

Scotland's Colleges Finance CoP Steering Group Meeting

Friday, 2 September 2011 at Argyll Court, Castle Business Park, Stirling

Present: Jim Kirkwood, Banff & Buchan College
 Lesley McEwan, *Scotland's Colleges* (minutes)
 Pete Smith, Borders College
 Gayle Shotton, Scotland's Colleges
 Marlene Anderson, Angus College

Apologies Iain Clark, Motherwell College
 Garry Westwater, Dundee College
 Tracy Elliot, Langside College
 Lesley Aird, James Watt College
 Stuart Thompson, City of Glasgow College

		Action
1.	<p>Welcome and Apologies</p> <p>In absence of the Garry Westwater, Pete Smith agreed to Chair the meeting. Apologies for absence were noted as above.</p> <p>It was noted that Garry Westwater has resigned from the group. Members recorded their thanks to Garry for his work during his tenure as Chair of the group.</p> <p>It was agreed that a call for a new member and a Chair would be sent to the network. Pete agreed to draft this notice and act as Chair in the interim.</p> <p>Action: Notice to be sent to network requesting a new member and new Chair</p>	PS
3.	<p>Minutes of Previous Meetings and Matters Arising</p> <ul style="list-style-type: none"> • 3 June 2011 The minutes of the meeting of 3 June 2011 were accepted as a true record of the meeting. • Matters Arising It was noted that all matters arising are included in the rolling action points or on the agenda. • Rolling Action Points The Group noted the rolling action points paper and agreed the following: <ul style="list-style-type: none"> • The Chair of the MIS CoP will be invited to the November steering group meeting • Pete will contact Stuart regarding proposals for a treasury management briefing paper and regarding HMRC part exemption method • Pete will speak to Jim Godfrey regarding feedback from the funding methodology group • Contact Barclays to clarify sponsorship for 2011-12 events. It was agreed if the sponsorship money is received this will be kept by <i>Scotland's Colleges</i> until a new Chair has been sought 	

	<ul style="list-style-type: none"> • The next briefing paper on FREDS 44 and 45 will be ready for distribution at the end of September in time for the forthcoming event • Wendy Livingstone has agreed to attend the December event to update the network regarding the Green Paper work • The policy and procedures updates are being carried out by Jim Godfrey and will be complete by the end of September • The items regarding ONS reclassification will be removed from the rolling action points list <p>Action: Invite Chair of MIS CoP to November meeting</p> <p>Action: Contact Jim Godfrey regarding feedback from funding methodology group</p> <p>Action: Speak to Stuart regarding treasury management briefing paper and HMRC part exemption</p> <p>Action: Contact Barclays to clarify sponsorship for 2011-12 events</p> <p>Action: FREDS 44 & 45 briefing paper to be complete by end of September</p>	<p>LMcE PS PS LMcE GS</p>
<p>4.</p>	<p>Feedback from Other Groups</p> <p><i>CIPFA Panel (Pete Smith)</i> The next meeting of the CIPFA panel will take place at the end of September.</p> <p><i>Procurement Strategy Group (Marlene Anderson)</i> Marlene reported on the last Procurement Strategy Group meeting as follows:</p> <ul style="list-style-type: none"> • The merger of colleges is having a significant impact on reconfiguration of the PeCOS system • Electricity and gas costs are going up significantly. The contract was under procured despite the sector having reduced consumption • The group are pushing for PeCOS to have budgetary controls • A new account manager has been identified for the Glasgow area • Some colleges will have a second PCA target to enable them to get 60% of FE/HE into the improved band by 2011 and 100% by March 2012 • Sharing of PCA scores has been requested. Members present did not see any issues with this • APUC have been asked by some colleges to outsource procurement resource which they have agreed to do • There is potentially a VAT issue with shared services and it is hoped that the current work being done on VAT exemption on shared services will benefit the sector • APUC have developed a checklist for including the bribery act in current policies which will be circulated. Pete indicated he had received a bribery act checklist at a recent event which he will circulate • The Scottish Government are pushing for colleges to forecast benefits and then report the forecast benefits against realised benefits. APUC are advising them against this • The manual is being updated to include 'the procurement journey' • APUC are pushing for BPI records and the efficient Government return to be one document <p>Action: Circulate bribery act checklist</p>	<p>PS/LMcE</p>

