

Glasgow Kelvin College
Board of Management
Finance and Resources Committee
Minute

**Minute of the Finance and Resources Committee meeting held on Tuesday, 28
February 2023 at 5.00pm via MS Teams**

1. Sederunt

Rob Doyle (Chair)
Ian Patrick
Derek Smeall
Heather McNeil
John McBride

In Attendance:

Iain Carmichael, Co-opted member

Linda Ellison, Secretary to the Board of Management
Jeanette Evans, Vice Principal Operations
Lisa Clark, Director of Estates and Corporate Services
Doreen Shiels, Director of People and Culture
Jason Quinn, Director of Digital Services
Alan Carr, Head of Finance
Annette McKenna, Governance & Executive Support Manager (recording purposes)

2. Apologies

Apologies were received from Dr Marion Allison.

3. Terms of Reference

The meeting was quorate with 5 members in attendance.

4. Declarations of Interests and Connection

- a) **Interest**
- b) **Connection**

There were no declarations of interest or connections noted. The Chair reminded members that they could declare an interest during the meeting.

5. Minute of the Previous Meeting held on 29 November 2022

Members accepted the minute as an accurate record of the business conducted at the meeting held on 29 November 2022.

6. a) Matters Arising from the Previous Meeting held on 29 November 2022

b) Action List

i) Finance and Resources Committee Action Log as at February 2023

Members agreed that the actions highlighted in green were complete and should be removed from the Action Log.

7. **Health and Safety Update**

The Vice Principal Operations spoke to the content of the report that sought to provide members with an update on the health and safety activities across all College locations since August 2022.

J Evans reminded members that they had requested a report rather than a verbal update at this standing item on the agenda.

She took members through the summary of activities noted in the report and highlighted that 70% of the actions related to the COSHH Investigation had been completed. She informed members that two RIDDOR reports had been submitted, both related to a loss of consciousness, short period of responsiveness for a matter of seconds, during two separate student incidents. She provided members with a brief overview of the incidents and highlighted that both had been investigated.

She also highlighted that following discussions with union representatives it had come to light that the College did not have full reports on violence, abuse and aggression against members of staff; staff had considered some of these to be minor incidents so did not report. She informed members that a full review had been undertaken related to the process of reporting such incidents and a new process has been introduced; this included the introduction of an MS Teams electronic reporting form and QR code displayed throughout the College campuses. She further informed members that the Director of People and Culture was working with the Health and Safety Manager, in consultation with recognised trade unions, to produce a Prevention and Management of Abuse, Aggression and Violence Policy and Procedure that will be brought to this Committee for approval in due course.

The Principal informed members that the vast majority of these reports were related to unruly behaviour and offensive language, it had become apparent, when holding discussions with union representatives, that teaching staff have different levels of reporting. He added that the College has a zero-tolerance policy towards intimidation or aggression and staff had been proactively encouraged to report incidents. The Chair welcomed the processes put in place and added that these should be linked and integrated into Learner Behaviour Policy and the new Prevention and Management of Abuse, Aggression and Violence Policy and Procedure currently being developed. He recognised that it may be a challenge to get staff to buy into reporting students who may be disciplined.

In a response to a question from H McNeil, the Principal informed members that the matter had been introduced in a conversation held by him and an EIS trade union representative on the poor behaviour of a student; this led to further discussions. H McNeil added that this was a good example of partnership working.

J McBride echoed the comments made by I Patrick and H McNeil and noted he was reassured that the College is on top of this.

In a response to a question from J Bride, the Director of Estates and Corporate Services informed members that student disciplinary levels throughout the College are reviewed on an ongoing basis. This matter had also been discussed at a recent Risk Management Committee meeting as levels have been higher than normal following the lock down period.

J McBride asked if there are completion dates for the two surveys underway, noted in section 2, bullet point 2, in the report and if any remedial actions were required to take place; personal protection equipment (PPE) and respiratory protection equipment (RPE). J Evans agreed to request that the Health and Safety Manager include, going forward, dates and timelines.

In a response to a question from J McBride, D Shiels informed that the Occupational Health Clinics (OHS) are mandatory for some staff dependant on their roles within the College.

J McBride drew members attention to section 2, bullet point 11, in the report and asked if there was information available on the rate of completion of staff who had undertaken the WorkRite modules on the Workrite Risk Management System (RMS). J Evans informed members that some of the modules are mandatory for some staff in specific roles, some are mandatory for all staff and some are voluntary. These are tracked and reported to the Health and Safety Committee. She added that the College Risk Assessments have now been added to the electronic RMS.

