



**MINUTES of the MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE held via Microsoft Teams on Thursday 13 June 2024.**

- PRESENT:** Donald MacKenzie, Chris O’Neil, Pauline Tuthill, Rojan Kumar Subramani, Jane Davidson & Russell Edwards
- APOLOGIES:** Stephen Sheridan & Vice Principal – Curriculum, Operations and External Relations
- CHAIR:** Donald MacKenzie
- ATTENDING:** Director of Finance and Estates  
Operations and Commercial Manager  
Estates & Campus Services Manager  
Information Systems Manager  
Governance Officer

The Chair welcomed everyone to the meeting and introductions were made.

The Governance Officer confirmed that this meeting was quorate.

There were no declarations of interests, statements of connections or transparency statements noted.

**1. MINUTES FOR APPROVAL**

**a. Minutes of the Meeting of the Finance and General Purposes Committee held on 07 March 2024**

**Decision:** The Minutes of the Meeting of the Finance and General Purposes Committee held on 07 March 2024 were **AGREED** as a correct record and were **APPROVED**.

**b. Confidential Note of Meeting CN-01-032024 of the Finance and General Purposes Committee held on 07 March 2024**

**Decision:** The Confidential Note (CN-01-032024) of the Finance and General Purposes Committee held on 07 March 2024 was **AGREED** as a correct record and was **APPROVED**.

**c. Confidential Note of Meeting CN-02-032024 of the Finance and General Purposes Committee held on 07 March 2024**

**Decision:** The Confidential Note (CN-02-032024) of the Finance and General Purposes Committee held on 07 March 2024 was **AGREED** as a correct record and was **APPROVED**.

**d. Confidential Note of Meeting CN-03-032024 of the Finance and General Purposes Committee held on 07 March 2024**

**Decision:** The Confidential Note (CN-03-032024) of the Finance and General Purposes Committee held on 07 March 2024 was **AGREED** as a correct record and was **APPROVED**.

**2. OUTSTANDING ACTIONS**

- **Review of Sub-Strategies – COMPLETE** - A link to the sub strategy monitoring document is to be provided to Board Members.

**Update:** Action complete May 2024.

**Decision:** It has been **AGREED** that this item can be removed from the list.

- **UHI Research funding - ONGOING** - Regional funded research and its redistribution to be looked at across UHI.

**3. CLEANING SERVICES AWARD RECOMMENDATION REPORT  
(CONFIDENTIAL)**

The Committee were provided with a CONFIDENTIAL update in respect of Cleaning Services Award Recommendation report (CN-01-062024).

#### **4. REVENUE BUDGET FOR AY 24-25**

Director of Finance and Estates spoke to his report to provide an update to the Committee on the revenue income and expenditure budget for the year to 31 July 2025 and to ask that it recommends that the College Board approves it.

The annual revenue income and expenditure budget is prepared each year, which is presented to the committee and then, if recommended for approval, is presented to the Board for approval by the 31 July of each year and prior to the commencement of the new financial year. The budget operating deficit for 2024/25 is £753,499, compared with a budget deficit of £418,274 in 2023/24. Given the above forecast budget deficit for 2024/25, plans are being put in place to draft a revised financial strategy for the college. The key element within the strategy will be a plan to move the college from its current forecast budget deficit to a financially sustainable position of at least break-even, from a cashflow point of view.

*Operations and Commercial Manager joined the meeting.*

The Committee discussed the financial data provided, welcomed the confirmation of increased Modern and Graduate Apprenticeship provision and a further discussion around the targets not achieved took place.

*Russell Edwards joined the meeting.*

The Chair thanked the Director of Finance and Estates for his detailed report.

The Revenue Budget For AY 24-25 report will be presented to the Board of Management on Tuesday 25th June 2024 for final approval.

**Decision:** The Committee **APPROVED** the Revenue Budget For AY 24-25.

## 5. CAPITAL BUDGET FOR AY 24-25

Director of Finance and Estates spoke to his report to provide an update to the Committee on the capital funding budget for 2024/25 for both FE and HE capital grants and to ask that it recommends that the College Board approves it.

There is an annual capital budget prepared each year and this is then presented for approval by the Board by 31 July of each year and prior to the commencement of the new financial year. The capital budget parameters are slightly different from the revenue budget. The revenue budget has a year-end of 31 July, whereas the capital budget has a year-end of 31 March and therefore must commit to spend the full grant by 31 March and pay invoices by 31 July each year.

Following allocation has been presented:

- FE Lifecycle Maintenance
- FE Backlog Maintenance
- HE Capital
- SFC BIS (Research monies)

The Chair thanked the Director of Finance and Estates for his detailed report.

The Capital Budget For AY 24-25 report will be presented to the Board of Management on Tuesday 25th June 2024 for final approval.

