

UHI | INVERNESS

Meeting	Finance and General Purposes Committee
Date and time	Thursday 08 June 2023 at 9.00 a.m.
Location	Virtually – via Microsoft Teams

Governance Officer

01 June 2023

AGENDA

Welcome and Apologies

Declaration of Interests and/or any Statement of Connections or Transparency Statements.

ITEMS FOR DECISION

1. **MINUTES**
 - a. Minutes of the Meeting held on 27 April 2023
 - b. Confidential Note of Meeting CN-01-042023 held on 27 April 2023
 - c. Confidential Note of Meeting CN-02-042023 held on 27 April 2023
2. **OUTSTANDING ACTIONS**
3. **REVENUE BUDGET FOR AY 23-24**
4. **CAPITAL BUDGET FOR AY 23-24**
5. **STUDENT FEES – AY 23-24**

ITEMS FOR DISCUSSION

6. **CAPITAL BUDGET MONITORING**
Report by Interim Finance Director
7. **REVENUE BUDGET MONITORING**
Report by Interim Finance Director
8. **CONFIDENTIAL DISCUSSION – IMPACT FROM FUNDING ANNOUNCEMENTS**

- 9. SHARED FINANCE SERVICE**
Verbal Update from Principal
 - 10. STUDENT RECRUITMENT**
Verbal Update from Information Systems Manager
 - 11. OPERATIONS AND EXTERNAL RELATIONS REPORT**
Report by Vice Principal – Operations and External Relations
 - 12. COMMITTEE EVALUATION**
Report by Governance Officer
-

ITEMS FOR NOTING

- 13. AOCB**
- 14. DATE OF NEXT MEETING – 07 September 2023 at 9.00 a.m.**

If any member wishes to add an item of business to the Agenda, please inform the Chair and the Governance Officer as soon as possible. Additional items of business will only be considered for inclusion in the agenda in advance of the start of the meeting.



**MINUTES of the MEETING of the FINANCE AND GENERAL PURPOSES
COMMITTEE held via Microsoft Teams on Thursday 27 April 2023**

PRESENT: Kelly MacKenzie, Chris O'Neil, Donald MacKenzie, Stephen
Sheridan & Russell Edwards

CHAIR: Donald MacKenzie

ATTENDING: Joint Finance and Audit Director
Vice Principal – Operations and External Relations
Operations and Commercial Manager
Estates and Campus Services Manager
Information Systems Manager
Information Development Manager
Governance Officer

APOLOGIES: Rojan Kumar Subramani

The Chair welcomed everyone to the meeting and introduced the Joint Finance and Audit Director. The Governance Officer confirmed that this meeting was quorate.

The Committee noted that an additional briefing paper would be tabled following the update on Operations and External Relations. The Committee noted that this paper would provide members with a confidential update in respect of SDS allocations and SFC funding reductions.

Stephen Sheridan declared an interest in SDS allocations.

There were no other declarations of interests, statements of connections or transparency statements noted.

1. MINUTES FOR APPROVAL

Minutes of the Meeting of the Joint Audit and Finance and General Purposes Committee held on 24 January 2023

Decision: The Minutes of the Meeting of the Joint Audit and Finance and General Purposes Committee held on 24 January 2023 were **AGREED** as a correct record and were **APPROVED**.

2. OUTSTANDING ACTIONS

- ALF Monies – the Vice Principal – Operations and External Relations advised the Committee that bids have been submitted to the ALF with additional information in respect of our estate having been requested and provided. The Committee noted that these bids are low level, and no delays are expected.
- Revenue Budgets – the Joint Finance and Audit Director provided the Committee with an explanation of our debt protocol highlighting that:
 - 14 days after an invoice is issued an overdue notice is sent.
 - After 28 days a statement is issued.
 - A final demand is issued after 42 days.
 - A further letter is sent 7 days after a final demand is issued advising that this will be sent for debt collection.
 - After 56 days the invoice is sent for debt collection.

Decision: The Committee **AGREED** that this item could be removed from the list.

- Procurement Strategy – the Committee was advised that this was still outstanding. The Committee raised concerns that this had yet to be finalised and were reassured that the Joint Finance and Audit Director would liaise with the Procurement Team to ensure that this action is followed through.