I Patrick requested that, going forward, context be added to the important completed and outstanding actions related to the COSHH Investigation, this would provide reassurance to members due to the seriousness of the incident. this was a serious incident, what items of 70% have been completed, important actions have been completed. Extent of the serious have been completed, provide reassurance. The Principal agreed to the request made by I Patrick.

Members of the Finance and Resources Committee agreed to note the contents of this report.

8. Finance Report – NOT IN THE PUBLIC DOMAIN

The Vice Principal Operations spoke to the content of the report that sought to provide members with a comprehensive financial update.

J Evans took members through, in considerable detail, the content of the report that included:

- the Quarter 2 Forecast;
- the Management Accounts at 31 January 2023;
- an update on the College Mid-Year Return to the Scottish Funding Council; and
- the projected underlying cash to 31 July 2023.

She noted that the Adjusted Operating Result (AOR) deficit had increased significantly from the Quarter 1 Forecast to the Quarter 2 Forecast. This is primarily due to the Quarter 2 Forecast including the anticipated VS costs in AY 2022/23 for staff being released on VS at the start of AY 2023/24. The Quarter 1 Forecast had previously presented both VS costs and staff release in AY 2023/24. This is required, in terms of accounting practice, to reflect the timing of VS offer / acceptance and release across the two AYs. She also highlighted the income and expenditure movements as listed in the table at section 2.2 of the report.

She highlighted the negative movement to the SFC income that related to a change in Foundation Apprenticeship (FA) funding and the positive movement to the SFC income related to Mental Health, new Young Persons Guarantee (YPG) and Poverty Funding.

She further highlighted the negative variances in the non-SFC income and drew members attention to the table 2.2 in the report that provided narrative for members; she took members through the figures in detail.

In addition, she drew members attention to table 3.2.1 in the report related to staff costs and highlighted savings made were due to careful management of all in- year vacancies and some delays in recruitment. She noted the savings made within the HR Department were due to unfilled vacancies and added that these have now been filled with additional funding added to support this; HR have been under a lot of pressure due to these unfilled posts and the ongoing financial challenges faced by the College.

She informed members that they were not being asked to approve any write-off of debt.

She highlighted the underlying cash flow in section 5 of the report.

I Carmichael thanked J Evans for her comprehensive and well-defined report. He asked if assumptions had been made in the Quarter 2 Forecast for a staff pay settlement and the bottle recycling scheme. J Evans informed members that the pay settlement had been built into the College Operating Plan (COP) and Quarter 1 Forecast at 5%. She highlighted that if staff members did not settle at 5% and the settlement was higher, then the College would face further financial pressure. She noted that the bottle recycling scheme had been built into the tender exercise for catering services that is being undertaken in March 2023 which may result in increased costs.

I Carmichael noted that the cash flow forecast balance had reduced significantly this year and asked if this trend continued into another year could it go into negative. J Evans informed members that the five-year COP takes this into account, it will not go into a negative position due to the savings being made by reduced staff cost. It has been planned to move into a stable position in the third year, but this will result in a significantly reduced but manageable underlying cash position.

In a response to a question from H McNeil, J Evans informed members that bringing the cost of the VS forward into AY 2022/23 in the Quarter 2 Forecast will not affect the achievement of the breakeven position planned for the end of year three, as outlined in the COP. The Principal added that the COP is financially the same as it was in December 2022, bringing the VS costs forward is only a phasing issue, the overall funding envelope remains the same, no increased risk.

J McBride highlighted the summaries provided in the Income and Expenditure variances in table 3.1 of the report and asked if there are any risks that members should be concerned about. J Evans informed members that the Executive had been prudent and were confident in the numbers noted in the Quarter 2 Forecast.

I Patrick thanked J Evans for her detailed report. He provided members with feedback from a meeting he had attended with the College Chairs and SFC. Members discussed the issue, throughout the sector, of colleges downsizing their workforce due to funding constraints and in turn necessitating a proportionate

reduction in provision. Members also discussed the disproportionately high level of funding received by Universities compared to Colleges.

Members of the Finance and Resources Committee agreed to:

- i) note the Quarter 2 Forecast;
- ii) note the actual financial performance for the first 6 months of the year reflected in the Management Accounts to 31 January 2023;
- iii) note the College Debt position at 31 January 2023;
- iv) note the Student Funding position at 31 January 2023;
- v) note the progress of the review of Student Funding in the Glasgow Region;
- vi) note the Procurement update;
- vii) note the position in relation to the MYR; and
- viii) note the Projected Cash Flow to 31 July 2023 as at 31 January 2023.

