for the year 1 August 2022 to 31 July 2023 to the Board of Governors.

(ii) Financial Forecast Return

The interim Financial Forecast Return for 2021-22 and 2022-23 is based on the April management accounts and the annual budget. The committee recommended approval of paper 7 Financial Forecast Return to the Board of Governors.

7 Matters for Attention

(i) SFC Funding Allocation

Vice Principal, Finance and Corporate Services presented paper 8 and asked the committee to note the credit funding allocation for 2022-23.

(ii) Financial Management – April 2022 Management Accounts

Finance Manager presented paper 9 on management accounts. The committee was asked to note the latest forecast for 2021-22. For awareness the Audit Scotland report will be published on 7 July.

Action 5: Principal to send a link to the report to board members for information.

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(iii) **Business Development Report**

Vice Principal, Finance and Corporate Services presented paper 10 to the committee in the absence of Vice Principal, Performance and Improvement. The committee was invited to note the contents of the report.

Action 6: Vice Principal, Performance and Improvement

Committee recommended some changes which could be made to the layout of the report. Vice Principal, Performance and Improvement and committee chair to meet to discuss the changes before the next committee.

(iv) **Financial Plan**

Vice Principal, Finance and Corporate Services presented paper 11 Financial Plan 2021-26 for the committee's information.

(v) **Human Resources and People Development Report**

The Head of HR and People Development presented paper 12 to the committee. The committee congratulated the college in achieving the Investors in People Gold award. It was noted that the staff Celebrate Success event was to take place on Wednesday 22 June and was the first full in-person staff event since February 2020.

8 College Employers Scotland Update

Alex Linkston provided an update on sector pay negotiations and advised on progress with the national Job Evaluation project. He informed the committee that he will be stepping down as Chair of College Employers Scotland in November 2022.

9 Hybrid Working Group Update

Vice Principal, Finance and Corporate Services presented paper 13 and provided the committee with an update of the work of the Hybrid Working Group.

Action 7: Vice Principal, Finance and Corporate Services

To circulate a copy of the Hybrid Working Communication and Hybrid Working Guidance to committee members for their information.

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10 Any Other Business

The committee was given an update on an insurance claim made against the college.

11 Review of Committee and Supporting Papers

Agreed that the Business Development report requires to be further developed. The committee commented that the papers were a good succinct set of papers.

No matters for escalation or update of Risk Register.

The committee acknowledged the positive contribution that Jinty Dobson had made in her student president role over the past two years and the excellent contribution she has made to the committees.

12 Date of Next Meeting

The next scheduled meeting will be held on 8 September 2022

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