Action: The Joint Finance and Audit Director will liaise with Procurement over the status of the strategy and will provide the Committee with an update along with additional clarity in respect of the Procurement policy and procedure.

3. CAPITAL BUDGET MONITORING

The Joint Finance and Audit Director spoke to his report and provided the Committee with an update on the Capital spend for 22/23. The Committee was advised that we have fully utilised all grants and noted that some expenditure is still progressing through the purchase order stage and noted that final costs will be provided to the Committee at the June 2023 meeting.

The Committee thanked the Joint Finance and Audit Director for this report.

4. REVENUE BUDGET MONITORING

The Joint Finance and Audit Director spoke to his report which provided the Committee with an update on the budget monitoring for 2022/23 up to February 2023 and highlighted:

- We are forecasting that we will meet our FE Credit Target.
- HE targets will not be met, despite HE numbers increasing.
- Expected impacts from pay inflation, cost of living, national job evaluation, flat funding, and our expected deficit for this financial year.
- We expect to receive monies from our insurance claim in respect of the cyber incident.

The Principal advised that our current adjusted position includes NPD payments.

The Committee discussed the impact of flat funding and agreed that this would be further discussed as part of the confidential update following the Operations and External Relations Report.

The Committee thanked the Joint Finance and Audit Director for this report.

5. MID YEAR FORECAST RETURN

The Joint Finance and Audit Director spoke to the Mid-Year Forecast Return for 2022/23 which compares the original return dated September 2022 to our current forecast. The Committee noted that the return was based on the figures from the February 2023 Revenue Monitoring and shows not only income and expenditure but also the balance sheet and cash flow.

The Committee noted that it is still unknown if the SFC will impose any claw back in terms of FE and HE for the year 2021/22. The Committee noted that UHI Executive Office have been liaising with the SFC over this but have yet to be advised of the SFC's decision.

The Committee discussed the potential for strike action or actions short of strike as part of the National Pay Bargaining negotiations.

The Committee thanked the Joint Finance and Audit Director for this report.

6. SHARED FINANCE SERVICE

A confidential discussion took place which provided the Committee with an update in respect of the Shared Finance Service (Note of Session: CN-01-042023).

Russell Edwards left the meeting.

7. STUDENT RECRUITMENT

The Information Systems Manager joined the meeting.

The Information Systems Manager spoke to her report which provided the Committee with a summary of current student enrolments and withdrawals and highlighted that:

- We have exceeded our credit target for FE 22/23 with enrolments expected to generate around 30,500 credits.
- Our HE credits are still under target, and we are not expected to reach further than 91% in respect of this.
- Our FE FT early withdrawals are 7.2% lower than the previous year and are now back in line with pre-Covid levels.
- HE FT early withdrawals are 5.2% higher than previous years and as a result this will be closely monitored. The Committee noted that this is mirrored both across the partnership and the sector.
- Further withdrawals are tracking as per our projections.
- We have seen our highest FE recruitment since 2019.
- Senior phase applications are being processed and decisions will be issued this week.

The Principal highlighted the work undertaken by the Marketing Team and others to ensure a good response to our targeted recruitment. The Committee noted that a review of the curriculum forms part of the UHI 2024 Revitalisation Programme and they were provided with a confidential update in respect of this review. The Committee discussed the expected timescales around implementing changes to the curriculum.

The Committee was advised that we are looking to provide Graduate Apprenticeships as part of the curriculum for 2023/24 and a further update on this will be provided in June 2023.

The Committee thanked the Information Systems Manager for this report.

The Information Systems Manager left the meeting.

8. CAMPUS REPORT

The Estates and Campus Services Manager spoke to his report and provided the Committee with a brief overview in respect of:

- Campus capacity, hybrid working and potential flexibilities within the campus.
- Our Carbon Management Plan.
- Increasing electricity tariffs, implications of installing solar panels and changing lighting to LED.
- GTFM contract and project management.
- Waste Management and the commitment being shown by HISA in respect of projects such as Green Week.
- Campus Management Capital Projects highlighting that applications made to the ALF should allow us to make changes to ensure that the campus remains flexible in its use.
- Pool car provision, with the Committee noting that work is being undertaken to reduce the amount of assessors going out to sites.
- Our current leases and potential updates to these.
- Water Risk Assessment in conjunction with Scottish Futures Trust.

