

Scotland's Colleges Finance CoP Steering Group Meeting

Friday, 7 May 2010 at Argyll Court, Castle Business Park, Stirling

Present: Jim Godfrey, Dumfries & Galloway College (Chair)
 Marlene Anderson, Angus College
 Jim Kirkwood, Banff & Buchan College
 Lesley McEwan, Scotland's Colleges (minutes)
 Don Peebles, CIPFA (for agenda item 2 only)
 Jackie Robertson, Newbattle Abbey College
 Pete Smith, Borders College

Apologies: Ben McLeish, Edinburgh's Telford College
 Gayle Shotton, Scotland's Colleges
 Stuart Thompson, Glasgow Metropolitan College
 Garry Westwater, Dundee College

		Action
1.	<p>Welcome and Apologies</p> <p>The Chair welcomed Don Peebles from CIPFA to the meeting. Apologies were noted as above.</p>	
2.	<p>CIPFA Update</p> <p>Don Peebles, CIPFA provided the group with an update as follows:</p> <ul style="list-style-type: none"> • The main challenge that needs to be highlighted is transferring to International Financial Reporting Standards (IFRS) • CIPFA can provide a two hour briefing to college finance directors at no cost • The timescale for moving to IFRS has not been determined yet but it will be good to learn from experiences in the Health and Local Government Sectors which include: <ul style="list-style-type: none"> ○ All lease and embedded leases need to be identified in a central register ○ Outstanding holiday pay will be shown on balance sheet and the gathering of this information has caused issues in Health and Local Government sectors ○ Balance sheet requires to be re-stated ○ A closer link with asset management and final accounts ○ Assets, that are surplus to requirements, need to be separately identified within the financial statements. <p>Don indicated that CIPFA have worked with the Health professionals to understand the process and have provided support in re-stating accounts (for previous years). There is also transitional advice and guidance available on their website. It was also noted that CIPFA, in partnership with ICAEW, have developed a low cost transitional qualification which is a seventy hour desk based course with on-line assessment.</p>	

	<p>It was noted that CIPFA are currently looking at developing a guide for Scottish finance managers which would be published later in the year and he would welcome comments and feedback from the steering group prior to the guidelines being published.</p> <p>The group agreed to invite CIPFA to the September or December events to present on IFRS.</p> <p>Action: CIPFA to provide session on IFRS at September or December Network event</p> <p>The Chair thanked Don for his update.</p>	<p>JG</p>
<p>3.</p>	<p>Joint Working with Other CoPs – Facilities and Estates – Tony Kopsch</p> <p>Tony Kopsch was unable to attend the meeting.</p>	
<p>4.</p>	<p>Minutes of Previous Meeting (310310) and Matters Arising</p> <p>The Chair reported that Ben McLeish has left Edinburgh's Telford College and, therefore, stood down from the Steering Group. The Steering Group noted their appreciation of the work Ben has done for the Finance Community of Practice and the wider FE Sector. Jackie agreed to organise a gift for Ben in recognition of his contribution to the CoP.</p> <p>Action: Jackie will contact SG to organise a gift for Ben</p> <p>It was noted that this would leave a vacancy on the group. The Chair agreed to highlight the vacancy and invite nominations in his update which would be made available prior to the conference. It was also agreed that members of the steering group would contact members who they thought might be interested in the vacancy.</p> <p>Action: Chair to highlight Steering Group vacancy in next update and seek nominations</p> <p>The minutes of the meeting of 31 March 2010 were accepted as a true record of the meeting.</p> <p>A paper detailing the rolling action points from the last meeting was discussed and it was noted that all the action points were complete or in hand.</p> <p><i>Matters Arising</i></p> <p><i>Examination of Forecasts for Financial Performance Indicators</i></p> <p>At the last meeting it was agreed to e-mail colleges to canvass support for examination forecasts to make financial performance indicators more current. The Chair agreed to take this forward.</p> <p>Action: The Chair to e-mail colleges to canvass support for examination of forecasts to make financial performance indicators more current</p>	<p>JR</p> <p>JG</p> <p>JG</p>

