

Meeting: Planning & Resource Committee		Venue: College Board Room	Date: Monday, 01 November 2021	Time: 9.00am	
Minute Taken By: Jackie Kane		Sederunt: Duncan Robb (Chair), Brian Lister, Dorothy Welch, Tommy Angus, Gary Husband, Roddy Henry, Joyce Clark	Apologies: None		Absences:
FOR DECISION					
No.	Agenda Item	Action	When	By Whom	Status
1.	Apologies and Welcome	The Chair welcomed the new Principal to his first meeting.	1.11.21	PARC	Complete
		There were no apologies.	1.11.21	JK	Complete
2.	Minute of Previous Meeting (Paper 1)	Minute of Meeting held on 13 September 2021 was approved as an accurate record.	1.11.21	PARC	Complete
3.	Matters Arising:				
	Update from Principal	As the Principal was new into post, the Business & Resource Manager gave an update.	1.11.21	JC	Information
	SFC	A monthly FFR and monthly cash flow has been submitted to SFC.	1.11.21	JC	Information
		It was noted that at some point in the new year, the college will seek an advance from SFC.	1.11.21	JC	Ongoing
		The Principal agreed to contact the college's Outcome Agreement Manager to discuss the terms of the advance and how and when it will be paid back.	1.11.21	RH	Ongoing
	OA	The retiring Principal, Marian Docherty, is working on the Outcome Agreement for AY 2021-2022. This will be submitted on time to SFC by 30 November 2021 having been signed off by the Board.	30.11.21	MD	Ongoing
			25.11.21	Board	Ongoing
	Trustees	The Chair of Board updated the committee on the recent meeting with the Trustees and the following was noted: <ul style="list-style-type: none"> The Chair of Trustees, David Corner, continues to attend the Chairs' Committee Meeting to discuss finances. He is also updated on 	1.11.21	BL	Information

		<p>commercial activity.</p> <ul style="list-style-type: none"> • Following a discussion with the committee it was agreed that the Principal, in his new appointment, discuss with the Chair of Trustees a more detail in mechanism and strategy. It was suggested that it was an appropriate time to revisit the relationship with the Trustees and have a clear understanding and intention going forward. • The next Trustees Meeting takes place in January 2022. 			
	Capital Project	The project is ongoing. As the project concludes there may be an increase in construction costs and it was agreed to monitor this going forward.	1.11.21	JC	Ongoing
FOR DISCUSSION					
4.	Business & Resource Manager's Report (Paper 2)		1.11.21	JC	Information
	HR	<p>Staff Administrative staff and SMT continue to work a rota system, all other staff teams are in college.</p> <p>Work has started on an Action Plan for Mental Health at Work. This will provide guidelines and actions on how we can work towards positive mental health for staff.</p> <p>The college continues to offer staff and students the opportunity to participate in Lateral Flow Testing whereby they receive home tests which they carry out 2-3 times per week and upload results to Scottish Government website. This is being offered across the college sector to staff and students.</p> <p>The college Covid-19 Working Group has reformed to ensure compliance with Scottish Government guidelines for colleges and universities.</p> <p>Vacancies Interviews will be held on 1 November for the Support for Learning Adviser. It is anticipated that a part-time Admin Assistant vacancy will</p>			

		<p>be advertised.</p> <p>A Domestic Assistant will take up post on 22 November. This post had arisen due to one member from Housekeeping moving to Catering.</p> <p>The Support for Learning Assistant has started and has settled in well. The new Principal and new Estates & Facilities Assistant start on 1 November.</p> <p>It was noted that recruitment in housekeeping and hospitality is an ongoing issue. It was agreed to look at work opportunities involving students for up and coming events.</p> <p>Job Evaluation This is ongoing. There is no indication when this will be completed.</p> <p>Salaries Both EIS and Unison are in negotiation with the Employers' Association regarding salary increases for 2021-22. There are concerns around the affordability and sustainability of both.</p>			
	<p>Commercial Activity and Future Plans</p>	<p>On 22 October, Wisconsin River Fall informed the college they are postponing their trip in January 2022 on advice by their State Department.</p> <p>While this is not a 'cancellation', it will impact significantly on commercial income - around £90k. Negotiations continue with Wisconsin Stout and River Falls, and we have taken a small booking from Wisconsin Eu Clair for June. The relationship with these universities continues, but the loss of the Jan-April booking is disappointing.</p> <p>Communication is still ongoing with International House, UKLC and St Andrew's, and they have all visited the college. There is significant interest in Newbattle from agents. However, business will depend on travel restrictions.</p>	<p>1.11.21</p>	<p>JC</p>	<p>Information</p>