The Committee was advised that a Health, Safety and Sustainability Manager has been appointed and the Committee thanked the Estates and Campus Services Manager for the work which he had undertaken to cover the role.

The Estates and Campus Services Manager left the meeting.

Stephen Sheridan left the meeting.

9a. OPERATIONS AND EXTERNAL RELATIONS REPORT

The Vice Principal – Operations and External Relations spoke to her report advising that in respect of FWDF income we are expecting a reduction in

funding, which will be discussed as part of the confidential session following this report. The Committee was provided with an explanation in respect of the development of Graduate Apprenticeship Programmes.

The Operations and Commercial Manager provided the Committee with an update in respect of the Consolidated Catering Budget as at 31 March 2023 advising that events activity has been steadily increasing and that we are looking at increased activity for the upcoming Academic Year. The Committee noted the increased use of compostable and consumable items because of increased activity within the Campus and was advised that this will be factored into next year's budget. The Committee discussed the support being provided to students in respect of free breakfast and lunch items.

The Committee reviewed the KPI Matrix, highlighting:

- HE Active Applications
- FE Credits
- Apprenticeships Starts
- FWDF
- HE FTE
- Mental Health and Learning Support. The Committee noted that these are below target but that this stems from the requirement for students to declare their need for support.
- Staff sickness levels.

9b. CONFIDENTIAL DISCUSSION

A confidential discussion took place which provided the Committee with an update in respect of the recent funding announcements (Note of Session: CN-02-042023).

10. 6 MONTHLY GDPR REPORT

The Information Development Manager joined the meeting.

The Information Development Manager spoke to her report which provided the Committee with an update on operational activity, compliance and the 2022 annual statistics for Subject Access Requests and highlighted:

- The number of data breaches/incidents reported between January and March 2023
- That the majority of Subject Access Requests for 2022 were from third parties and were for the most part requesting employment references for students.
- That compliance auditing will be conducted throughout May in high-risk areas such as HR, Admissions and Funding and Student Records. The Committee noted that compliance auditing of the Finance Service will be postponed until later in the year due to the changes within the department and priorities in respect of procurement.
- The Committee noted that we are entering a period of intense activity in respect of procurement and the governance surrounding this given the work streams which are coming out of the UHI 2024 Revitalisation Programme.

The Committee thanked the Information Development Manager for the work which she is undertaking.

The Information Development Manager left the meeting.

11. FREEDOM OF INFORMATION ANNUAL REPORT

The Governance Officer spoke to her report which provided a summary on Freedom of Information Requests for 2022 and highlighted:

- The number of information requests for the year with the Committee noting that this was the highest we have received in several years.
- The way requests are being received.

Item 01a

- The source of requests with the Committee noting that we have seen an increase in requests from Trade Unions and journalists.
- The type of requests and the areas within the College that these relate to.
- Response times.
- Responses and where exemptions have been applied.

In respect of Environmental Requests the Committee noted that the last environmental request received was in 2016.

The Committee thanked the Governance Officer for this update.

12. DATE OF NEXT MEETING

Thursday 08 June 2023 at 9.00 a.m.

Signed by the Chair: _____

Date: _____

Outstanding Actions from Finance and General Purposes Committee

Item	Action	Responsibility	Time Line	Actioned
18 November 2022				
Minutes – ALF Monies	<p>The Board of Management are to be presented with a report on the ALF which specifies the monies currently held within it. A Board decision on whether these should be used for current projects is to be sought. The Board to discuss and agree our long-term position in respect of the ALF.</p> <p>Bids have been submitted to the ALF.</p>	JF&AD and VP-O&ER	June 2023	
AOCB – Procurement	The Joint Finance and Audit Director will liaise with Procurement over the status of the strategy and will provide the Committee with an update as well as additional clarity in respect of the Procurement Policy and Procedure.	JF&AD	June 2023	

Subject/Title:	Revenue Budget 1 August 2023 – 31 July 2024
Author:	Niall McArthur, Joint Finance and Audit Director
Meeting:	Finance and General Purposes Committee
Meeting Date:	8 June 2023
Date Paper prepared:	6 June 2023
Brief Summary of the paper:	To present to committee the Revenue Budget for 2023/24
Action requested: [Approval, recommendation, discussion, noting]	Recommend to Board for Approval
Link to Strategy: Please highlight how the paper links to, or assists with: <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> new opportunity/change	Complying with Funding parameters Finance undergirds Strategic Plan
Resource implications:	Yes – monitoring of Financial Resources If yes, please specify:
Risk implications:	Yes If yes, please specify: Financial Operational