**Decision:** The Committee **APPROVED** the Capital Budget For AY 24-25.

## 6. CAPITAL BUDGET MONITORING

Director of Finance and Estates presented the Capital Budget Monitoring report for 2023/24 to Committee for noting and to highlight the key sections of the report.

The Chair thanked the Director of Finance and Estates for his detailed report.

**Decision:** The Committee **APPROVED** the Capital Budget Monitoring Report 2023/24.

## 7. REVENUE BUDGET MONITORING

Director of Finance and Estates spoke to his report in which he presented the revenue budget monitoring for the 9 months to 30 April 2024 and projected outturn for the year ended 31 July 2024.

This report provided an update to the Committee on the forecast position of the college at the 9-month stage to April 2024, for the year to 31 July 2024. Overall, the management accounts position is currently forecasting a draft operational deficit of £0.739 million, (assuming pay inflation at 5% for 2022/23 and 3% for 2023/24), compared to the March 2024 forecast deficit of £0.812m and the original budget deficit of £418,000. The previous FGPC revenue monitoring report forecast a deficit of £1.044 million. The College is forecasting that it will meet the FE Credit target for 2023/24, with the actual number of credits at May 2024 currently being 26,555, compared to the target of 26,657. In terms of the HE UGT fte number for 2023/24, the current actual at May 2024 is 1,248 fte, compared to the target of 1,411 fte.

The Committee discussed the financial data provided in terms of income and expenditure, welcomed the confirmation of increased commercial income and a further discussion around the targets not achieved took place.

The Chair thanked the Director of Finance and Estates for his detailed report.

**Decision:** The Committee **APPROVED** the Revenue Budget Monitoring report.

## 8. ESTATE CAMPUS REPORT

Estates & Campus Services Manager spoke to his report to provide the Committee with updates on college carbon management plan, waste

management and capital projects, together with reporting on aspects of soft FM and hard FM performance.

The Estates are supporting a number of estate and academic development projects, sector development plan, sustainable construction centre, green skills and equipment installations. The UHI Inverness Carbon Management plan has been developed by the Estates team and GTFM, college FM contractor. The group has been undertaking low to no cost options to reduce gas and electricity consumption. To date an 8-point action plan to reduce the energy consumption had been developed.

*Jane Davidson joined the meeting.*

The Chair thanked the Estates & Campus Services Manager for his detailed report.

**Decision:** The Committee **APPROVED** the Estate Campus report.

*Estates & Campus Services Manager left the meeting.*

## 9. KPI MATRIX

Operations and Commercial Manager spoke to his report to provide the Committee with updates on the performance measures year to date as at period 9 April 24.

Measures are updated as at the end of the month therefore at the time of preparation (30th May) period 10 has not completed.

Thirty-six measures are in scope year to date. Twenty-four measures are satisfactory (Green), eleven unsatisfactory (Red), one marginal (Amber), while two measures (GA and Senior Phase enrolments) are being benchmarked this year and have no target.

The Committee welcomed the KPI's and discussed the systems in place to ensure that these are maintained.

The Chair thanked Operations and Commercial Manager for his detailed report.

**Decision:** The Committee **APPROVED** the KPI Matrix report.

## 10. STUDENT RECRUITMENT

*The Information Systems Manager joined the meeting.*

The Information Systems Manager spoke to her report which provided the Committee with an update on student activity for 2023/24, advise of the targets set, and the status of current recruitment for 2024/25.

The report provides a summary of the student enrolments and withdrawals for 2023/24, and the status of current recruitment for 2024/25. The 2023/24 FE Credits target for UHI Inverness is 26,657, we have currently achieved 99.6% of the original target and 100% of the rebased target. The UHI Academic Partnership target for HE fundable undergraduate students for 2023/24 is 1,412, we have achieved 88% of target. Recruitment for 2024/25 is ongoing for FE and HE students. At the time of writing both FE and HE acceptances are greater than previous years.

The Committee thanked the Information Systems Manager for this update.

**Decision:** The Committee **APPROVED** the Student Recruitment report.

*The Information Systems Manager left the meeting.*

## 11. OPERATIONS AND EXTERNAL RELATIONS REPORT

Operations and Commercial Manager presented the report in which an extract of the KPI framework relating to Business Solutions performance to date had been provided, showing that all measures are at or ahead of profile.

The report provided an update on Modern and Graduate Apprenticeships programmes, Business Solutions' income rates and commercial services offered.

The Committee thanked Operations and Commercial Manager for presenting the report.

**Decision:** The Committee **APPROVED** the Operations And External Relations report.

**12. COMMITTEE EVALUATION**

The Governance Officer provided a short update in regard to Committee and Chair Evaluation Exercises which be made available to them via JISC Survey from beginning of July 2024. The survey will stay open till 31 August 2024 and a short report will be presented to the Board in October 2024.

**13. AOCB**

**14. DATE OF NEXT MEETING – Thursday 12 September 2024 at 9am.**

**Signed by the Chair:**



**Date:** 12-09-2024