	<p><i>Enhanced CoP/Action Learning Sets (Tracy Elliott)</i> Tracy sent an update by e-mail to the group prior to the meeting and it was noted that:</p> <ul style="list-style-type: none"> • The change management proposal has been submitted to the Future Leaders and Leading and Learning groups. A response is awaited • Clarification is being sought regarding licensing of the VLE format of the finance induction materials • No further details have been made available regarding the Enhanced CoP funding cut from <i>Scotland's Colleges</i> <p><i>Policies and Practices Group (Iain Clark)</i> No update was available for the meeting.</p>	
<p>5.</p>	<p>Communications</p> <ul style="list-style-type: none"> • Hot Topics <p>The group agreed that future hot topics will include:</p> <ul style="list-style-type: none"> • Spending review • A strategic document is being published mid September regarding a training plan for Scotland which will inform Government funding • Review of governance • Pre-legislative paper (the Green Paper) • Funding review 	
<p>5.</p>	<p>Finance CoP Event – 30 September 2011</p> <p>Following discussion some of the timings on the programme were changed. It was noted that clarification from SFC regarding who would be providing the update was required. Once this has been received the programme will be circulated to network members.</p> <p>Action: Circulate programme for event</p>	<p>LMcE</p>
<p>6.</p>	<p>Conference Attendance</p> <p>The group discussed a paper detailing attendance at the conference in May. It was agreed to contact the colleges who did not attend to try and encourage attendance at future events and conferences. Lesley agreed to circulate the contact details from the relevant colleges.</p> <p>Action: Contact colleges who did not attend conference</p>	<p>ALL</p>

<p>7.</p>	<p>Funding for Future Events</p> <p>The Chair noted that funding for future events was going to be tight following the reduction to £5,000 of central funding for each CoP. The group agreed that they would like to keep delegates charges for the three events and the conference free or very reasonable. The Group agreed that sponsorship was important and agreed to seek more sponsorship for the for 2012 conference. Following discussion regarding administration costs, members agreed that a lot of support for the CoP events and conferences was carried out by <i>Scotland's Colleges</i> which was appreciated. Gayle agreed to investigate charging a set or flat fee for support costs.</p> <p>Action: Seek more sponsorship for 2012 conference Action: Investigate charging a set or flat fee for support costs</p>	<p>ALL GS</p>
<p>8.</p>	<p>Publications and Daily Press Scan</p> <p>This item was noted for information.</p>	
<p>9.</p>	<p>AOCB</p> <p>To ease the support burden for future events and conferences it was agreed to look back at programmes for the last eighteen months and map out what topics, workshops etc. have taken place. The mapping will identify what sessions have been included at a specific time – ie banking issues, insurance issues, legal issues and regular updates like SFC and APUC and will aid the planning of future events and the conference. This will be discussed at the next meeting.</p> <p>Action: Look back last eighteen months of event and conference programmes to identify input</p>	<p>LMcE</p>
<p>11.</p>	<p>Date of Next Meeting</p> <p>There will be a short Steering Group meeting at 0900 on Friday, 30 September prior to the event.</p>	
	<p><i>Dates of Meeting for Next Session:</i></p> <ul style="list-style-type: none"> • Friday, 30 September 2011 – Event (SG will take place prior to the Event) • Friday, 4 November 2011 • Friday, 2 December 2011 – Event (SG will take place prior to the Event) • Friday, 6 January 2012 • Friday, 3 February 2012 • Friday, 2 March 2012 – Event (SG will take place prior to the Event) • Friday, 13 April 2012 • Friday, 4 May 2012 • Thursday/Friday, 17/18 May 2012 – Annual Conference • Friday, 1 June 2012 • Friday, 6 July 2012 	