

MINUTES

Meeting: Finance, Commercial and Estates Committee**Date:** Thursday 17 November 2022 at 4.00pm**Location:** Microsoft Teams**Present:** Susan Mitchell (Chair), Drew Connelly, Hugh Hall, Gordon Mole, Phillip Thompson**Apologies:** Emma Wallace**In Attendance:** Gail Dunn, Susan Dunsmuir, Kris Getchell, Iain Hawker, John Lewthwaite, Marianne Philp**1 Welcome**

The Chair welcomed those present to the meeting.

2 Minutes of the Previous Meeting: 22 September 2022

The minutes of the previous meetings were approved as an accurate record.

3 Matters Arising / Actions Outstanding

The contents of the paper that had been circulated were noted.

The change to the deadline for action 2 was agreed. It was noted that information published in annual accounts would be limited. Further information would be requested from Colleges but it was unlikely that significant detail would be released to us. An update would be provided to the Committee on 6 June 2023 with any comparative information that is available.

4 Strategic Update: Estates

The contents of the report that had been circulated were noted. The strategic highlights noted on page 12 of the Boardpack were outlined and noted. An update on the new campus funding approval would be provided as soon as this was received. Each of the projects were discussed in turn.

4.1 New Build Project Board Minutes

Links to the minutes of meeting held since the Committee last met were included on the agenda.

5 Strategic Update: Digital Services

The contents of the paper that had been circulated were outlined and noted. The strategic highlights noted on page 7 of the Boardpack were outlined and noted. The projects were all highlighted as green; the Committee noted this positive progress. The Committee sought

confirmation that future reports would extend beyond infrastructure project updates into a performance narrative on key strategic digital services issues. As the Digital Strategy evolves, reporting would correspondingly adapt to reflect the College's strategic intentions.

It was confirmed that the JANET connectivity upgrade would increase capacity and would impact positively on campus and remotely. There would be minimal cost involved in moving this to the new campus in due course.

6 Strategic Update: Finance including 2022-23 F1 Forecast

The contents of the paper that had been circulated were noted. It was highlighted that the year-to-date position was £29k ahead of the budget position. Main variances (as detailed on page 16 of the Boardpack) were briefly outlined.

The 2022-23 F1 forecast (page 24 of the Boardpack) was outlined. It was noted that an operational deficit of £220k was forecast and that options were being investigated relating to energy savings and that workforce planning was also underway.

Decision: To recommend approval to the Board of Governors of the F1 forecast.

Responsibility: Deputy Principal

Deadline: 8 December 2022

7 Strategic Update: Commercial Activity

The contents of the paper that had been circulated were noted. The summary on page 26 of the Boardpack was outlined. Members commented that it was good to see new activities being explored, and also commented that the breakfast meeting with the Business Development Team had also been a useful exercise.

8 Update on Procurement Strategy

The contents of the paper that had been circulated were noted. There was one project requiring approval, as detailed on page 32 of the Boardpack. Attention was also drawn to paragraph 4 of the report relating to an action outstanding from the last meeting. The Procurement Annual Report was presented for the Committee's approval.

Decisions:

- To approve the project as detailed on page 32 of the Boardpack.
- To approve the Procurement Strategy.

Responsibility: Deputy Principal/Director: Finance **Deadline:** 30 November 2022

9 Digital Strategy

The contents of the paper that had been circulated were noted. It was highlighted that the draft Digital Strategy intended to shift the focus from Digital Services leading on developing the infrastructure for the College to having a strategy owned by and driven by the wider College with Digital Services being just one of several departments which supports the College to embark on its journey of digital transformation.

It was confirmed that work was underway to develop an implementation plan that would enable the College to realise the aims and ambitions in the Strategy 2028 document and these would be shared along with metrics and KPIs which will be used to monitor performance and measure success of Digital Strategy 2028.

Committee members confirmed that the draft Digital Strategy was positive and constructive and they were supportive of the direction of travel suggested. It was suggested that some further detail was required prior to the Strategy being approved, including:

- How much can we use Tay cities to upskill our own people?
- How does it align to Teaching and Learning?
- What sort of systems and implementations are being considered and what will that mean?
- What levels of resourcing will be required to deliver?
- How do we bring together people, skills and data intelligence?

Decision: To work up the detail requested by the Committee and circulate the draft Digital Strategy to Committee members for consideration and approval once available.

Responsibility: Chief Information Officer

Deadline: 8 March 2023

10 Proposed Academic Fees 2023-24

The contents of the paper that had been circulated were noted. There was a brief discussion about the number of international students enrolled and benefits of working with partners to ensure the infrastructure required by overseas students was in place.

Decision: To approve the academic fees for 2023-24.

Responsibility: Director: Finance

Deadline: 8 March 2023

11 Review of Meeting

Decision: The Committee requested that all strategic update reports be more explicit in calling out changes from the prior reporting period in terms of programme delivery timelines, outcomes of costs and that all areas of strategic importance within each portfolio should be included.

Responsibility: J Lewthwaite, K Getchell, G Dunn, I Hawker **Deadline:** 8 March 2023

12 Date of Next Meeting

Wednesday 8 March 2023 at 9.30am