

<b>Meeting:</b> Planning & Resource Committee		<b>Venue:</b> College Board Room	<b>Date:</b> 12 September 2017	<b>Time:</b> 11am - 1pm	
<b>Minute Taken By:</b> Joanna Paterson		<b>Sederunt:</b> Duncan Robb (Chair), Brian Lister Dorothy Welch, Alistair Sambell, Tommy Angus, Ann Southwood, Joyce Clark <b>In Attendance:</b> Joanna Paterson, Lorna Wyllie, George Currie (item 5)	<b>Apologies:</b>		<b>Absences:</b>
<b>No.</b>	<b>Agenda Item</b>		<b>When</b>	<b>By Whom</b>	<b>Status</b>
1.	Apologies	There were no apologies.  Tommy Angus and Joyce Clark were welcomed to their first meeting of the committee.	12.09.17	JP	Information
2.	Minute of Meeting held on 11 May 2017 (Paper 1)	Approved as an accurate record.	12.09.17	PARC	Complete
3.	Matters Arising:	Project funding: Discussions were continuing regarding funding for the Adult Achievement awards. A bid to the Esmée Fairbairn foundation was being prepared as part of this. Discussions were continuing regarding the HNC developments (and funding consequences).	12.09.17	PARC	Information
		There were no other matters arising.	12.09.17	PARC	Complete
4.	Financial Report:				
4a	College Management Accounts to 31 July 2017 (Paper 2)	The College Management Accounts to 31 July 2017 were discussed by the Committee and the following was noted: <ul style="list-style-type: none"> <li>• The accounts showed a surplus of £7k compared to a budgeted surplus of £3k</li> <li>• There were variances within both income and expenditure which were discussed</li> <li>• Income received included pre-payments under the CEEP project; payments would match the income received</li> <li>• Further analysis of project expenditure and how best to present this in the accounts would be undertaken for the next meeting</li> </ul> The Committee agreed to note the accounts	12.09.17	PARC	Information

4b	Draft budget 2017-18 (Paper 2)	<p>The Committee noted the draft budget for 2017-18 as detailed in the management accounts and discussed underpinning assumptions, noting that:</p> <ul style="list-style-type: none"> <li>• Income figures were relatively conservative</li> <li>• Significant savings in expenditure on fuel were included, following the investment made by the CEEP project</li> <li>• Staff costs were increasing as a percentage of the budget, in part reflecting national bargaining decisions; this would need to be kept in view as part of longer term strategic discussions</li> </ul> <p>The budget included a number of assumptions about decisions the Board had still to consider about pay and terms and conditions in the light of recent decisions made through the national bargaining process. A summary paper detailing local and national decisions and the budget implications that flowed from them was tabled and discussed.</p> <p>The committee agreed to support the recommendation from the Remuneration Committee that the pay decision for support staff reached by national bargaining be matched, but that no decision be made at this time in relation to terms and conditions including annual leave.</p> <p>The Committee agreed to recommend the budget to the Board.</p>	12.09.17	PARC	Information
5	Estates and Facilities				
5a	College Energy Efficiency Pathfinder Update	<p>George Currie presented an update on the College Energy Efficiency Pathfinder Project (CEEP) and the Committee noted the following:</p> <ul style="list-style-type: none"> <li>• The project had increased to £489k with additional funding having been made available</li> <li>• Investment had been made in insulation, LED lighting, connecting to the gas supply and replacing the boiler</li> <li>• Significant savings would flow from the project - an anticipated 50% reduction in heating costs (£24k per annum)</li> <li>• These savings could now be retained by the college</li> </ul>	12.09.17	PARC	Information

		<ul style="list-style-type: none"> <li>The project was due for completion by the end of August but had run into difficulties at the end stage as a result of uncovering asbestos near the boiler; all appropriate action had been taken and risks managed, however there were complex issues still be resolved with the contractors and SFC regarding the contract, liability and payment arrangements associated with the delay</li> </ul> <p>The Committee thanked George for the update and for all the work that gone into delivery of this major project over the summer.</p>			
5b	Riverside Wall	The Committee noted that the insurers had now agreed to pay for the repairs that were needed and that their QS would now draw up the specification and put the work out to tender. It may be the spring however before the work could be carried out.	12.09.17	PARC	Information
5c	Woodland Management Agreement	The Committee noted the discussions that were being taken forward with Forest Enterprise Scotland, including options for funding of a post to take forward woodland management. There would also be opportunities to line up this new approach with the work being taken forward as part of the Forest College initiative.	12.09.17	PARC	Information
6	Business and Resource Manager's Report	Joyce Clark reported on work that was being taken forward in a number of areas including changes to financial systems following the internal audit, introducing a new database to hold student information, and supporting the recruitment panel in the campaign to recruit a new Principal. The Committee noted the information on leavers and joiners and cover arrangements that were in place where required.	12.09.17	PARC	Information
		The Committee thanked Joyce for the report.			
7.	Workstream: Business Planning and Development	The Committee received updates as follows:			
7a	Trustees Update	The Committee noted that there had been a very useful recent meeting including discussion of the business park options appraisal and the decision to proceed with the sale of items in the archive. The proceeds of the sale would go towards the Forest College initiative.	12.09.17	AS	Information

7b	Business Park Options Appraisal	<p>The Committee noted that the Trustees had received a very constructive response from Midlothian Council to the Pre-Application Enquiry, indicating broad support for an enabling development and seeking a round table discussion to take various points forward. The Trustees had asked that the College Board take this forward in the first instance, and feed back to them.</p> <p>The Committee noted the response (Paper 3, circulated in confidence) and agreed that this was a very positive step forward.</p> <p>It was agreed that dates in October should now be explored for the meeting, and that Brian Lister, Duncan Robb and Tommy Angus would attend on behalf of the Board.</p>	12.09.17	PARC	Ongoing
8	Committee Self Evaluation	<p>The Committee noted the simplified list of questions that had been circulated as a prompt for discussion. It was noted that the same questions could be considered by all the committees as they were not subject specific. Responses to the questions and prompts were discussed and recorded.</p> <p>One specific point was agreed, that it would be useful to revert to the Business and Resource Managers' report being written rather than oral, and circulated with other papers.</p>	12.09.17	PARC	Complete
9	AOCB	There was no other competent business.	12.09.17	PARC	Information
10	Date of Next Meeting	Wednesday 15 November 2017 11.00am - 1.00pm.	15.11.17	PARC	Information