

Minute

College Management Council Sub-committee

Monday, 21 January 2019, 13:30.

Lecture Theatre, Orkney College, Kirkwall.



Present

Councillors John A R Scott, Stephen G Clackson, Alexander G Cowie, Robin W Crichton and J Harvey Johnston.

Community Representatives:

Beverly Clubley and Peter Slater.

Business Representatives:

Mark Jones and Steven Sinclair.

Clerk

- Hazel Flett, Senior Committees Officer.

In Attendance

- Wilfred Weir, Executive Director of Education, Leisure and Housing.
- James Wylie, Head of Education (Curriculum and Community Learning).
- Paul Kemp, Strategic Finance Manager.
- Peter Trodden, Solicitor.
- Craig Walker, Senior HR Adviser.

Orkney College

- Edward Abbott-Halpin, Principal.
- Christine Scott, Business Manager (for Items 1 and 2).
- Ellen Grieve, Student Representative.
- Kaila Shepherd, Student Representative.
- Iain Wilkie, Support Staff Representative.
- John Bowditch, College Inspector.

Observing

- Rebecca May, Business Representative.
- Chloe Rosie, Modern Apprentice, Business and Administration.

Apologies

- Roy Brown, Business Representative.
- Malcolm Graves, Community Representative.

Declaration of Interests

- No declarations of interest were intimated.

Chair

- Councillor John A R Scott.

1. Revenue Expenditure Monitoring

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 Business Manager, Orkney College, the Sub-committee:

Noted:

1.1. The revenue financial detail in respect of Orkney College for the period 1 April to 31 December 2018, attached as Annex 1 to the report by the Executive Director of Education, Leisure and Housing, indicating a net overspend of £125,100.

1.2. 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 report by the Executive Director of Education, Leisure and Housing.

2. Orkney College – Draft Revenue Budget

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 Business Manager, Orkney College, the Sub-committee:

Resolved to **recommend to the Council** that the draft revenue budget for Orkney College for financial year 2019 to 2020, attached as Annex 1 to the report by the Executive Director of Education, Leisure and Housing, be submitted to the Policy and Resources Committee for consideration through the budget setting process.

Councillor J Harvey Johnston left the meeting during discussion of this item.

3. Orkney College UHI Evaluative Report and Enhancement Plan

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

Noted the Orkney College UHI Evaluative Report and Enhancement Plan 2018, attached as Annex 1 to the report by the Executive Director of Education, Leisure and Housing, as endorsed by Education Scotland and the Scottish Funding Council for publication.

4. Orkney College UHI Further Education Credits Audit

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:

4.1. That each academic year an internal audit was undertaken of the College's Further Education Statistical return to the Scottish Funding Council.

4.2. That, in September 2018, Internal Audit undertook a review of the further educational statistical report and supporting systems at Orkney College in relation to academic year 2017 to 2018.

4.3. The findings contained in the internal audit report, attached as Appendix 1 to the report by the Executive Director of Education, Leisure and Housing, relating to the review referred to at paragraph 4.2 above, which were presented to the Monitoring and Audit Committee on 15 November 2018.

5. Conclusion of Meeting

At 14:30 the Chair declared the meeting concluded.

Signed: John A R Scott.