

## Scotland's Colleges Finance CoP Steering Group Meeting

Friday, 2 July 2010 at Argyll Court, Castle Business Park, Stirling

**Present:** Jim Godfrey, Dumfries & Galloway College (Chair)  
 Tracy Elliot, Langside College  
 Lesley McEwan, Scotland's Colleges (minutes)  
 Gayle Shotton, Scotland's Colleges  
 Pete Smith, Borders College  
 Garry Westwater, Dundee College

**Apologies:** Marlene Anderson, Angus College  
 Iain Clark, Motherwell College  
 Jim Kirkwood, Banff & Buchan College  
 Jackie Robertson, Newbattle Abbey College  
 Stuart Thompson, Glasgow Metropolitan College

		<b>Action</b>
1.	<p><b>Welcome and Apologies</b></p> <p>The Chair welcomed members to the meeting with a special welcome to Tracy Elliot, Langside College who was attending her first Finance CoP steering group meeting.</p> <p>The Chair reported that he has been in contact with Iain Clark, Motherwell College, who was also joining the Steering Group but was on leave at present and therefore would attend the next meeting.</p> <p>Apologies were noted as above.</p>	
2.	<p><b>Minutes of Previous Meeting (040610) and Matters Arising</b></p> <p>The minutes of the meeting of 4 June 2010 were approved as a true record of the meeting following an amendment to item 3 to note that the CIPFA Panel meeting took place on 15 June and not 8 June.</p> <p><i>Matters Arising</i></p> <p><i>Joint Working with Other CoPs – Facilities and Estates – Tony Kopsch</i>        It was noted that Tony had been unable to attend this meeting. The Chair agreed to contact Tony at the start of the new session to see if he was still interested in working with the Finance CoP.</p> <p><b>Action: Speak to Tony Kopsch at start of new session.</b></p> <p><i>Examination of Forecasts for Financial Performance Indicators</i>        The Chair reported that he had discussed this with his Principal following the meeting between Principals and the SFC. It was noted that colleges were carrying on with forecasts on an individual basis.</p>	JG

	<p>There followed a discussion regarding institutional sustainability plans and whether this should be produced as a separate document or embedded within Colleges strategic plans. It was noted that both approaches had been adopted to date.</p> <p><i>Enhanced Support - Briefing Documents</i>          Gayle reported she has discussed the second briefing document regarding FRS17 and the underlying assumptions for year end valuations with Wylie + Bisset and it should be available for distribution by 15<sup>th</sup> July 2010.</p> <p><i>Enhanced Support CoP - Steering Group</i>          The Chair reported that the Action Learning Set proposal to assist Colleges to develop a response to the issues arising from the first round of the Procurement Capability Assessments, in particular the requirement for many Colleges to develop and enhance their Procurement Strategy, has been approved subject to more information being provided on how this would be undertaken and who will be involved from the CoP. Lesley Whelan, project leader for the Enhanced Support project, joined the meeting to clarify the information required. The Chair agreed to provide Lesley with this information to allow the project to move forward ASAP.</p> <p>It was noted that the proposal for leadership training focussing on leadership through change was being taken forward in partnership with the HR CoP and a meeting has been arranged next week which Jackie Robertson would be attending.</p> <p>Gayle reported that following the last Enhanced Support SG meeting the HR CoP and Board Secretaries CoP were keen to progress the development of induction materials for non-finance managers. The group agreed that input from a learning technologist was required to identify the costs to bring the materials to the desired level. It was agreed that the SG could be contacted for ideas but given the request from the other two CoP's to take this forward the costs should be shared and the development driven by the ES project manager.</p> <p><b>Action: Submit information required for Capability Action Learning Set proposal</b></p> <p><b>Action: Discuss feedback from Finance CoP regarding induction materials with Lesley Whelan</b></p> <p><i>Barclays Sponsorship</i>          The Chair reported a meeting is planned with Graham Hosie from Barclays at the end of July to discuss potential input into Finance CoP events. It was noted that the Barclays logo had been received and uploaded to the Finance CoP website.</p> <p><b>Rolling Action Points</b>          The Group noted the rolling action points paper and that all the items are either complete or ongoing and that this paper was updated following each steering group meeting.</p>	<p>JG</p> <p>GS</p> <p>JG</p>
<p>3.</p>	<p><b>Feedback from Other Groups</b>  <i>CIPFA Panel (Pete Smith)</i>          Pete reported that the CIPFA Panel are currently focussing on HE and the changes in the English sector by developing 'A guide to HE finance' and 'the role of the HE finance director'. It was noted that similar documents will be prepared for the FE sector. The CIPFA Panel have agreed future workstreams looking at potential mergers etc. and developing case studies and guidance for this.</p>	

