

Meeting: Planning & Resource Committee		Venue: College Board Room	Date: 15 November 2017		Time: 10am - 12 noon
Minute Taken By: Jackie Kane		Sederunt: Duncan Robb (Chair), Brian Lister, Alistair Sambell, Ann Southwood, Joyce Clark, Dorothy Welch, Tommy Angus In Attendance: George Currie (item 5)	Apologies:		Absences:
No.	Agenda Item		When	By Whom	Status
1.	Apologies	There were no apologies.	15.11.17	AS	Information
2.	Minute of Meeting held on 12 September 2017 (Paper 1)	Approved as an accurate record.	15.11.17	PARC	Complete
3.	Matters Arising	Project Funding: Adult Achievement Awards Awaiting outcome from an expression of interest to the Esmée Fairbairn Foundation. Trustees Lyon & Turnbull are proceeding to auction of the books December/January. A valuation on various vases has been submitted by Lyon & Turnbull and will be tabled at the next Trustees meeting.	15.11.17 Dec 2017/ Jan 2018 17.11.17	PARC AS AS	Ongoing Ongoing Ongoing
	National Bargaining Update	Ann Southwood updated the Committee on national bargaining and the Committee noted the following: <ul style="list-style-type: none"> Award a flat cash increase of £425 to all support staff (pro rata), with a further uplift to ensure staff are paid in line with the Living Wage of £8.65, with effect from 1/4/17 Make no changes to terms and conditions for any group of staff at this stage, pending further information, analysis and advice 	15.11.17 1.4.17 15.11.17	AS AS AS	Information Information Information

		<ul style="list-style-type: none"> Migration to the new scale for promoted lecturers should take effect from 21/12/17. Newbattle has one such post (Curriculum Manager). It is anticipated that the costs of the migration payments will be specifically and additionally funded by the SFC. 	21.12.17	AS	Information
4.	Financial Report				
4a	College Management Accounts to 30 September 2017	<p>The College Management Accounts to 30 September 2017 were discussed by the Committee and the following was noted:</p> <ul style="list-style-type: none"> The accounts showed a deficit of £4K compared to a budgeted surplus of £14K There were variances within both income and expenditure which were discussed Savings from the CEEP project will be noted within the next few months and will be present in the audited accounts. Further analysis of OSCARS income and expenditure to be undertaken for the next meeting <p>The Committee agreed to note the accounts.</p>	15.11.17	PARC	Information
4b	OSCARS International Contracts	<p>Ann Southwood briefed the Committee on monies still due from OSCARS International. The Committee noted the following:</p> <ul style="list-style-type: none"> Ann Southwood and Brian Lister are meeting with the Chair of OSCARS next week and hope to receive a clearer picture on the £98K due The Committee agreed that following on from the meeting a review on renewing their contract needs to be undertaken The Committee requested that any links to other available international agents would be greatly appreciated 	15.11.17	AS	Information
5.	Estates and Facilities				
5a	College Energy Efficiency Pathfinder	George Currie presented an update on the College Energy Efficiency Pathfinder (CEEP) and the Committee noted the following:	15.11.17	GC	Information

	Update	<ul style="list-style-type: none"> The gas boiler has now been installed and commissioned Significant savings would flow from the project Asbestos has been uncovered underneath the floor in Block A and B of the college residences. The Committee were assured that all precautions are in place with regard to duty of care. The cost to engage a specialist and the complex works surrounding this will be taken to the next Trustees Meeting on 17/11/17 to identify funds. 			
5b	Riverside Wall	The Committee noted the timeline on the repair to Riverside Wall.	15.11.17	PARC	Information
5c	Woodland Management Agreement	The final version of the Woodland Management Agreement is awaited. Once this is received it will then go to the Trustees.	15.11.17	PARC	Information
6.	Business and Resource Manager's Report	<p>Joyce Clark reported on work that was being taken forward in a number of areas. The Committee noted the following:</p> <p>HR</p> <ul style="list-style-type: none"> Appointment of new Principal It was noted that Marian Docherty has been appointed to the position of Principal and CEO with effect from 1 February 2018. Ann Southwood's contract will end on 31 March 2018 to provide a handover/debriefing period in support of the incoming Principal. Depute Principal Recruitment It was noted that the Depute Principal post would be advertised 14 November - 4 December 2017. Interviews will be held on 14 December. Panel members will be Richard Dockrell, Marian Docherty and Brian Lister. Secretary to the Board Janet Nixon has been appointed to the position of Secretary to the Board with effect from 28 November 2017. Curriculum Manager 			

		<p>The Curriculum Manager is on long term sick. The post is being covered by Gill Turner and Dave Carson</p> <p>Membership It was noted that Pete Smith from Borders College has agreed to be co-opted onto the Audit Committee wef 16 November 2017.</p>			
7.	Business Planning and Development Workstream				
7a	Business Park Pre-Application meeting with Midlothian Council	<p>A positive joint meeting between Midlothian Council and College representatives took place on 30 October 2017. The purpose of the meeting was to consider the more challenging issues identified in the HES and Midlothian Council responses to pre application.</p> <p>Midlothian Council advised that a minimum appraisal should be considered. Business Plan required providing detailed costings and financial appraisals with details of how funding released would be invested and support enabling development. A legal agreement would be required stating how funds would be used. Funds raised could be used for land, listed building fabric and long-term “use” of college buildings.</p>	30.10.17	AS	Information
8.	AOCB	There was no other competent business.	15.11.17	PARC	Information
9.	Date of Next Meeting	<p>Wednesday, 21 February 2017 from 10am - 12 noon.</p> <p>The Committee asked that Ann Southwood attend this meeting to report on projects being carried out.</p>	21.2.18	PARC	Information