

**Glasgow Kelvin College**  
**Board of Management**  
**Finance and Resources Committee**  
**Minute**

**Minute of the Finance and Resources Committee meeting held on Tuesday, 29  
November 2022 at 4.00pm, via MS Teams**

**1. Sederunt**

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

**2. In Attendance:**

Jeanette Evans, Vice Principal Operations  
Lisa Clark, Director of Corporate Services  
Doreen Shiels, Director of People and Culture  
Alan Carr, Head of Finance  
Linda Ellison, Secretary to the Board;  
Debbie Friel, Committee Coordinator (recording purposes)

**3.**

**Apologies**

Apologies were received from Laura Birch

**4. Terms of Reference**

The meeting was quorate with six members in attendance.

**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 20 September 2022**

Members accepted the minute as an accurate record of the business conducted at the meeting held on 20 September 2022.

**6. a) Matters Arising from the Previous Meeting held on 20 September 2022**

**Item - 12 Environmental and Sustainability Presentation**

L Clark informed members that this presentation would be brought to the Committee as its meeting in February 2023.

**b) Action Log**

- i) Finance and Resources Committee Action Log as at November 2022.

The Principal advised members that the Micro session had been organised for 6th December 2022.

**7. Health and Safety Update**

The Vice Principal of Operations provided members with a full and comprehensive update on Health and Safety, which included:

- Accident and Incident reporting levels have returned to pre-COVID levels - no serious accidents reported during this academic year – only one to date.
- Notable rise in epilepsy ‘incidents’ which prompted Epilepsy Scotland training for 20 staff – with a further cohort of interested to be trained
- COVID guidance remains in accordance with Public Health advice
- Government supplied CO2 Monitors (140 received)
- Training – 6 first aiders qualified/requalified in August and additional course to be run before Christmas
- COSHH Audit recommendations, having been combined with outstanding Investigation actions and Lessons Learnt Report recommendations, are 60% complete, 44% in progress and 6% outstanding. Remaining actions are related to longer term reviews and assessments (18 months to 2 years).
- WorkRite (Online H&S Training portal) completion levels were significantly higher than last year but have dropped slightly in first couple of months of 22-23 – actions to address this should result in improvements before the Christmas break
- Of the additional 12 modules (Lone Working, Mindfulness, Energy Reduction etc.), access has been made to a number of staff – while ALL can be requested
- Occupational Health Surveillance clinics (14) have been scheduled. Running from October to April this will be the first full programme for 2-years and, to date 5 clinics have taken place.
- ‘Zero Tolerance’ posters in process of review, update and reissue
- H&S Committee members volunteered to carry out online ‘Mental Health Awareness’ training to enhance knowledge and appreciation of issues
- East End fire safety report commissioned which confirmed removal of doors would not compromise fire safety compartmentation

*I Patrick thanked J Evans for the detailed report and requested that a Health and Safety paper be provided (for noting) to future Finance and Resource Committee meetings.*

The Chair referred to the point raised on Zero Tolerance and asked if there had been any related incidents. J Evans responded that it had been a request that had come from Unison to refresh.

## 8. Finance Report

The Vice Principal Operations spoke to the content of the report that sought to provide members with a comprehensive finance update. She provided a summary on the following areas.

Members noted that the Quarter 1 Forecast had now been aligned with that of the College Operating Plan. J Evans highlighted that the forecast represented an £820k deficit as opposed to the original reduction of the budget position of £360k. She added this was due to a variant of changes over the first few months and in particular, the increase in staff costs which now reflected a 5% pay award for 2022/23, additionally she added that the Voluntary Severance had been removed and this was now expected to come from 2023/24 budget.

J Evans referenced the Management Accounts and highlighted that members would see an improved position of £18k. She added that there was an overspend on core expenditure, to which she explained was primarily due to the timings, and had every expectation that this would come into line. She drew members attention to the detailed explanations listed in section 4.1 of the report.

Members noted that the Bad Debt Provision (BDP) expenditure was decreased from the prior year figure of £48k to £36k in this year's Budget and further reduced to £24k at the Quarter 1 Forecast. J Evans noted that the position will be closely monitored throughout the year.

J Evans advised members that permission was sought from the Finance & Resources Committee to write off £2,357 in Student Fees. Furthermore she summarised on the Student Support funds and informed members that there were 804 applications pending. She further advised that the College had appointed a new procurement manager who would due to commence Mid-January 2023.

J Evans drew members attention to the VAT/Lennartz and highlighted that she had included a detailed summary on the report, which had sought to provide new members of the Committee with detailed background of the claim against HMRC.

Members will note that a cash flow forecast had been provided up to December 2023. She invited questions and or comment.

H McNeil noted a large variance pertaining to the core expenditure, in particular that of the Engineering, Construction and Science, and queried if this was just due to phasing. J Evans responded and confirmed that it was due to the phasing of faculty spend and that this was not unusual for this time of year. However, she assured H McNeil that the College would monitor this very closely as the months progress.

I Patrick noted that almost 75% of the student support funds had been committed, however there remained one-third of the applications still pending. He asked if this was likely to present a problem. J Evans advised that it was largely discretionary funding that were pending and gave assurance that the College was did not envisage any problem arising from this.