	<p><i>Enhanced Support Briefing Documents</i> The first briefing paper from Wylie & Bisset was tabled at the meeting. The group agreed to feedback any comments by Monday 10 May. The briefing paper would then be circulated to the Finance Network, uploaded to the website and be included in the conference packs.</p> <p>Action: Steering Group to feedback any comments on briefing paper by Monday 10 May Action: Briefing paper to be circulated to Finance Community of Practice, uploaded to website and included in conference packs</p> <p><i>Enhanced Support CoP Steering Group</i> Jackie and Jim Kirkwood reported that they were unable to attend the last meeting of the Enhanced Support CoP Steering Group to update the group on ideas for Year 2 Learning Sets. Jackie planned to attend the next meeting.</p> <p>Action: Lesley to circulate the minutes from the last Enhanced CoP SG meeting to Finance CoP SG</p> <p><i>Induction Resources</i> Lesley reported that Lesley Whelan had indicated that feedback on the induction materials for non-finance managers has been received but no work has yet been undertaken or a timescale for the work agreed. The group agreed that this should be raised at the next Enhanced CoP SG meeting in June.</p> <p>Action: Discuss induction materials with Enhanced CoP</p>	<p>SG LM LM JR/JK</p>
<p>5.</p>	<p>Feedback from Other Groups</p> <p><i>CIPFA Panel (Pete Smith)</i> Peter reported that he had attended the CIPFA Panel meeting in March. He would provide a link to the newsletter which would be circulated. Other items to note from the meeting are:</p> <ul style="list-style-type: none"> • A guide to the role of the Finance Director in FE/HE is being developed • A guide to treasury management is being developed which would meet the needs of the English and Scottish Sectors • The next meeting is taking place in June which Peter will attend <p>Action: Peter to provide link to CIPFA newsletter which will be circulated</p> <p><i>Procurement Strategy Group (Jim Godfrey)</i> The Chair and Marlene had attended the last meeting of the Procurement Strategy Group and reported that there was a consensus and support for the changes to the group and colleges appreciated the expertise received for compliancy issues.</p> <p><i>Enhanced CoP/Action Learning Set (Jim Kirkwood/Jackie Robertson)</i> This item was discussed earlier in the meeting.</p> <p><i>APUC Benefits Tracking Sub-Group (Pete Smith)</i> Peter reported that no meetings of this group have taken place.</p>	<p>PS/LM</p>
<p>6.</p>	<p>Communications</p> <p>The Chair reported that the 'Hot Topics' would be taken forward at the CoP event in September.</p>	

	<p>It was agreed to set dates for the September and December network events.</p> <p>Action: Lesley to look at dates in September and December when Argyll Court is free for Community of Practice events.</p>	LM
	<p>It was agreed to invite a representative from the MIS CoP and Secretaries to the Board CoP to future meetings of the Steering Group.</p> <p>Action: Invite a representative from the MIS CoP and Secretaries to the Board CoP to future Steering Group meetings.</p>	LM/JG
7.	<p>Event Planning – Conference 20/21 May 2010</p> <p>The Chair reported numbers for the conference are encouraging and all final arrangements with sponsors, speakers, guests and delegates were ongoing.</p> <p>Due to Ben's departure from the Steering Group it was agreed to ask Garry Westwater to facilitate the panel session at the conference.</p> <p>Action: Chair to contact Garry re facilitating the panel session at the conference.</p>	JG
8.	<p>Independent Budget Review</p> <p>Due to Garry's absence it was agreed to postpone this item to the next meeting.</p> <p>Action: Add Independent Budget Review to agenda for next meeting</p>	LM
9.	<p>STSS – Data Gathering – SPPA Proposed Changes</p> <p>This item would be taken forward at the next Enhanced CoP meeting and discussed with other CoPs.</p> <p>Action: Discuss SPPA proposed changes with other CoPs with a view to developing a joint briefing paper</p>	JK/JR
10.	<p>Policies and Procedures</p> <p>The Chair reported that the policies and procedures documents would be distributed at the conference in May.</p>	
11.	<p>Event Evaluation 16 March 2010</p> <p>It was noted that the feedback from the event was positive.</p>	
12.	<p>Publications Received and Daily Press Scan</p> <p>This was noted.</p>	
13.	<p>AOB</p> <p>Marlene reported that she would be attending an FE Student Support Advisory Group meeting and would report back to the SG.</p>	

15.	Date of Next Meeting The next meeting would take place at 10.30am on Friday, 4 June 2010 at Scotland's Colleges, Argyll Court, Castle Business Park, Stirling. SFC are unable to attend this meeting but would be invited to the July meeting. Action: SFC to be invited to attend the meeting on 2 July 2010 <i>Future Meetings:</i> <ul style="list-style-type: none">• Friday, 2 July 2010 – SFC	LM
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