Equality and Diversity implications:	N/A		
Student Experience Impact:	None		
Consultation: [staff, students, UHI & Partners, External] and provide detail	None		
Status – [Confidential/Non confidential]	Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	No		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (s33)	Y	Its disclosure would constitute a breach of confident actionable in court (s36)	
Its disclosure would constitute a breach of the Data Protection Act (s38)		Other (Please give further details)	

Further guidance on application of the exclusions from Freedom of Information legislation is available via

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp> and
http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

Recommendation

That members of the Finance and General Purposes Committee recommend to the Board that the College’s 2023/24 Revenue Income and Expenditure Budget be approved.

Purpose of report:

To present to the Finance and General Purposes Committee the Revenue Income and Expenditure Budget for the year to 31 July 2024 and ask that it recommends that the College Board approves it.

Subject/Title:	Capital Budget – 2023/ 2024
Author:	Niall McArthur, Joint Finance and Audit Director
Meeting:	Finance and General Purposes Committee
Meeting Date:	8 June 2023
Date Paper prepared:	1 June 2023
Brief Summary of the paper:	Present Capital Funding Budget 2023/24
Action requested: [Approval, recommendation, discussion, noting]	Recommend to Board for Approval
Link to Strategy: Please highlight how the paper links to, or assists with:: <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> new opportunity/change	Complying with Funding parameters Finance undergirds Strategic Plan
Resource implications:	Yes – monitoring of Financial Resources If yes, please specify:
Risk implications:	Yes If yes, please specify: Financial Operational

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Equality and Diversity implications:	N/A		
Student Experience Impact:	None		
Consultation: [staff, students, UHI & Partners, External] and provide detail	None		
Status – [Confidential/Non confidential]	Non-Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	Yes		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (s33)		Its disclosure would constitute a breach of confident actionable in court (s36)	
Its disclosure would constitute a breach of the Data Protection Act (s38)		Other (Please give further details)	

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http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

Recommendation

That members of the Finance and General Purposes Committee recommend to the Board that the College's 2023/24 Capital Budget be approved.

Purpose of report:

To present to the Finance and General Purposes Committee the Capital Budget for the year 2023/24 and ask that it recommends that the College Board approves it.

Background

There is an annual Capital Budget prepared each year and this is then presented for approval by the Board by 31 July of each year and prior to the commencement of the new financial year.

Executive Summary

The Capital Budget parameters are slightly different from the Revenue Budget. The Revenue Budget has year-end 31 July. The Capital Budget has year-end 31 March; it can commit to spend by 31 March and pay invoices by 31 July.

Information on allocations is given in Appendix 1. These cover FE Lifecycle Maintenance; FE Backlog Maintenance; HE Capital; and BIS (Research monies).

1. Lifecycle Maintenance - £106,857. This is the same as the 2022/23 allocation. This has in previous years been used to fund repairs to buildings and IT hardware costs. At present this has been included in the Revenue Budget to support Estate Maintenance and IT Hardware spend.
2. Backlog Maintenance £8,018. This is the same as the 2022/23. This should be spent on issues raised from a SFC exercise and review of college estate for the whole college sector over five years ago.
3. HE Capital funding £37,234. This has decreased by £122,541 or 77% from 2022/23. This should be spent on Property Capital.
4. BIS funding £22,419 – this funding is Research orientated for buildings or equipment. The College still awaits final confirmation of this from the Scottish Funding Council via UHI Executive Office.

Work will be undertaken by Executive Management shortly to plan and prioritise the capital spend.