Members of the Finance and Resources Committee agreed to:

- i note the Quarter 1 Forecast;
- ii note the actual financial performance for the first 3 months of the year reflected in the Management Accounts to 31 October 2022;
- iii note the College Debt position at 31 October 2022;
- iv approve the bad debt write-off of £2,357.46 in Student Fees;
- v note the Student Funding position at 31 October 2022;
- vi note the procurement update;
- vii note the VAT/Lennartz update; and
- viii note the Projected Cash Flow to 31 July 2023 as at 31 October 2022.

## **9. Review of Policies and Procedures**

The Director of People and Culture informed members that the College, in partnership with the representatives of its recognised Trade Unions had developed a range of policies and procedures. She advised that the report sought to appraise members of the updates and to invite comment prior to the documents being presented to the Board of Management in December 2022 for approval.

She provided members with a summary of the changes made to the policies, as noted in the report.

D Shiels informed members that it was expected that a revisit to the Family Friend and Flexible Working Policy would be required prior to the extension date as she was aware that new legislation should be coming into force next year.

The Chair thanked D Shiels for her detailed report and welcomed questions or comment.

Following a question raised by H McNeil pertaining to the Recruitment and Selection Policy and the appointment of temporary lecturing staff. D Shiels clarified that candidates would be interviewed and kept in a pool, as bank staff, for hours that became available, this she confirmed was agreed with the EIS.

H McNeil further queried section 12 of the Recruitment and Selection Policy. She was aware that the College did not provide feedback to candidates after the interview process due to legality reasons, however, felt that constructive feedback was extremely useful to candidates and that the College should consider a review of this, going forward. D Shiels explained to members that this topic had been under a considerable amount of debate, however, she added that constructive feedback could be misconstrued and end in a discrimination claim and it was recommended that feedback was not provided. She did, however, highlight that it was agreed that internal candidates would receive a constructive development programme to aid them in preparation for a future opportunities.

Following a question from J McBride, D Shiels confirmed that the College would always look to recruit internal applicants before considering advertising externally.

J McBride further asked what, if any, implications were there for the College with the Disclosure Scotland Act. D Shiels stated that her understanding was that the College

would not need to register as many staff, and it would be only if the employee had regulated work with children and vulnerable adults etc.

I Patrick asked if the Recruitment and Selection Policy was a reserved policy for the Board of Management Committee. D Shiels confirmed that this was correct.

Members of the Finance and Resources Committee agreed to:

- i. note the content of this report and its appendices;
- ii. provide feedback on the Recruitment and Selection Policy (Appendix 1) and note that the Policy will be presented to the Board of Management on 16 December 2022;
- iii. note that the Policy and Procedure of Vulnerable Groups and Criminal Record Checks will be presented to the Board of Management with the recommendation to extend the review date to 31 December 2023;
- iv. approve the extended review date for the Attendance Management and Support Policy and Procedures and Family Friendly and Flexible Working Policy and Procedure to 31 July 2024; and
- v. endorse the Menopause Policy for immediate implementation.

#### **10. Human Resources Update**

The Director of People and Culture informed members that the purpose of this paper was to provide members with an update on Human Resource Management matters in relation to the following areas.

- People and Culture Services
- Employment Relations
- Tender for External Service Providers
- Attendance Management

D Shiels provided and highlighted the salient points on the four areas detailed within her report and invited comment or questions.

Members had a lengthy discussion as to the expected costs of the national job evaluation and the financial implications to the College.

Members of the Finance and Resources Committee agreed to:

- i. note the content of this report; and
- ii. note that an update on the procurement of Legal Services and Occupational Health Services will be presented to a future Finance and Resource Committee.

#### **11. Capital and Sustainability Update**

The Director of Corporate Services informed members that the purpose of the report was to provide members with an update in relation to various capital/estate matters and to also provide an update in relation to environmental related items.

L Clark noted that the College's Capital planning for Academic Year 2022/23 was underway with an allocation of £500,000. She highlighted that the deadline for this spend was 31 March 2023. Furthermore, the funds were allocated to essential/high priority areas, which were detailed within Appendix 1 of the report. She advised that

members should be aware that due to APUC staff absences, and in relation to the tender exercise, no returns were made by the seven APUC framework contractors invited to tender. All had therefore resulted in a significant delay in the time frame to complete the projects prior to 31 March 2023, deadline.

She continued summarised on the work being currently undertaken to complete the Climate Change Duties Report and noted that the Finance and Resources Committee would be given the opportunity to read the full report. Furthermore, she provided a summary as to the work being undertaken by the Environmental Manager and that the College had updated its Climate Change Action Plan and prepared a Race to Zero Action Plan and was attached to the report for members information.

I Patrick asked members to note that the Environmental Manager was undertaking a considerable amount of work and on behalf of the Committee thanked the Environmental Manager for their dedication and hard work.

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

The Chair noted that item 12 was for information only. He closed the meeting and thanked members for their contributions.

#### **Items for Information**

**12. [SFC Strategic Plan 2022-27](#)**

#### **Risk, Equality and Data Protection - Discussion**

- 13. Risk Management – Risk Issues to be considered as a consequence of the consideration of the above agenda**
- 14. Equality Management – Equality Issues to be considered as a consequence of the consideration of the above agenda**
- 15. Data Protection – Data Protection Issues to be considered as a consequence of the consideration of the above agenda**
- 16. Impact on Students – Student impact to be considered as a consequence of the consideration of the above agenda**
- 17. Closure**  
The meeting closed at 5pm.
- 18. Date of Next Meeting**  
28 February 2023 at 5pm via MS Teams