

Board of Management

Meeting	Finance and General Purposes Committee
Date and time	Tuesday 30 June 2020 at 3.30 p.m.
Location	Microsoft Teams

Board Secretary
23 June 2020

AGENDA

Welcome and Apologies

Declarations of Interest

ITEMS FOR DECISION

- 1. REVENUE BUDGET 2020/21 (Confidential)**
20/21 Budgets by Director of Finance
- 2. CAPITAL EXPENDITURE PLAN 2020/21 (Confidential)**
20/21 Capital Expenditure plans by Director of Finance
- 3. PROPOSED FEES – 2020/21 (Confidential) – TO FOLLOW**
Report by Director of Finance
- 4. AOCB**
- 5. DATE OF NEXT MEETING**

If any member wishes to add an item of business to the Agenda, please inform the Chair and the Board Secretary 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.

Board of Management

Subject/Title:	Revenue Budget 1 August 2020 – 31 July 2021
Author:	Roderick M Ferrier, Director of Finance (Shared)
Meeting:	Board of Management
Meeting Date:	Pre 31 July 20 (Approval sought by Teams meeting)
Date Paper prepared:	26 June 2020
Brief Summary of the paper:	Advise the Board of the Revenue Budget for the year 1 August 2020 – 31 July 2021.
Action requested: [Approval, recommendation, discussion, noting]	Consideration, discussion and approval
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	Yes – monitors operational finance that links to strategic plan
Resource implications:	Yes If yes, please specify: Finance
Risk implications:	Yes If yes, please specify: Financial Operational

ITEM 01

	Organisational
Equality and Diversity implications:	N/A If yes, please specify:
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.)	

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

Subject/Title:	Capital Plan 2020-21
Author: [Name and Job title]	Roderick M Ferrier, Director of Finance (Shared)
Meeting:	College Board
Meeting Date:	30 June 2020
Date Paper prepared:	26 June 2020
Brief Summary of the paper:	To provide the committee with information on planned expenditure and commitments on capital funding allocation for 2020-21
Action requested: [Approval, recommendation, discussion, noting]	Consideration and discussion
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 	
Resource implications:	Yes If yes, please specify: Must ensure funds are fully utilised in year and on budget.
Risk implications:	Yes If yes, please specify: Operational: to support the institution in the delivery of its operational objectives. Organisational: if funds not utilised or overspend could lead to reduction in future years allocations
Equality and Diversity implications:	No If yes, please specify:
Consultation: [staff, students, UHI & Partners, External] and provide detail	

ITEM 02

Status – [Confidential/Non confidential]	Non-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)	x	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.)			

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

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Recommendation

That members note the terms of the report, and approve the planned capital expenditure for 2020-21 (period 1 April 20 – 31 March 21) subject to the comment that this may be subject to a degree of change depending on further internal consideration.

Purpose of Report

This report is to provide members with information on planned capital spend for 2020-21.

Background

The College receives capital funding for the period 1 April – 31 March each year and prepares plans to spend it. This should tie into a longer-term estates' strategy.

Capital Funding Allocations 2020-21

Funding allocations are given on sheet Capital Funding. At the time of preparing this report, these have still to be approved through the UHI Finance approval procedures.

FE Capital

For 2020-21 Backlog Maintenance of £7,382 is due to be received. This ought to be spent on items that were identified in the MAMG Report prepared about four years ago.

HE Capital

The HE capital funding allocated to UHI comprises two elements of capital maintenance grant, and Research capital from the Department of Business Innovation and Skills (BIS). I am still await information on BIS funding. It will probably be in the region of £10,000 - £15,000.

The main HE capital allocation of £169,111 can only be applied to buildings works and cannot be used, for example, to purchase equipment. It can also be used to meet building loan capital repayments.

The BIS element can be used on either buildings or equipment provided it is connected to research.

Proposed Spend - HE Capital Maintenance

I enclose indicative spend for the capital budgets. These have still to be finalised internally.

INVERNESS COLLEGE UHI

YEAR ENDED 31 MARCH 21

HE Capital - Planned Spend

Location	Date	Reason	Reference	Net £	VAT £	Gross £	ACN Ref
Main Campus		Room lay-out modification to increase class size to staff ratio. 2 rooms identified.		34,000	6,800	40,800	
School of Forestry		SSF E block room modification to convert bike maintenance area to office / classroom space.		12,000	2,400	14,400	
Main Campus		Modification to ground floor workshops to accommodate increase in student numbers.		20,000	4,000	24,000	
Main Campus		Bike shed over cladding, plinth and install. Shed has already been purchased and planning approved. Additional cladding is part of planning requirements. Outstanding balance of 2019/20 project		5,000	1,000	6,000	
Main Campus		Electric car charge points two locations Car Park 1 and goods yard for future college fleet.		10,000	2,000	12,000	
Main Campus		Widen the path running through the Well-being Garden. Currently too narrow for wheelchair users to access. To be widened to 1.2m at least.		11,334	2,267	13,601	
				92,334	18,467	110,801	
Works committed prior to 31 March 2020 but not yet commenced							Status
Main Campus	GTFM	Provide power to the goods yard + lighting + frost protection to storage containers	IV15461	15,706	3,141	18,847	GTFM to schedule work 0193
School of Forestry	GTFM	Tractor Shed Welfare Facilities	IV16860	9,800	1,960	11,760	GTFM to schedule work 0262
Main Campus	GTFM	Bike Shed	IV16855	14,857	2,971	17,829	Work not yet commenced - on hold pending planning permission/construction issues 0256
Main Campus	GTFM	Additional sensor in G33, noting WAHU supply share with G32.	IV16608	4,493	899	5,392	GTFM to schedule work 0204
				44,856	8,971	53,828	
				137,190	27,438	164,629	
Total Funding		HE Capital				169,111	
		FE Backlog Maintenance				7,382	
						176,493	

INVERNESS COLLEGE UHI

17-Jun-20

YEAR ENDED 31 MARCH 21

HE Capital

	FE Lifecycle Maintenance £	FE Backlog £	Total £	HE Capital £	BIS Research £
2020-21	107,551	7,382	114,933	169,111	?

The figure for 2020-21 are draft indicative and have still to be approved through the UHI committee channels