

<b>Meeting:</b> Planning & Resource Committee	<b>Venue:</b> Virtual meeting via Zoom	<b>Date:</b> Thursday, 4 June 2020	<b>Time:</b> 10.00am
<b>Minute Taken By:</b> Jackie Kane	<b>Sederunt:</b> Duncan Robb (Chair), Marian Docherty, Joyce Clark, Gary Husband, Dorothy Welch, Brian Lister, Tommy Angus and Alistair Sambell	<b>Apologies:</b>	<b>Absences:</b>

No.	Agenda Item	Action	When	By Whom	Status
1.	Apologies	There were no apologies.			

**FOR DECISION**

2.	Minute of Previous Meeting (Paper 1)	Minute of previous meeting held on 17 February 2020 approved as an accurate record.	4.6.20	PARC	Complete
3.	Matters Arising				
	Board Membership	<p>The skills matrix presented to Board members during Planning Day highlighted that estates, business and accountancy were the areas where there were gaps in Board membership.</p> <p>The Chair and committee agreed to recruit for Board members prior to the November 2020 AGM. This would provide a full complement of members before the end of the year.</p>	11.3.20	BOD	Information
	Outcome of Board Planning Day	<p>A report from the Board Planning Day has been circulated to Board Members.</p> <p>Due to the current circumstances the Principal updated the committee on where the college was at and the following was noted:</p> <ul style="list-style-type: none"> <li>Apart from Celtic Culture with Gaelic, college courses showed positive recruitment trends. It was agreed to remove the Celtic Culture with Gaelic Course. However, elements of this course have been incorporated into other college programmes. This has had an impact on certain members of staff by reduction in hours.</li> </ul>	4.6.20 4.6.20	BOD PARC	Information Information

		<ul style="list-style-type: none"> <li>The college will continue to retain the Gaelic language through the existing Bòrd na Gàidhlig programme and subsequent 8<sup>th</sup> bid to GLAIF to continue promoting within the college and community.</li> <li>The college continues to develop an HNC in Childhood Practice with Outdoor Learning, in partnership with QMU.</li> <li>The college is exploring with Midlothian Council priorities for part-time learning programmes, particularly for unemployed adults, in areas including pre access to Care and employability.</li> </ul> <p>The Chair of Board advised that he is joining a group of college Chairs to review a range of key matters, in particular technology developments and future financing.</p> <p>The committee agreed that a repeat of the same planning day exercise should be carried out once the college re-opens, taking into consideration adjustments happening around the country due to the crisis.</p>	4.6.20	BL	Information
			September 2020	PARC	Ongoing
<b>FOR DISCUSSION</b>					
4.	College Management Accounts (Paper 2)	<p>The Business &amp; Resource Manager explained that the College Management Accounts were not circulated to the committee at this time in the light of a changing cashflow context and recent relevant correspondence received from the Chief Executive, Karen Watt from SFC.</p> <p>The Business &amp; Resource Manager gave a background leading up to the correspondence highlighting the college's cashflow at present.</p> <p>All colleges were asked to submit financial forecasts to SFC in April 2020 and to detail the impact of the lockdown on cash flow. SFC is aware of the impact across the sector and will discuss with Scottish Government.</p> <p>During discussion with SFC, there was no indication that the college could not use 2019/2020 capital funding to cover operational needs. However, as works on the residency begin to commence the college will</p>	4.6.20	PARC	Information

		<p>have to repay the remaining capital spending. To date no decision has been clarified from SFC on the capital expenditure. This is an issue across the college sector.</p> <p>SFC have requested a meeting with the Chair of Board and the Principal to discuss the wider financial issues facing the college in July 2020.</p> <p>SFC have requested by 8 June 2020 an email from the Principal summarising financial implications discussed with PARC today. This will then be presented to the Board on 18 June 2020. The Principal did highlight that more clarity was needed in response to SFC's request.</p> <p>An update on the college's cashflow will be presented to the Board on 18 June 2020 following on from the submission of the above email and on the capital expenditure for 2020/2021.</p>			
5.	International House	<p>The Business &amp; Resource Manager confirmed that International House were cancelling bookings for July and August under the present crisis.</p> <p>There may be some business between September and November but will be dependent on situation. Realistically there will be no business until February.</p> <p>The committee discussed the contract between the college and International House and agreed to recommend to the Board that the cancellation of the agreement was mutual.</p> <p>The Business &amp; Resource Manager will seek clarification from the college's external auditors, Henderson Loggie on the contract not being fulfilled.</p>	4.6.20	JC	Information
			4.6.20	JC	Information
			4.6.20	PARC	Information
			4.6.20	JC	Ongoing
6.	Risk Register (Paper 3)	<p>The Business &amp; Resource Manager spoke to the Risk Register and the following was noted:</p> <p><b>Risks that have increased</b></p> <ul style="list-style-type: none"> <li>Failure to achieve high standard quality of teaching delivery and</li> </ul>	4.6.20	JC	Information