9. Policies

a) ICT Acceptable Use Policy

b) ICT Security Policy

The Director of Digital Services spoke to the content of the report that sought to apprise members of the outcome to the review of these policies and request approval from members of the Finance and Resources Committee.

J Quinn provided members with an overview of the amendments made to the ICT Acceptable Use Policy highlighted in red text. He informed members that some of the amendments were largely made in relation to a recent Cyber Essentials Assessment Audit undertaken in January 2023. He further informed that sections 2.4 and section 2.5 have been added to the policy.

He informed members that there are no recommended amendments for the ICT Security Policy as this is still for purpose and stands up to scrutiny.

The Chair thanked J Quinn for his report.

Members of the Finance and Resources Committee agreed to:

- i) note the content of this report and its Appendices;
- ii) approve the ICT Acceptable Use Policy; and
- iii) approve the ICT Security Policy.

10. College Letting – NOT IN THE PUBLIC DOMAIN

The Vice Principal Operations spoke to the content of the report that sought to provide an update to members on external College lettings and of cost saving exercises being explored by the College.

J Evans informed that this item is related to an operational change that could lead to reputational issues for the College. She further informed members that any discussions with the organisations involved had not been undertaken with regard to the content of this report.

She took members through, in detail, the content of the report and highlighted current costs to the College in relation to free external lettings for community organisations and partners; security, utility, cleaning costs and in some cases overtime to open the building. She highlighted the terms of the current College Letting Policy in relation to

free lets and drew members attention to the criteria for this service noted in section 2 of the report.

She highlighted that due to the financial challenges faced by the College and the material savings required to be made, security cover at some of the College buildings could be reduced; therefore impacting on organisations who use the College in the evenings and over the weekend from next academic year. She took members through the costs incurred by the College and the savings that could be made in reducing security.

She further highlighted that the College would look to offer organisations and partners a substitute campus that was open but that may not be an option for all. She drew members attention to the table on page 3 of the report that listed 7 organisations that may not wish an alternative location. She added that, in this instance, they would be offered to pay for the associated costs of opening the building of their choice.

She informed members that the College was currently liaising with the Operations Manager of the Security Services and Alarm Receiving Centre at Glasgow City Council in providing advice to the College on how they effectively secure their buildings without manned security. She provided members with an overview of discussions held.

J McBride noted that he understands the content of the reduction in manned security and why this is required; financial challenges facing the College. He asked if the College had approached the current security provided to request flexibility in the contract and if a security incident review had been undertaken over the College buildings if an incident of damage / vandalism occurred e.g. server rooms. J Evans informed members that this is part of the discussions being held with Glasgow City Council. She added that the College had approached their current security provider regarding a mobile service and due to costs involved this was not an option. The Principal informed members that any decision would be based on the risk to the College buildings.

In a response to a question from J McBride, J Evans informed members that a collaboration with Clyde and City of Glasgow Colleges was not an option.

H McNeil suggested that Glasgow City Council may be able to offer the displaced organisations and partners an alternative to the free College let, J Evans agreed to question if this was a possibility.

Members discussed the content of the report and the cost saving exercise being explored. All agreed that every effort should be made to assist the organisations involved secure an alternative.

Members of the Finance and Resources Committee agreed to note the content of this report.

11. People and Culture Services Update

The Director of People and Culture spoke to the content of the report that sought to provide members with an update on People and Culture Services.

D Shiels took members through the content of her report that included Human Resource Management, Health and Wellbeing, Equality and Inclusion and Organisational Development.

She provided members with an update on the pay claims made by EIS and UNISON for academic year 2022/23. She noted that EIS had opened a consultative ballot for industrial action and Action Short of Strike Action (ASOS) with a closing date of 9 March 2023. She highlighted that the associated cost of any pay increase above 5% would result in further financial pressures and may require further savings to be made.

In addition, she provided members with an update on the National Job Evaluation and feedback from recent meetings she had attended.

She drew members attention to section 2.2 of the report and provided a detailed overview on the attendance and absence information, including comparisons on last years figures.

She provided members with a summary of the health and wellbeing, equality and inclusion and organisational development activities being undertaken in the College. She highlighted the Professional Development Review and analysis undertaken, attached as appendix 1 to the report.

In addition, she highlighted the key points taken from Staff Development Days attached as appendix 2 to the report.

I Patrick thanked D Shiels for her comprehensive report. He highlighted the increase of staff participation in staff development days noted at 58% attended at least one session and commented that this seemed low considering the work and effort that goes into organising these events to support staff. In a response to a question from I Patrick, D Shiels informed members that the Staff Development Days are held on non-teaching days. She added that they are looking at detailed analysis regarding participation and ways to diversity and encourage participation.