INVERNESS COLLEGE

Appendix 2

CAPITAL BUDGET 31 JULY 24

	FE Lifecycle Maintenance £	Total £	HE Capital £	FE Backlog £	Sub Total £	BIS Research £	BIS Total £	
2023-24	106,857	106,857	37,234	8,018	45,252	22,419	22,419	45,252
2022-23	106,857	106,857	159,775	8,018	167,793	23,341	23,341	167,793
2021-22	101,385	101,385	160,280	7,534	167,814	10,949	10,949	178,813

Finance and General Purposes Committee

Subject/Title:	FE Fees 2023/24
Author:	Niall McArthur, Joint Finance and Audit Director
Meeting:	Finance and General Purposes Committee
Meeting Date:	8 June 2023
Date Paper prepared:	5 June 2023
Brief Summary of the paper:	Present the Finance Committee with FE Fee proposals for 2023/24
Action requested: [Approval, recommendation, discussion, noting]	Approval
Link to Strategy: Please highlight how the paper links to, or assists with:: <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> new opportunity/change	N/A
Resource implications:	Yes – Finance If yes, please specify:
Risk implications:	Yes If yes, please specify: Financial Operational
Equality and Diversity implications:	N/A

Item 05

Student Experience Impact:	None		
Consultation: [staff, students, UHI & Partners, External] and provide detail	Reviewed with other UHI college partners		
Status – [Confidential/Non confidential]	Non-Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	Yes		
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Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (s33)		Its disclosure would constitute a breach of confident actionable in court (s36)	
Its disclosure would constitute a breach of the Data Protection Act (s38)		Other (Please give further details)	

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Recommendation

That members approve the College does not increase Further Education Fees for the 2023/24 proposed Fees.

Purpose of report:

To present the FE fees for the year 1 August 2023 to 31 July 2024 and ask for the Finance Committee to approve not to increase them.

Background

Colleges revise fees on an annual basis each year. These have to be approved by the Finance and General Purposes Committee.

Executive Summary

Work has been previously done by both UHI Inverness and UHI North Highland to review fees and try and get them more consistent across both colleges. It is also our aspiration to see a Single Policy Environment agreed across the UHI Partnership to agree FE fees. Students should pay the same for example Higher English Fees whether they are sitting them in Orkney or Perth.

One of the major issues regarding fees is that HE fees for Undergraduate Degrees and HNs are set by government, and have not changed for well over ten years. This means that fee income drivers are not increasing from this source; and also increasingly means that FE fees increases over the years have meant that some FE courses have ended up being higher than HE, which is leading to a bit of unfairness. UHI set the fees for Postgraduate Courses.

We are recommending that FE fees are not increased in 2023/24. When considering the fees it's worth noting the following:-

- The majority of FE students do not pay fees as they meet the eligibility criteria for the Fee Waiver Policy e.g. they are full time Scottish residents or studying part time on the Senior Phase provision or in receipt of benefits.
- Modern Apprentices do not pay fees.
- Commercial fees are set on a Full Cost Recovery Basis by the Business Solutions Team or Teaching Departments on an course by course basis.

Last year we were able to publish the fees on the UHI Inverness website under each course to make it easier for students to understand the fee liability for their course.

Based on discussion with the Merging Colleges there have been some adjustments to North Highland College fees (part of merged College).

1. Reduction in the SVQ 3 & 4 Care courses to help with the cost of living crisis and recruitment in the Care sector. This has been agreed with the three merging colleges, however Inverness College is recommending that at present we are treating them the same as the 2022/23 fee.

Subject/Title:	Capital Budget Monitoring 2022/23
Author:	Niall McArthur, Joint Finance and Audit Director
Meeting:	Finance and General Purposes Committee
Meeting Date:	8 June 2023
Date Paper prepared:	5 June 2023
Brief Summary of the paper:	Present an update for the Capital Budget Monitoring for 2022/23.
Action requested: [Approval, recommendation, discussion, noting]	Noting
Link to Strategy: Please highlight how the paper links to, or assists with: <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> new opportunity/change	Complying with Funding parameters
Resource implications:	Yes – monitoring of Financial Resources If yes, please specify:
Risk implications:	Yes If yes, please specify: Financial Operational
Equality and Diversity implications:	N/A
Student Experience Impact:	None
Consultation: [staff, students, UHI & Partners, External] and provide detail	None

Item 06

Status – [Confidential/Non confidential]	Non-Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	Yes		
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Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (s33)		Its disclosure would constitute a breach of confident actionable in court (s36)	
Its disclosure would constitute a breach of the Data Protection Act (s38)		Other (Please give further details)	

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Recommendation

That members note the capital funding and spend for the period ended 31 July 2023.

Purpose of report

To advise the Committee of the actual/ forecast spend for the year ended 31 July 2023.