		<p>support for students. This risk has increased due to Covid-19. Systems are in place for online learning and support.</p> <ul style="list-style-type: none"> <li>• Reduction in student recruitment figures. This risk has increased due to COVID-19. The college continues to promote via social media and are monitor the situation. To date figures are positive.</li> <li>• Negative feedback on student experience. Measures have been put in place for online learning. Student feedback has been positive but will continue to monitor.</li> <li>• The issues around IT continue. However, Edinburgh College have been supportive in the current situation. This continues to be a high risk. Wi-Fi was an issue before college closure, and a new system will be put in place when college re-opens.</li> <li>• Work on new commercial website is ongoing and will be launched when college re-opens. The landscape for Events/Meetings business has changed. This is now a high risk. Focus will be on Weddings, Funerals and Afternoon teas/tours business in the short term. Longer term business will depend on external circumstances.</li> </ul>			
<b>FOR INFORMATION</b>					
7.	Estates & Facilities Update				
	Business Park	<p>Only 2 Business Park Tenants have requested a rental holiday. Though one has declined the offer due to an upturn in their business and will continue to pay rent.</p> <p>The college has not requested any increase in insurance from May and have kept the tenants at the same level as last year.</p>	4.6.20	JC	Information
			4.6.20	JC	Information
	Major Works and Refurbishment	<p>Planning for the residency work will be re-established week commencing 8 June 2020. This work will be completed before the start of term.</p> <p>SMT are meeting with the Estates &amp; Facilities Manager to commence planning for the re-opening of college.</p> <p>Thereafter planning will commence on the 2020/2021 capital funding.</p>	8.6.20	MD	Information
			8.6.20	SMT/GC	Ongoing
			Tbc	SMT	Ongoing

8.	Trustees Update	<p>The Principal and the Chair of Board attended a virtual meeting with the Trustees on 8 May 2020. The following was noted:</p> <ul style="list-style-type: none"> <li>• The original plans for the Business Park have been scrapped. The Trustees are exploring options to improve the existing Business Park and infrastructure in order to increase rents. However, this has been delayed due to Covid-19.</li> <li>• The Chair of Trustees will attend the Chairs' Committee Meeting on 11 June 2020. Discussions will be around the roles and responsibilities of the Trustees; funding to support the woodland area, college grounds and Monklands Wall. Financial support due to the crisis will also be discussed on the day.</li> <li>• It was agreed to discuss out with this meeting the Memorandum of Understanding.</li> </ul>	8.5.20	MD	Information
9.	Business & Resource Manager's Report (Paper 4)	<p>The Business &amp; Resource Manager spoke to her report and the following was noted:</p> <p><b>Staffing</b> Following closure of the college on 23 March 2020 due to the Covid-19 situation. The Senior Management Team, Administrative staff, Catering Manager, Facilities Manager &amp; IT Technician have been working from home. Over the last few weeks, the Facilities Manager has overseen the return of the Groundsman, Woodland Ranger and Caretaker to college on a part-time basis to ensure the grounds and building are maintained.</p> <p>Catering and Housekeeping staff have been furloughed in line with the guidance from Colleges Scotland and the Scottish Funding Council. This will be reviewed every three weeks.</p> <p>The post of Lecturer in Communications &amp; Literature (0.5) is now being advertised. The post of Forest College Co-ordinator is being reviewed along with the post of Maths Lecturer.</p> <p><b>Job Evaluation</b></p>	4.6.20	JC	Information

		<p>Completed evaluations from staff received. These now need to be reviewed before submission to Colleges Scotland.</p> <p><b>Salaries</b> The increase for Support Staff was implemented in April. Another increase is due in September to bring the timing of the Support staff pay award in line with Lecturing &amp; Teaching staff. Negotiations are ongoing at present with EIS who have submitted a pay claim of £1,950 for lecturers, which equates to between 4-5%. No pay claim has yet been received from Unison for Support Staff.</p> <p>The committee discussed the health and safety implications on returning staff once the college re-opens. The Principal advised that this would be discussed with the Estate &amp; Facilities Manager on 8 June 2020.</p>			
10.	AOCB	The Chair advised that due to lengthy discussions during the meeting. If any points were missed or any member had concerns re any issues, could the committee email the Chair direct to bring to the Board for discussion at the next Board meeting on 18 June 2020.	4.6.20	PARC	Information
11.	Date of Next Meeting	Date of next meeting to be circulated.			