



FINANCE AND GENERAL PURPOSES COMMITTEE

Minute of Meeting of 18 November 2014

The meeting commenced at 0900 hours.

PRESENT: I Gossip (Chair), J Henderson, D Michie, K Milroy, D Rennie, A Smith, R Wallen, S Willox
IN ATTENDANCE: R Scott, P May, P Kesson

Mr Gossip welcomed Mr Henderson and Ms Willox to their first meeting of the Committee.

1. Apologies for Absence

Apologies were received from J Harper.

2. Minute of previous Meeting

The Minute of Meeting held on 16 September 2014 was approved.

3. Matters arising from previous Meeting

There were no matters arising.

4. Report by the Principal

The Committee noted a report by the Principal providing information on year-end returns to the Scottish Funding Council (SFC); revision of College budget; financial reporting dates; and internal audit.

Mr Wallen provided additional information on financial reporting dates and commented that the changes entailed a more onerous workload for Mr Scott and his team.

5. Matters for Discussion

5.1 Reclassification

The Committee considered a paper providing information on matters related to the reclassification of colleges as central government bodies.

Information was provided on the Financial Memorandum with the SFC; returns to the SFC; differences in reported financial outcomes; insurance; and a meeting with officials of the SFC.

Mr Scott informed Members that a final version of the Financial Memorandum would be published on 01 December 2014 but said it was unlikely to vary from the version currently being used.

Mr Scott commented that there is still a lack of clarity in accounting terms in relation to pensions and overall depreciation charges. In relation to matters of insurance Mr Scott said that the SFC has reinforced the caveat that over the next three years colleges should develop a business case in support of carrying insurance.

Mr Milroy, on behalf of the Committee, expressed appreciation of the work being carried out by the College's Finance Team and said that he had drawn the difficulties with financial issues to the attention of local MPs and MSPs at a recent event held at the College.

5.2 Procurement

The Committee noted a paper providing information on recent procurement activities over the value of £50,000.

Mr Scott explained that the Human Resources system and payroll consolidation project, valued at £46,600, appeared in the paper because earlier indications had been that the contract value would be c£55,000.

Mr Scott provided additional information on current and forthcoming procurements. He said that, as an interim measure, the current Occupational Health Service contract (for the former Aberdeen College), due to end in July 2015, had been extended to Fraserburgh Campus.

Mr Rennie commented on the efficiency of the current system of 'smart cards' at Fraserburgh Campus but drew Members' attention to the fact that the sale of student cards at the Aberdeen Campuses generated considerable income for the Students' Association and College-wide introduction of 'smart cards' would have a marked effect on his budget for next year. Mr Wallen assured Mr Rennie that this would be taken into consideration.

In response to a query from Ms Michie, Mr Scott said that the College's contract with ISS for janitorial and security services was the only significant contract remaining to be consolidated.

6. Matters for Decision

6.1 College Banking Arrangements

The Committee considered a paper on changes to terms and conditions of banking arrangements to allow new services to be added to the range of services provided to the College by the Clydesdale Bank.

Members noted the need for the revised terms and conditions to be approved formally at Board level. Mr Scott confirmed the revised terms and conditions are acceptable to the College.

The Committee considered and adopted the revised terms and conditions of business for the services provided under the business online system and authorised the Chair of the Committee and the Principal to sign any documentation as might be required by the Bank.

7. Summation of Business and date and time of next Meeting

The Secretary gave a summation of the business conducted. The next meeting of the Finance and General Purposes Committee is scheduled to take place on Tuesday 20 January 2015.

Reserved Items of Business

8. Matters for Discussion

8.1 Financial Monitoring

9. Matters for Decision

9.1 Charging Arrangements

9.2 Lease of Premises, Gordon Centre

10. Summation of Business

The Secretary gave a summation of the reserved items of business.

The meeting concluded at 0944 hours.