	<p><i>Procurement Strategy Group (Jim Godfrey)</i> The Chair reported that a recent APUC exercise on tendering for insurance had been successful with some colleges saving money through Zurich. Although this was not yet a standard contract accessible through the APUC framework due to the differing insurance needs of colleges the colleges participating had found the tendering exercise with APUC beneficial.</p>	
	<p><i>Enhanced CoP/Action Learning Set (Jim Kirkwood/Jackie Robertson)</i> It was noted that Jackie Robertson had attended the last Enhanced CoP steering group meeting and provided feedback through Gayle Shotton to the SG. The Chair reported that Jim Kirkwood would be standing down from this group therefore a further representative from the Finance CoP steering group was required. Tracy Elliott agreed to be a representative on the Enhanced CoP SG and would attend the next meeting in August 2010.</p> <p><b>Action: Confirm that Jackie is attending next Enhanced CoP steering group meeting in August.</b></p> <p><b>Action: Representation on Enhanced CoP SG to be discussed at next meeting</b></p>	<p><b>LM</b></p> <p><b>SG</b></p>
<p><b>4.</b></p>	<p><b>Communications</b></p> <p><b>CIPFA – Response to Consultation</b> Pete reported that following his circulation of the proposed joint response to the CIPFA consultation, no response had been received from the Finance CoP and therefore the response had been submitted to CIPFA as it stood. Pete also reported that the Board Secretaries had also submitted a collective response.</p> <p><b>Forecasts for Financial Performance Indicators</b> This item had been discussed earlier in the meeting.</p> <p><b>Future Briefing Papers</b> The group agreed that the next briefing paper should be on IFRS focus and be circulated as a follow up to the IFRS training at the CoP event in October.</p> <p>It was also agreed to invite a representative from the MIS CoP and Secretaries to the Board CoP to future meetings of the Steering Group.</p> <p><b>Action: Invite a representative from the MIS CoP and Secretaries to the Board CoP to future Steering Group meetings.</b></p>	<p><b>LM</b></p>
<p><b>5.</b></p>	<p><b>Programme for Finance CoP Event – 1 October 2010</b></p> <p>The group discussed the draft programme previously circulated and agreed that the HR slot on NLP should be the final session of the day. Pete reported that he has spoken to the CIPFA FE/HE Panel regarding a session at the event and they had indicated that the October event may not be possible but a future event would. It was agreed to ask either Tony Jakimciw or Christina Potter to attend the event and provide an update on funding methodology. The Chair will confirm Barclays' future input which will possibly be scheduled for the December event. It was further agreed to contact Martin Smith at the SFC to see if he would be willing to give an update on student funding and bursaries.</p> <p>The group also agreed potential input for the December event as:</p> <ul style="list-style-type: none"> <li>– CSR (comprehensive spending review)</li> </ul>	

	<ul style="list-style-type: none"> <li>- Scott Moncrieff – VAT update</li> <li>- Barclays – the economy and environment</li> <li>- APUC</li> <li>- SFC; Martin Fairbairn update</li> </ul>	
	<p><b>Action: Contact Martin Smith, SFC, regarding input to October event</b></p> <p><b>Action: Contact CIPFA FE/HE Panel to clarify attendance at future network event</b></p> <p><b>Action: Contact Tony Jakimciw or Christina Potter re input on funding methodology for October event</b></p>	<p><b>LM</b></p> <p><b>PS</b></p> <p><b>JG/GW</b></p>
<b>6.</b>	<p><b>Conference Sub-Group</b></p> <p>It was agreed to discuss forming a conference sub group at the next steering group meeting when more members should be present.</p>	
<b>7.</b>	<p><b>Publications Received and Daily Press Scan</b></p> <p>It was noted that the Press Scan link is not working.</p> <p><b>Action: Check link with Scotland’s Colleges webmaster</b></p>	<b>LM</b>
<b>8.</b>	<p><b>AOB</b></p> <p>The Chair reported that he will be stepping down from the steering group on 1 October. Nominations for Chair of the Steering Group will be sought from the CoP ahead of 26<sup>th</sup> August.</p> <p><b>Action: Nominations to be sought for Chair of Steering Group by 26 August</b></p> <p>It was agreed to discuss the spend of the technical support and briefing papers budget through Enhanced Support at the next meeting.</p> <p><b>Action: Add technical support and briefing papers budget to next agenda</b></p> <p>Members noted that the net cost to the CoP of the Annual Conference was £1,600 with sponsorship monies covering the balance. The Chair reported that £12K remained in the Finance CoP account with a further £1K expected from Barclays. The group agreed to continue with their policy of not charging for events/minimising delegate fees.</p>	<p><b>JG</b></p> <p><b>LM</b></p>
<b>9.</b>	<p><b>Date of Next Meeting</b></p> <p>The next meeting will take place at 10.30am on Friday, 3 September 2010 at Scotland’s Colleges, Argyll Court, Castle Business Park, Stirling. The SFC will attend this meeting.</p>	

	<p><i>Future Meetings:</i></p> <ul style="list-style-type: none"><li>• Friday, 3 September 2010 – SFC</li><li>• <b>Friday, 1 October 2010 – CoP Event</b></li><li>• Friday, 5 November 2010</li><li>• Friday, 3 December 2010</li><li>• <b>Friday, 10 December – CoP Event</b></li><li>• Friday, 7 January 2011</li><li>• Friday, 4 February 2011</li><li>• Friday, 4 March 2011</li><li>• <b>Friday, 11 March 2011 – CoP Event</b></li><li>• Friday, 8 April 2011</li><li>• Friday, 6 May 2011</li><li>• <b>Thursday/Friday, 19/20 May 2011 – Annual Conference</b></li><li>• Friday, 3 June 2011</li><li>• Friday, 1 July 2011</li></ul>	
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