

BOARD OF MANAGEMENT

Finance and Property Committee Meeting

Tuesday 21 January 2020



Approved

Minute of the Finance and Property Committee meeting held on Tuesday 21 January 2020 at 5.00pm in Y150, Gardyne Campus.

PRESENT: S Mill (Chair) D Mackenzie
G Bisset B Carmichael
D Fordyce G Ritchie
S Stirling

IN ATTENDANCE: J Carnegie (Vice Principal) S Taylor (Vice Principal)
B Ferguson (Head of Finance) S Hewitt (Vice Principal)
B Grace (Head of Estates)

1. WELCOME

S Mill welcomed members to the meeting.

2. APOLOGIES

Apologies were received from A McCusker, H Honeyman and N Lowden

3. DECLARATIONS OF INTEREST

D Mackenzie noted his role with Michelin in respect of potential future estates developments.

4. MINUTES OF FINANCE AND PROPERTY COMMITTEE MEETING 26 NOVEMBER 2019

The minute of the Finance and Property Committee meeting held on 26 November 2019 was approved as an accurate record.

5. MATTERS ARISING

All matters arising had been progressed, or were included in the agenda.

6. BUDGET MONITORING REPORT

S Mill highlighted that the revised budgeted surplus for 2019/20 of £604k, approved at the 26 November 2019 meeting, was now projected to be £526k within the most recent forecast and noted that there were a number of changes impacting both income and expenditure, particularly variable staff costs.

J Carnegie summarised the key changes and highlighted the potential clawback of a further £78k of ESF funds from 2015/16. The background to this was discussed alongside conversations continuing with the Scottish Funding Council (SFC) and it was noted that this had been included within the financial risk register.

J Carnegie noted that the final claim for Good to Great funding would be made at the end of the month.

S Mill noted changes within the projected cashflow and highlighted that most of the risks relating to the budget were of a lower level than that evident previously.

The budget report was noted.

7. MUTUAL INVESTMENT MODEL – KEY FEATURES

S Mill stated that he was keen that the Committee understood the structure and arrangements of the Mutual Investment Model identified by SFC as the likely source for funding major capital projects in the future. S Mill welcomed the information provided, and noted that it was comforting to see that this was very similar to the NDPO model previously in place from the Scottish Government.

J Carnegie advised the Committee that it was important to be aware of what the model would, and would not, fund and highlighted that this would support new build costs but was unlikely to cover the costs of things like the demolition of current structures.

The details of the model were discussed, the update welcomed and noted that the College would require to undertake due financial and legal diligence if and when the details of the new funding model were available.

8. ESTATES UPDATE

J Carnegie summarised the update paper, outlining the range of current major capital plans being developed. It was noted that, given the range of projects being developed, individual timelines or priorities may change as these progressed as a result of different partner inputs, demands and opportunities.

J Carnegie stated that the Outline Business Case (OBC) for the Science, Technology, Engineering and Maths (STEM) new build at Kingsway would be finalised by the end of February for submission to SFC. It was noted that this was in advance of the next Board meeting and that this was likely to need approval by e-mail prior to submission. **J Carnegie to progress.**

J Carnegie noted that the OBC was not the detailed plan, and that the content of this would reflect previous discussions and outcomes around the plans for the Kingsway site.

D Fordyce noted the recent school development plans from Dundee City Council. It was noted that, whilst these may impact on school-college activity, the timescale for these did not change the overall estates strategy.

Developments in respect of the Michelin Scotland Innovation Parc were discussed and G Ritchie summarised discussions and likely developments in respect of this. G Ritchie stated that initial discussions had been held with SFC in terms of a possible £3 million investment to support the creation of the Skills Centre within the Parc, but stated that this was at an early stage.

G Bisset noted the range of projects being undertaken and asked if there was sufficient staffing support available to cover all of these. B Grace noted that arrangements were being progressed to bring in a temporary Estates Officer and noted that SFC had provided funding to support the consultant input required to develop the OBC.

J Carnegie and B Grace presented an outline of the proposals developed to date in respect of the Kingsway campus, outlining high level plans for the new STEM centre followed by phase 2 and 3 developments (likely to be beyond 2030). This was followed by an update on the more detailed planning for the Kingsway Tower redevelopment.

The range of options, information and plans were welcomed and it was agreed to move the March Committee meeting to Kingsway to allow a walk around the key areas where changes were planned.

The involvement of students and staff in the development of new spaces and plans was discussed, and it was noted that extensive input was being sought, including the use of service design approaches to inform these developments.

B Grace summarised work progressing in respect of the usual range of estates maintenance and projects, and noted that these were all on track in terms of timescales and costs.

9. STRATEGIC RISK REGISTER

S Mill noted the allocation of Risks for each Board Committee and highlighted the five Risks for discussion by the Finance & Property Committee as outlined within the paper.

Risk 2.5 (in respect of the D&A Foundation withholding funds for planned College projects) was discussed in detail and mitigating and monitoring approaches in respect of this noted without need for amendment / addition. It was also agreed that no change was required to the impact / likelihood of the 5 risks at the present time.

The inclusion of a draft Risk in respect of College over-commitment to major projects was discussed, alongside a risk in respect of recruitment to the role of Principal.

The Strategic Risk Register was approved for submission to the Audit and Risk Committee.

10. VP CORPORATE SERVICES REPORT

J Carnegie summarised her report, highlighting the excellent work being undertaken by the Help Points in contacting students and encouraging their return to College.

The Committee noted the imminent departure of R Munro as Procurement Officer and asked that their best wishes be passed on to her in her new role. **J Carnegie to progress.**

11. OTHER BUSINESS

S Mill noted that discussions had been held regarding the need for the extra January meeting introduced in 2017. This was considered by the Committee and it was agreed that the Committee revert back to 4 meetings per year. **S Taylor to progress.**

12. DATE OF NEXT MEETING

Tuesday 10 March 2020 in **A214, Kingsway Campus.**

<u>Action Point Summary</u>		
Action	Responsibility	Date
Final draft OBC to be circulated for Board approval by e-mail	J Carnegie	28 February 2020
Best wishes to be passed on to R Munro for her new role	J Carnegie	24 January 2020