Executive Summary

Capital Funding from the SFC is made up of:

1. HE Capital
2. FE Backlog
3. BIS Funding (Research)
4. FE Lifecycle Maintenance – this can be spent on property additions/ improvements; or else annual maintenance and IT equipment. It is more versatile in spend parameters than the other three sources.

2022/23

As a condition of the SFC capital grant funding, the College has to commit the capital expenditure by 31 March 2023 and to pay this by 31 July 2023.

In the attached spreadsheet are the various projects that have been previously identified within the 2022/23 capital plan and the College has utilised its full capital grants for both FE and HE capital grants for 2022/23.

At present, a number of projects have not yet been completed and so the financial amounts shown in the appendix are taken from the purchase orders which were completed by 31 March 2023. Once the various projects are completed and the final invoices have been received, approved and paid, a final return will be completed and sent to UHI/ SFC, as per the funding conditions.

There are also a number of other projects the College has identified, outwith the 2022/23 allocation. The college hopes to make a request to the SFC to use bank funding to support lab work in An Lochran and the ABC Garden. Other sources of funding may be sought particularly around energy efficiency. These will also be part of planning for future years' spend parameters.

INVERNESS COLLEGE

Appendix 1

YEAR ENDED 31 MARCH 23

CAPITAL FUNDING BUDGET

	FE Lifecycle Maintenance £	Total £	HE Capital £	FE Backlog £	Sub Total £	BIS Research £	Additional BIS £	BIS Total £	
2022-23	<u>108,164</u>	<u>108,164</u>	<u>159,775</u>	<u>8,018</u>	<u>167,793</u>	<u>23,341</u>	<u>4,004</u>	<u>27,345</u>	195,138
2021-22	<u>101,385</u>	<u>101,385</u>	<u>160,280</u>	<u>7,534</u>	<u>167,814</u>	<u>10,949</u>		<u>10,949</u>	178,763
2020-21	<u>107,551</u>	<u>107,551</u>	<u>169,111</u>	<u>7,382</u>	<u>176,493</u>	<u>11,371</u>		<u>11,371</u>	187,864

INVERNESS COLLEGE

YEAR ENDED 31 MARCH 23

PROPERTY

Location	Description	Net £	VAT £	Gross £	Funding Budget	ACN
Main Campus	G9 Room Modifications	52,152	10,430	62,582		ACN0304/305
Main Campus	Finance/Cash Office modifications	6,313	1,263	7,576		
Main Campus	HR Office Change 148a	8,000	1,600	9,600		ACN0324
Main Campus	Room 135 Cooling System	8,419	1,684	10,102		ACN0294
Main Campus	General Improvements - Various ACNs	18,798	3,760	22,558		
Main Campus	Carpark Management - Controlled Entrance	14,904	2,981	17,885		
Main Campus	Painting Campus	1747	349	2,096		
Burnett Road	Additional Fire Exit	3,980	796	4,776		
	External Storage, Flexible Building & containers	7,252	1,450	8,702		
SSF	Wood chip store security CCTV	14,752	2,950	17,702		ACN0318
SSF	Road markings at SSF	4,129	826	4,955		
Main Campus	Main campus ground floor survey	6,520	1,304	7,824		
HE Capital		146,966	29,393	176,359	159,775	
FE Backlog		6682	1,336	8,018	8,018	
An Lochan	Freezer room conversion to eDNA Lab	58616	11723	70339		
BIS		58,616	11,723	70,339	27,345	
		212,264	42,453	254,716	195,138	
FE Lifecycle Maintenance					108,164	

Subject/Title:	Revenue Budget Monitoring to 30 April 2023
Author:	Niall McArthur, Joint Finance & Audit Director
Meeting:	Finance & General Purposes Committee
Meeting Date:	8 June 2023
Date Paper prepared:	6 June 2023
Brief Summary of the paper:	To present Revenue Budget Monitoring and Projected Outturn
Action requested: [Approval, recommendation, discussion, noting]	Noting
Link to Strategy: Please highlight how the paper links to, or assists with:: <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> new opportunity/change	Complying with Funding parameters Finance undergirds Strategic Plan
Resource implications:	Yes – monitoring of Financial Resources If yes, please specify:
Risk implications:	Yes If yes, please specify: Financial Operational

Item 07

Equality and Diversity implications:	N/A		
Student Experience Impact:	None		
Consultation: [staff, students, UHI & Partners, External] and provide detail	None		
Status – [Confidential/Non confidential]	Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	No		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (s33)	Y	Its disclosure would constitute a breach of confident actionable in court (s36)	
Its disclosure would constitute a breach of the Data Protection Act (s38)		Other (Please give further details)	

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http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

Recommendation

That members note the Revenue Budget monitoring for the nine months ended 30 April 2023.