J Quinn added that online staff development sessions are now being recorded so that staff can catch up with events at time that suits their workload, this participation would not be included in the attendance details noted in the report.

J McBride drew members attention to the Attendance Management information contained in section 2.2 of the report. He highlighted that 41% of absence was due to cold and flu and asked if the College had looked to hiring an on-campus Occupational Health Nurse. D Shiels informed members that only complex cases are referred to the College Occupational Health Service and that she would be content to undertake a cost / benefit analysis related to an on-campus Occupational Health nurse. She added that the College would continue to monitor and manage absence with long term absence being the biggest challenge. She agreed to meet J McBride to consider this further.

H McNeil noted that she had previously requested that short-term and long-term absence statistics be added to the report. D Shiels agreed to take this forward.

Action: D Shiels, going forward, to include short-term and long-term absence statistics to her report.

Members of the Finance and Resources Committee agreed to note the content of this report and its appendices.

12. Capital and Sustainability Update

The Director of Estates and Corporate Services spoke to the content of the report that sought to provide members with an update in relation to capital, estates and environmental matters.

L Clark provided members with an overview of her report. She highlighted the capital expenditure spend to 31 March 2023 and list of projects listed in appendix 1 to the report. She informed that the report on the Springburn external cladding is still awaited therefore the work to be undertaken has not yet started. She further informed members that some carpets in the Springburn Campus would be fitted over the Easter break in April to avoid distribution to students; funding for both delays had been carried forward as agreed with Jim Godfrey, Executive Director, GCRB.

In addition, she highlighted the recent Environmental Sustainability Audit undertaken by Henderson Loggie, the College Internal Auditors. She noted the “Good” grading and 4 minor recommendations.

She provided members with a brief overview of the environmental funding activities being undertaken and reminded members that Sarah Shea, Environmental and Sustainability Manager would be delivering a presentation to Board members at the next Board of Management meeting being held on 13 March 2023.

In a response to a question from H McNeil, L Clark informed members that Clyde College historically received a greater amount of funding for capital maintenance than the College receives due to the condition of their buildings.

I Patrick commented that the report was excellent. He noted that given that Green Kelvin is a strategic priority for the College this should be given a higher priority when reporting to the Board of Management and Standing Committees. Therefore, he proposed that going forward this report be split into two reports; Estates/Capital and Environmental Sustainability. L Clark agreed to take this forward on behalf of the College.

Members of the Finance and Resources Committee agreed to note the content of the report and its appendices.

Action: L Clark, going forward to split the Estates / Capital and Environmental Sustainability report into two reports

13. Annual Procurement Report 2021-22

The Vice Principal Operations spoke to the content of the report that sought to provide members with Glasgow Kelvin College’s Annual Procurement Report, covering the period from 1 August 2021 to 31 July 2022.

J Evans informed members that this is a standard report that public bodies are required to produce and publish on their website. She further informed that it had

been produced by APUC and uploaded to the College website; going forward the report would be brought to Finance and Resources Committee meetings in November each year, prior to being uploaded to the website.

She highlighted the list of regulated procurements planned to commence over the next two years and added there was a backlog due to the pandemic. She added that APUC undertake a valuable job in supporting the College in this area. Members of the Finance and Resources Committee agreed to note the contents of this report and its appendix.

14. Audit Scotland

Members noted the content of the documents provided for their information.

15. Impact on Students – Student Impact to be considered as a consequence of the consideration of the above agenda.

Members agreed that no new student impact issues had arisen as a consequence of the business conducted at the meeting held on 28 February 2023.

16. Risk Management – Risk Issues to be considered as a consequence of the consideration of the above agenda

Members agreed that no new risk management issues had arisen as a consequence of the business conducted at the meeting held on 28 February 2023.

17. Equality Management – Equality Issues to be considered as a consequence of the consideration of the above agenda

Members agreed that no new equality issues had arisen as a consequence of the business conducted at the meeting held on 28 February 2023.

18. Data Protection – Data Protection Issues to be considered as a consequence of the consideration of the above agenda

Members agreed that no new data protection issues had arisen as a consequence of the business conducted at the meeting held on 222.

19. Closure

The meeting closed at 7pm with the Chair thanking members for their attendance and contribution and thanked the Executive for their detailed reports.

20. Date of Next Meeting

The next meeting of the Committee will be 30 May 2023 in room MF12/14 at the East End Campus.