

## **Minute**

### **College Management Council Sub-committee**

Monday, 26 August 2019, 13:30.

Lecture Theatre, Orkney College, Kirkwall.



### **Present**

Councillors Stephen G Clackson, Alexander G Cowie, W Leslie Manson and Gwenda M Shearer.

### **Community Representatives:**

Beverly Clubley and Malcolm Graves.

### **Business Representatives:**

Roy Brown, Mark Jones, Rebecca May and Steven Sinclair.

### **Clerk**

- Sandra Craigie, Committees Officer.

### **In Attendance**

- James Wylie, Head of Education (Curriculum and Community Learning).
- Peter Trodden, Solicitor.
- Craig Walker, Senior HR Adviser.
- Hazel Flett, Senior Committees Officer.

### **Orkney College**

- Edward Abbott-Halpin, Principal.
- Christine Scott, Business Manager.
- Andie John Seatter, Staff Representative.

### **Observing**

- Kaila Shepherd, Student Representative.

### **Apologies**

- Councillor J Harvey Johnston.
- Peter Slater, Community Representative.

## **Declaration of Interests**

- No declarations of interest were intimated.

## **Chair**

- Hazel Flett, Senior Committees Officer (for Item 1).
- Beverly Clubley (for Items 2 to 6).

## **1. Appointment of Chair**

The Senior Committees Officer called for nominations for Chair, and after a secret ballot, the result of which was as follows:

- Beverly Clubley – 7 votes.
- Councillor Alexander G Cowie – 3 votes.

The Sub-committee resolved, in terms of delegated powers, that Beverly Clubley be appointed Chair of the College Management Council Sub-committee.

Beverly Clubley took the Chair.

## **2. Appointment of Vice Chair**

The Sub-committee noted:

**2.1.** That, in terms of the constitution, in the event that the Chair was chosen from among the non-elected members, the Chair or Vice Chair of the Education, Leisure and Housing Committee will hold the position of Vice Chair of the Sub-committee.

The Sub-committee resolved, in terms of delegated powers:

**2.2.** That Councillor Alexander G Cowie, in his capacity as Vice Chair of the Education, Leisure and Housing Committee, be appointed Vice Chair of the College Management Council Sub-committee.

## **3. Revenue Expenditure Outturn**

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 Business Manager and the Principal, Orkney College, the Sub-committee:

Noted:

**3.1.** The revenue expenditure outturn statement in respect of Orkney College for financial year 2018 to 2019, attached as Annex 1 to the report by the Executive Director of Education, Leisure and Housing, indicating a net overspend of £103,200.

**3.2.** 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.

#### **4. 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 reports from the Business Manager and the Principal, Orkney College, the Sub-committee:

Noted:

**4.1.** The revenue financial detail in respect of Orkney College for the period 1 April to 30 June 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 £140,600.

**4.2.** 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.

#### **5. Adjournment**

The meeting was adjourned at 14:10 as a result of a fire alarm sounding and the building being evacuated. The meeting resumed at 14:35.

#### **6. Conclusion of Meeting**

At 14:36 the Chair declared the meeting concluded.

Signed: B Clubley.