

Meeting: Planning & Resource Committee		Venue: College Board Room	Date: 21 February 2018	Time: 10am - 12 noon	
Minute Taken By: Janet Nixon		Sederunt: Duncan Robb (Chair), Brian Lister, Dorothy Welch, Marian Docherty and Joyce Clark. In Attendance: George Currie (item 5) and Janet Nixon	Apologies: Tommy Angus and Alistair Sambell	Absences:	
No.	Agenda Item		When	By Whom	Status
1.	Apologies	Apologies were received from Tommy Angus and Alistair Sambell.	21.2.18	JN	Information
2.	Minute of Meeting held on 15 November 2017 (Paper 1)	Approved as an accurate record.	21.2.18	PARC	Complete
3.	Matters Arising	<p>Project Funding: Adult Achievement Awards The expression of interest to the Esmée Fairbairn Foundation had not been successful and a new bid has been submitted to the Carnegie Trust. Funding has been secured from Education Scotland specifically to pay for a consultant to work on the business marketing plan.</p> <p>Trustees It was noted that the auction of the items had taken place and over £42K (less fees) had been achieved.</p> <p>Business Park recent issues It was noted that the tenant who has been the subject of recent correspondence has now vacated the Lodge and is due to leave the Business Park by 26.2.18. Advice has been sought from the college's solicitors, Shepherd and Wedderburn and the MSP who has corresponded with the college has been asked to confirm that he has the tenant's authority to receive information on this matter from the college.</p> <p>PARC noted the background to this matter and the advice received</p>	21.2.18 21.2.18	MD MD	Information Information

		from the college's solicitors that the college is legally entitled to ask for the property back at the end of the lease.	21.2.18	MD	ngoing
		It was agreed that a brief be provided for the Board of Directors	15.3.18	MD	Ongoing
4.	Financial Report				
4a	College Management Accounts to 31 January 2018	<p>The College Management Accounts to 31 January 2018 were discussed by the Committee and the following was noted:</p> <ul style="list-style-type: none"> The accounts showed a deficit of £55K compared to a budgeted deficit of £26K Payroll is £40K over budget: there are a number of reasons for this, including cover for long-term sickness and support staff increases due to National Bargaining <p>The Committee agreed to note the accounts and to keep under review the potential deficit and the impact of National bargaining.</p>	21.2.18	PARC	Information
			10.5.18	PARC	Ongoing
4b	OSCARS International Contracts	<p>It was noted that over £50K of the outstanding amount had been received, with two further payments due in March and April.</p> <p>The Senior Management Team continue to look at ways to reduce the risk in this area.</p>	21.2.18	JC	Information
			10.5.18	MD/JC	Ongoing
5.	Estates and Facilities				
5a	College Energy Efficiency Pathfinder Update	<p>George Currie presented an update on the College Energy Efficiency Pathfinder (CEEP) and the Committee noted the following:</p> <ul style="list-style-type: none"> The new gas supplier is in place, with significant reductions to carbon footprint and expenditure projected Research is being undertaken regarding the most appropriate way to deal with the asbestos underneath the floor in Block A and B of the college residences. A plan will be developed within the next two - three weeks. 	21.2.18	GC	Information
			March 2018	GC	Ongoing

5b	Riverside Wall	The Committee noted the repairs are covered by the college's insurance.	21.2.18	PARC	Information
5c	Woodland Management Agreement	The Committee noted that a five-year exit plan has been agreed with the Forestry Commission.	21.2.18	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"> • Depute Principal Appointment It was noted that the Depute Principal had been appointed and would take up post on 9.4.18. <p>Finance It was noted that Internal Audit recommended that at least one of the three contracts currently with Wylie & Bissett (Audit, Accountancy and Payroll) should be with another company and this is being taken forward.</p> <p>Admin. The Admin. Team have been working 'one down' since before Christmas and a temporary admin. assistant has recently been employed.</p> <p>Data Protection Officer It was noted that the college will need to appoint a Data Protection Officer.</p>	<p>March/April</p> <p>21.2.18</p> <p>April/May 2018</p>	<p>JC</p> <p>JC</p> <p>JC</p>	<p>Ongoing</p> <p>Information</p> <p>Ongoing</p>
7.	Business Planning and Development Workstream				

7a	Business Park Pre-Application meeting with Midlothian Council	It was noted that the Pre-Application had been approved by Midlothian Council.	21.2.18	BL	Information
		Following discussion regarding next steps, it was agreed that the Trustees would be advised that the Board of Directors is keen to proceed with the development and to support the partnership with Midlothian Council.	10.5.18	MD	Ongoing
8.	Independent review into the condition of Scotland's college buildings	The Committee noted the report	21.2.18	PARC	Information
9.	AOCB	There was no other competent business.	21.2.18	PARC	Information
10.	Date of Next Meeting	Thursday 10 May 2018 (times to be confirmed pending arrangements for Board Strategy Day).	10.5.18	PARC	Information