Purpose of report

To advise the committee of the Revenue Budget Monitoring position for the nine months ended 30 April 2023.

Item 11

Subject/Title:	Operations & External Relations Report
Author: [Name and Job title]	Georgina Parker Vice Principal
Meeting:	Finance and General Purposes Committee
Meeting Date:	8 June 2023
Date Paper prepared:	31 May 2023
Brief Summary of the paper:	<p>An update is provided on Modern Apprenticeship, FWDF and Commercial Short Course performance and income.</p> <p>An update is provided on funding allocations and curriculum planning for 2023/24, including a reduced SDS allocation for Apprentices.</p> <p>A update is provided for commercial services.</p> <p>An update on student numbers is provided separately.</p> <p>The latest update of the KPI Matrix is presented.</p>
Action requested: [Approval, recommendation, discussion, noting]	Discussion.
Link to Strategy: Please highlight how the paper links to, or assists with:: <ul style="list-style-type: none"> <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> new opportunity/change 	
Resource implications:	Yes / No If yes, please specify:
Risk implications:	Yes / No If yes, please specify: Operational & Organisational: Delays in the announcement of all Government funding streams Reputational: Employers and students will be impacted by the implications arising from the lateness of allocations in both MA and FE credit funding.

Item 11

Equality and Diversity implications:	Yes/No If yes, please specify:		
Student Experience Impact:	Yes/No If yes, please specify:		
Consultation: [staff, students, UHI & Partners, External] and provide detail			
Status – [Confidential/Non confidential]	Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]			
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	x
Its disclosure would substantially prejudice the commercial interests of any person or organisation (s33)	x	Its disclosure would constitute a breach of confident actionable in court (s36)	
Its disclosure would constitute a breach of the Data Protection Act (s38)		Other (Please give further details)	

Further guidance on application of the exclusions from Freedom of Information legislation is available via

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp> and

http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

UHI | INVERNESS

Subject/Title:	Committee & Chair Evaluation
Author: [Name and Job title]	Lisa Ross Governance Officer
Meeting:	F&GP Committee
Meeting Date:	08 June 2023
Date Paper prepared:	01 June 2023
Brief Summary of the paper:	Annual F&GP Committee and Chair Evaluation Exercise
Action requested: [Approval, recommendation, discussion, noting]	The Committee is requested to individually undertake the Committee and Chair Evaluation Exercises which have been made available to them via JISC Survey.
Link to Strategy: Please highlight how the paper links to, or assists with:: <ul style="list-style-type: none"> • compliance • partnership services • risk management • strategic plan • new opportunity/change 	<p>The Code of Good Governance for Scotland's Colleges establishes standards of good governance practice for all boards and provides the essential foundations for compliance within the legislative framework. One of the five principles around which the code has been developed is effectiveness.</p> <p>Paragraph D24 states that "The board must agree a process for evaluating the effectiveness of the board chair and the committee chairs"</p>
Resource implications:	
Risk implications:	Yes/No Operational: required for the proper Governance of the College
Equality and Diversity implications:	N/A
Consultation: [staff, students, UHI & Partners, External] and provide detail	

Status – [Confidential/Non confidential]	Non-Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	Yes		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (S33)		Its disclosure would constitute a breach of confidence actionable in court (S36)	
Its disclosure would constitute a breach of the Data Protection Act (S38)		Other (please give further details)	
For how long must the paper be withheld? (express either as the time which needs to pass or a condition which needs to be met.)			

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Following feedback received as part of last year's Committee and Chair Evaluations process, it was agreed that future evaluations would be completed individually via an online survey. Members of the Finance and General Purposes Committee have been provided with access to these evaluations via the confidential JISC Survey with emails already having been sent to members. Members are requested to complete this process by **5.00 p.m. on 09 June 2023**.

Any actions highlighted as part of these evaluations will be brought to the Board of Management and feedback on the Chair will be discussed as part of the separate Board Member Evaluation Process.