

Meeting: Planning & Resource Committee		Venue: College Board Room	Date: 11 May 2017		Time: 11am - 1pm
Minute Taken By: Joanna Paterson		Sederunt: Duncan Robb (Chair), Dorothy Welch, Alistair Sambell, Ann Southwood In Attendance: Joanna Paterson, Lorna Wyllie	Apologies: Brian Lister, Jackie Robertson		Absences:
No.	Agenda Item		When	By Whom	Status
1.	Apologies	Apologies were received from Brian Lister and Jackie Robertson.	11.05.17	JP	Information
2.	Minute of Meeting held on 15 February 2017 (Paper 1)	Approved as an accurate record.	11.05.17	PARC	Complete
3.	Matters Arising:	1 Membership: Bob Constable had now left the Board which meant there was one vacancy on the Committee. This would be considered by Chairs Committee once other Board vacancies were filled (Midlothian Council, Edinburgh University).	11.05.17	AS	Information
		3 Capital funding bid: there had been no further information from the SFC in response to the bids submitted.	11.05.17	AS	Information
4.	Financial Report:				
4a	College Management Accounts to 31 March 2016 (Paper 2)	The College Management Accounts to 31 March 2017 were discussed by the Committee and the following was noted: <ul style="list-style-type: none"> The accounts showed a surplus of £32k compared to a budgeted surplus of £31k There were variations within the overall figure, as detailed in the accounts There were issues with predicting the timing of some receipts and expenditure, but budget assumptions remained broadly on track 	11.05.17	PARC	Information

		<p>The Committee discussed the presentation of income from projects and grant funding and agreed it would be useful to complement this with additional narrative, highlighting any changes in assumptions since the last presentation and making clear the relationship with planned expenditure on staff costs, including any distinctions between costs that were recharged and expenditure on staff on short term contracts.</p> <p>The Committee noted that the draft budget for 2017-18 would be circulated by correspondence for consideration and ratification ahead of the next meeting.</p>	12.09.17	AS/LW	Action
			11.05.17	PARC	Information
4b	SFC Indicative Grant 2017-18	The Committee noted the final allocations from SFC (paper tabled for information) and that these had not changed from the indicative figures previously provided.	11.05.17	AS	Information
4c	Project Funding Update	<p>The Committee noted that discussions were ongoing with Education Scotland regarding funding support for the Adult Achievement Awards, and that work was continuing to develop a commercial model for this project.</p> <p>It was noted that discussions were underway in relation to the development of two innovative HNC courses but that further development would be dependent on the receipt of SFC funding.</p>	11.05.17	AS	Information
			11.05.17	AS	Information
5	Estates and Facilities				
5a	College Energy Efficiency Pathfinder Update	<p>The Committee noted the following:</p> <ul style="list-style-type: none"> • The project was now at the detailed planning stage with contractors • There would be long-term savings from the project, although for the first seven years these would be returned to the Scottish Government • The levels of expenditure would therefore remain the same for the period ahead, but there would be improvements in the ability to plan expenditure (avoiding the impact of unexpected oil bills for example) 	11.05.17	AS	Information

		It was agreed that it would be useful to have a presentation on what the project had delivered at the next meeting.	12.09.17	AS/GC	Action
6	Administration Report:				
	Administration Managers Report	<p>Ann Southwood updated the Committee on the following:</p> <ul style="list-style-type: none"> • Staff changes: <ul style="list-style-type: none"> ○ An internal appointment is sought for the part time sociology post ○ The part time politics post was currently being advertised externally ○ The Business and Resources Manager post had been successfully filled and Joyce Clark would take up post on 29/05/17 <p>The Committee agreed to put on record their appreciation of the significant contribution made by Jackie Robertson over the years and her assistance to the work of this Committee.</p>	11.05.17	AS	Information
			11.05.17	PARC	Complete
7.	Workstream: Business Planning and Development	The Committee received updates as follows:			
7a	Trustees Update	There had not been a meeting of the Trustees since the last meeting.	11.05.17	AS	Information
7b	Business Park Options Appraisal	The Committee noted that the report had now been submitted to Midlothian Council. The next step would be feedback from the Council to the Trustees.	11.05.17	AS	Information
7c	International Strategy Workshop	The workshop had taken place at the end of March and had been very constructive. A draft report from the day had been submitted and would be circulated to the Committee once finalised.	11.05.17	AS	Information
8	Committee Self Evaluation	The Committee noted the paper with the checklist of questions as previously considered and agreed it would be useful to consider an alternative approach to self-evaluation, and that some examples should be circulated for discussion to allow time for preparation of a model for consideration at the next meeting.	11.05.17	JP	Action

9	AOCB	It was noted that the national pay bargaining process was continuing, and that industrial action was underway in other colleges. There was at present no knock-on effect at Newbattle. There was no other competent business.	11.05.17	AS	Information
10	Date of Next Meeting	12 September 2017 11.00am - 1.00pm.	12.09.17	PARC	Information