

<b>Meeting:</b> Planning & Resource Committee		<b>Venue:</b> College Board Room	<b>Date:</b> 13 May 2019	<b>Time:</b> 9.00am	
<b>Minute Taken By:</b> Jackie Kane		<b>Sederunt:</b> Duncan Robb (Chair), Marian Docherty, Joyce Clark, Brian Lister, Tommy Angus, Dorothy Welch  <b>In attendance:</b> Jackie Kane	<b>Apologies:</b> Alistair Sambell	<b>Absences:</b>	
<b>No.</b>	<b>Agenda Item</b>		<b>When</b>	<b>By Whom</b>	<b>Status</b>
1.	Apologies	Apologies were received from Alistair Sambell.	13.5.19	JK	Complete
<b>FOR DECISION</b>					
2.	Minute of Meeting held on 18 February 2019 (Paper 1)	Approved as an accurate record.	13.5.19	PARC	Complete
3.	Matters Arising				
3.1	Space Utilisation	At the PARC meeting on 18 February 2019, the committee requested a room plan to explore space utilisation floor by floor due to an increase in core activity. The committee also requested occupancy statistics. These will be presented at the next PARC meeting, following the Trustees' Meeting on 17 May 2019.	Tbc  17.5.19	MD  MD	Ongoing  Ongoing
4.	Policies for Approval:				
	Volunteer Policy (Paper 2)	Due to an increase in volunteers, a Volunteer Policy has been created. The committee approved the policy which will be presented to the Board on 20 June 2019.	20.6.19	JC	Ongoing
	Probationary Policy (Paper 2)	A Probationary Policy has been created. The purpose is to allow a specific time period for the employee and employer to assess suitability of the role after having actual experience. The committee approved the policy which will be presented to the Board on 20 June 2019.	20.6.19	JC	Ongoing
	Travel Expenses Policy (Paper 2)	The Travel Expenses Policy has been reviewed and the committee approved the policy which will be presented to the Board on 20 June 2019.	20.6.19	JC	Ongoing

		The committee agreed that the style of the policy should be in line with other policies. The Business & Resource Manager will carry this out at the next review date.	2022	JC	Ongoing
<b>FOR DISCUSSION</b>					
5.	College Management Accounts to March 2019 (Paper 3)	The Business & Resource Manager spoke to the College Management Accounts to March 2019 and the following was highlighted:	13.5.19	JC	Information
		<ul style="list-style-type: none"> <li>• Due to fewer students requiring accommodation, student board and accommodation is behind budget.</li> <li>• Project funding from Green Infrastructure awaited.</li> <li>• Discussion took place around commercial activities due to the transition period between OSCARS and International House. The committee agreed that a projection be presented to the Board at the next meeting.</li> </ul>	20.6.19	JC	Ongoing
		<ul style="list-style-type: none"> <li>• The committee agreed that the £75k from the Trustees towards insurance costs be put into the accounts.</li> <li>• Discussion took place around improving commercial activity and plan for the use of the refurbished residences. The following was noted: <ul style="list-style-type: none"> <li>○ The college has joined Unique Venues.</li> <li>○ To explore letting out the residences to post graduates.</li> <li>○ Marquee hire.</li> <li>○ The Business &amp; Resource Manager met with Board of Director George Archibald to advise if there is anything else the college could be doing to improve commercial activity.</li> <li>○ It was agreed that a revised Corporate Marketing Plan would be produced for the Board.</li> </ul> </li> </ul>	13.5.19	JC	Ongoing
6.	Report from Chair on Committee Self-Evaluation	The Chair thanked the committee for their contribution towards the self-evaluation undertaken. It was noted that the committee had a clear remit but there were issues, due to the present climate, around dialogue between Trustees and Board and the skill set of committee members. It was agreed that the committee's self-evaluation be presented at the next Chairs' Committee Meeting for further discussion.	13.5.19	DR	Information
		The committee agreed that due to ongoing developments to the curriculum, estate and Business Park, the Risk Register should be an agenda item.	12.6.19	DR	Ongoing
			Tbc	JC	Ongoing

FOR INFORMATION					
7.	Board Membership	The committee agreed as a matter of urgency that there is a need to co-opt additional board members with business, marketing and financial expertise. Discussion took place on advertising for specific skill sets for the posts through Good Moves.	13.5.19	PARC	Ongoing
8.	Estates & Facilities Report				
	Business Park Tenancy Issues	A further Hearing has been scheduled for 20 June 2019. The Estate and Facilities Manager will be attending this Hearing and the trial of the former tenant on 29 May 2019.	29.5.19	MD	Information
		It was noted that the Trustees have agreed to cover legal fees since August 2018.	13.5.19	MD	Information
	Riverside Wall	The project is underway and on schedule for completion in October 2019.	October 2019	MD	Information
	Major Works and Refurbishment	The Principal updated the committee on the following major works and refurbishment: <ul style="list-style-type: none"> <li>• The college has been contacted by Midlothian Council to undertake immediate repairs to the Monks' Wall.</li> <li>• Refurbishment of the residences has started. Trustees will not release money until an invoice has been presented.</li> </ul>	13.5.19	MD	Information
9.	Trustees Update				
	Business Park Development	Outcome awaited following a Trustees meeting on Friday, 17 May 2019.	17.5.19	MD	Information
		The committee requested that a report, following on from the meeting, be circulated.		MD	Information
10.	Business & Resource Manager's Report (Paper 4)	The Business & Resource Manager spoke to her report and the committee noted the following: <ul style="list-style-type: none"> <li>• The college has appointed the following posts: <ul style="list-style-type: none"> <li>○ Temporary part-time housekeeping assistant</li> <li>○ Part-time catering assistant</li> <li>○ One Administration Assistant has increased her hours from 30</li> </ul> </li> </ul>	13.5.19	JC	Information

		<p>to 35 hours to provide SQA support</p> <ul style="list-style-type: none"> <li>• The college is awaiting confirmation from the Employers' Association to start the job evaluation process. At the moment, only colleges who have signed the NRP Agreement are involved in this process.</li> <li>• Salary increases for Lecturing and Support staff were implemented on 1 April 2019.</li> <li>• Henderson Loggie, Auditors, have sent their Audit Plan which will be discussed at the Audit Meeting on 16 May 2019.</li> <li>• A report on the Internal Audit 2019 on procurement is awaited.</li> <li>• The DPO has completed an audit. Points raised have been addressed.</li> <li>• The insurance premium has been renewed.</li> <li>• There have been several issues around ICT over the past few weeks. A meeting has been set up with Edinburgh College to review the current arrangements.</li> <li>• D2 Architectural Design are renting two rooms on the third floor from 1 May 2019.</li> </ul>			
11.	AOCB	There was no other competent business.	13.5.19	PARC	Complete
12.	Date of Next Meeting	Calendar of meetings for 2019-2020 to be circulated.	Tbc	JK	Ongoing