

Minute

College Management Council Sub-committee

Monday, 4 November 2019, 13:30.

Lecture Theatre, Orkney College, Kirkwall.



Present

Councillors Stephen G Clackson, W Leslie Manson and J Harvey Johnston.

Community Representatives:

Beverly Clubley, Peter Slater and Malcolm Graves.

Business Representatives:

Roy Brown and Steven Sinclair.

Student Representative:

Paul Jack.

Clerk

- Sandra Craigie, Committees Officer.

In Attendance

- James Wylie, Executive Director of Education, Leisure and Housing.
- Paul Kemp, Strategic Finance Manager.
- Peter Trodden, Solicitor.
- Alison Skea, Learning and Development Manager.

Orkney College

- Edward Abbott-Halpin, Principal.
- Iain Wilkie, Staff Representative (for Items 1 to 4).

Observing

- Kaila Shepherd, Student Representative (for Items 1 to 4).
- Donna Wishart, Principal's PA and College Management Team Secretary (for Items 1 to 4).

Apologies

- Councillor Alexander G Cowie.
- Councillor Gwenda M Shearer.
- Mark Jones, Business Representative.
- Rebecca May, Business Representative.

Declaration of Interests

- No declarations of interest were intimated.

Chair

- Beverly Clubley.

1. Disclosure of Exempt Information

The Sub-committee noted the proposal that the public be excluded from the meeting for consideration of Item 5, as the business to be discussed involved the potential disclosure of exempt information of the class described in the relevant paragraph of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

2. Revenue Expenditure Monitoring

After consideration of a joint report by the Executive Director of Education, Leisure and Housing and the Head of Finance, copies of which had been circulated, and after hearing a report from the Principal, Orkney College, the Sub-committee:

Noted:

2.1. The revenue financial detail in respect of Orkney College for the period 1 April to 30 September 2019, attached as Annex 1 to the joint report by the Executive Director of Education, Leisure and Housing and the Head of Finance, indicating a net overspend of £163,300.

2.2. The explanations given and actions proposed in respect of significant budget variances, as outlined in the Budget Action Plan, attached as Annex 2 to the joint report by the Executive Director of Education, Leisure and Housing and the Head of Finance.

3. Financial Forecast Return

After consideration of a report by the Executive Director of Education, Leisure and Housing, together with an Equality Impact Assessment, copies of which had been circulated, and after hearing a report from the Principal, Orkney College, the Sub-committee:

Noted:

3.1. That the Financial Forecast Return was an annual reporting requirement of the Scottish Funding Council, as part of its financial health monitoring framework for colleges.

The Sub-committee resolved to **recommend to the Council:**

3.2. That the Financial Forecast Return and Commentary, attached as Appendices 1 and 2 respectively to this Minute, be approved.

4. Highlands and Islands Students Association – Update

After consideration of a report by the Executive Director of Education, Leisure and Housing, copies of which had been circulated, and after hearing a report from the Orkney Depute President of the Highlands and Islands Students' Association, and the Principal, Orkney College, the Sub-committee:

Noted the paper prepared by the Orkney Depute President of the Highlands and Islands Students' Association, attached as Appendix 1 to the report by the Executive Director of Education, Leisure and Housing, outlining the following activities:

- Freshers Fayre – 11-13 September 2019.
- Therapets.
- People's Vote March.
- Halloween 2019.

5. Orkney College UHI – Archaeology Institute

On the motion of Beverly Clubley, seconded by Councillor Stephen G Clackson, the Sub-committee resolved that the public be excluded from the meeting for this item on the grounds that it involved the disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

After consideration of a report by the Executive Director of Education, Leisure and Housing, copies of which had been circulated, and after hearing a report from the Principal, Orkney College, the Sub-committee:

Noted:

5.1. The overview of the development, current operation of and future financial and operational direction of the Archaeology Institute, as detailed in sections 4 to 9 of the report by the Executive Director of Education, Leisure and Housing.

5.2. That a programme to address current financial issues and future operational direction was being developed, in order to place the Archaeology Institute on a sustainable and planned direction for the future.

6. Conclusion of Meeting

At 14:25 the Chair declared the meeting concluded.

Signed: B Clubley.