		<p>The college is now open for business, although restrictions are in place and we are following Scottish Government guidelines. August and September were positive months with bookings fairly steady. However, future bookings will depend on public confidence in meetings and events whether business or private. The lead up to Christmas has always been slow under normal circumstances.</p> <p>We have put together Team Building packages to offer to corporate businesses as staff return to work. Small workshops for the local community have been held and have proved quite popular and have helped with ideas and thoughts for Team Building.</p> <p>The Principal agreed to follow up with the Chair of the Trustees on his contact at St Andrews University in relation to international groups.</p> <p>The committee agreed that it was time to review international business due to the risk to the climate change agenda. It was agreed to look at a proposition from Tommy Angus, University of Edinburgh re student accommodation for 2022/2023.</p>	1.11.21	RH	Ongoing
	Policies	A significant amount of work is needed on updating policies. This has proved challenging over the last year. However, as the college starts to return to normality and staff are back at work, policies need to become a focus.	1.11.21	JC	Ongoing
5.	College Management Accounts (Paper 3)	<p>The Business & Resource Manager spoke to the August 2021 Management Accounts and the following was noted:</p> <p>The college cash flow position is still positive. Given the timing of the capital spend for 2020-2021, this will become an issue in the new year. SFC will be approached during this period for an advance.</p> <p>The external audit was completed in September and the Financial Statements are in the process of being finalised for the college's AGM on 25 November 2021.</p> <p>Discussion took place around energy suppliers and the impact of cost increases. The committee agreed that this should be monitored.</p>	1.11.21	JC	Information
			1.11.21	JC	Ongoing
			25.11.21	JC	Ongoing
			1.11.21	JC	Ongoing

6.	Risk Register (Paper 4)	<p>The Business & Resource Manager spoke to the Risk Register and risk highlights were noted.</p> <p>They also suggested it would be useful to have an annual review establishing high level risks and their impact e.g., IT.</p>	1.11.21	JC	Information
			1.11.21	JC	Information
7.	Agenor Update	<p>The Business & Resource Manager advised that two tenders, who could provide the full package, had been received from the APUC framework. Due to an increase in costs and a shortage of chips, a breakdown had been received from Agenor. Tommy Angus agreed to check on the costs received in comparison to the University of Edinburgh. Tommy also advised that there may be an opportunity for the college to use some of the unused desktops at the University of Edinburgh. The committee agreed for this to be explored.</p> <p>The committee also discussed the downgrading of laptops to lessen the costs.</p> <p>Agenor finish at the end of November as consultants. The VLE can be done through the APUC framework.</p> <p>As it was expensive to purchase a new MIS for the amount of students the college has, it was agreed to explore other avenues. Gary Husband agreed to look at a MIS created by students at the University of Stirling.</p> <p>The aim is to have the new infrastructure in place for the start of the new session in September 2022.</p> <p>It was agreed that the Board be given an IT breakdown at their next meeting in November.</p>	1.11.21	JC	Ongoing
			1.11.21	JC/TA	Ongoing
			1.11.21	GH/JC	Ongoing
			Sept 2022	JC	Ongoing
			25.11.21	JC	Ongoing
8.	AOCB	<p>Review of the Board</p> <p>The Business & Resource Manager met with Eleanor Ryan and Barbara Allison to discuss the possibility of them undertaking the review of the Board. Gary Husband agreed to contact Ron Hill who created the Overview of the External Governance Effectiveness Reviews for Scotland's Colleges 2020/21. It was agreed to hold this item until contact had been made with Ron Hill.</p>	1.11.21	GH/RH/JC	Ongoing

		<p>Insurance Services With the support of APUC, the tendering process has commenced for insurance services for May 2022.</p> <p>CDN It was agreed that the Principal would re-establish contact with Jim Metcalfe, CDN on using Newbattle as a national staff college for personal development.</p> <p>Partnerships A key strategy for 2022 is the college reflecting on partnerships.</p> <p>The Chair thanked everyone for their help and assistance through the college's recovery from the pandemic.</p>	<p>May 2022</p> <p>1.11.21</p> <p>1.11.21</p> <p>1.11.21</p>	<p>JC</p> <p>RH</p> <p>PARC</p> <p>PARC</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Information</p> <p>Information</p>
9.	Date of Next Meeting	Monday, 14 February 2022, 9.00am - 11.00am.	14.2.22	PARC	Information