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**Items for Information**

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**Next meeting:** Tuesday 27 May 2019 at 4pm, Abercorn 1, Paisley Campus

Gwen McArthur  
Secretary to the Committee

## **FINANCE AND GENERAL PURPOSES COMMITTEE**

**MINUTES:** 20 November 2018

**Present:** Jim Hannigan (in the Chair), John Leburn, Angela Wilson.

**Attending:** David Alexander (Vice Principal Operations), Alan Ritchie (Director of Finance and Estates), David Black (Director of IT), Vivienne Mulholland (Head of Finance and Student Funding), Gwen McArthur (Secretary to the Committee).

**Apologies:** Liz Connolly, Keith McKellar.

### **FPM223 DECLARATION OF INTERESTS**

David Alexander declared an interest as a Trustee of West College Scotland Foundation, a member of the Council of the Scottish Funding Council (SFC) and Chair of the SFC Audit and Compliance Committee.

### **FPM224 MINUTES**

The minutes of the meeting held on 25 September 2018 were approved.

### **FPM225 ACTIONS**

The Committee noted a report on actions taken since the last meeting.

### **FPM226 VICE PRINCIPAL UPDATE (FPM205)**

The Vice Principal Operations provided the Committee with an update on a range of matters relating to the financial position of the College and IT developments. This included an update on the following:

- .1 Engagement with the SFC** – the Committee noted that discussions with the SFC were continuing in relation to the College business transformation plan, 'Future Proofing our College'. The Principal and Director of Finance and Estates had attended a meeting with officers of the SFC the previous week to discuss this plan in more detail. The SFC had welcomed the plan and particularly that it was owned by the Board and the Executive. A number of matters had been raised and further information was being sought from the College. In particular the SFC wished to have more information on the key priorities and projects within the plan, as well as the timescales and milestones.

One matter the SFC had raised was the distance learning provision that the College offered. The SFC would be establishing a Working Group, comprising members from the SFC and the College, to look at this matter and particularly at the third party provision of distance learning. The SFC wished to examine the cost base and outcomes for this activity and had asked for information

from the College to be provided by the end of December. The SFC would also be looking at who this activity was being delivered to, as currently a significant portion of this activity was delivered to, and how much of it was delivered to students living within the West Region. The SFC wished to be assured that the College was meeting the demands within its own Region. The Committee noted that the cost base for the distance learning provision was based on the current funding model as set by the SFC. The Committee was also concerned that the SFC was concentrating on one small area of activity when there were a number of areas and challenges that the College needed to address. The Committee would be kept informed of developments in the discussions with SFC.

**[Action: LC; DA]**

- .2 National Bargaining** – it was noted that the EIS had rejected the pay offer made by the Employers Association and had now written formally to the College to lodge a trade dispute indicating that they might move to a statutory ballot of their members if the Employers Association did not re-open negotiations. It was now for the Employers Association to decide how it would respond to this and the Committee would be kept informed of developments.

In relation to Support staff agreement had been reached on the pay award. However, there had been no further information provided on the national job evaluation scheme.

- .3 Information Technology** – the Committee was aware that the College was seeking strategic investment from the SFC for ICT infrastructure.

The Committee noted the Scottish Government publication 'Cyber Resilience – The Economic Opportunity, Key Actions 2018-2021'. This set out two key actions for the College around the economic opportunity in delivering a cyber resilience strategy for Scotland.

### **FPM227 COLLEGE CYBER ACTION PLAN: PROGRESS REPORT (FPM208)**

The Director of IT updated the Committee with progress in relation to implementing the College Cyber Resilience Plan. It was noted that the assessment required for the Cyber Essential Plus accreditation had not been able to take place before the end of October due to the unavailability of the accreditation company, SERIC Systems. The accreditation had taken place over the period 6 – 8 November 2018 and some further actions had been identified that the College would need to undertake before it could achieve the accreditation. A 30 day remediation period was in place and SERIC Systems was working with the College to help address the issues raised. The final outcome of the accreditation process would not be known until 9 December 2018. The Scottish Government would be contacting the Principal to seek a progress report on this matter.

In discussion it was noted that a staff training programme in relation to cyber security would be developed and could potentially start to be rolled out in early 2019. All staff would receive training in this matter.

The Committee welcomed this update and would receive a further report at its next meeting. **[Action: DB]**

**FPM228 PROCUREMENT ANNUAL REPORT AND STRATEGY UPDATE (FPM155)**

The Committee received an update on the implementation of the Procurement Strategy 2016 – 2020 and the Annual Procurement Report which covered the year to 31 July 2018. The Annual Report was a requirement of the Procurement Reform Act and required to be made publicly available. In considering this Annual Report the Committee discussed the following:

- The new Procurement Manager, who had taken up post during 2018, had been focussed on communicating and embedding the procurement process throughout the College.
- A RAG table had been provided showing progress against the strategic objectives 2017-18. It was considered that for future reference this table could be expanded to include 'impact'.
- It was considered that more could be done in terms of hiring contractors who provided community benefits. It was the intention that the College would set out what it was looking for in terms of community benefits so that potential contractors were clear what was required.
- It was noted that the Strategy would be revised next year, in advance of the 2020 date.
- The date of the next PCIP review was not known yet.

The Committee welcomed this Annual Report and was pleased to note the progress made in relation to the Procurement Strategy objectives.

**FPM229 MANAGEMENT ACCOUNTS TO 31 OCTOBER 2018 (BM428, 463; FPM189)**

The Committee received the Management Accounts for the first quarter to 31 October 2018. The Management Accounts presented forecast a financial deficit of £3,010k against an underlying operating surplus of £8k. The Management Accounts showed the progress made to date in achieving the savings target agreed by the Board at its June meeting. It was also noted that the College had received £1m in funding from the SFC to support the operation of a Voluntary Severance (VS) Scheme. Discussions with the SFC were on-going regarding the implementation of the College Transition Plan and the savings to be achieved. One further matter brought to the attention of the Committee was the fact that the College had been advised that there might be a 30% increase in the teaching pension employer contributions with effect from 1 April 2019. This was currently out for consultation but, if agreed, would have a significant impact on the financial position of the College.

The Committee noted this information and **approved** the Management Accounts for the period to 31 October 2018 which would be presented to the Board at its meeting in December for information. **[Action: DA; AR]**

#### **FPM230 FINANCIAL STATEMENTS TO 31 JULY 2018 (FPM206, 207; 157)**

The Committee considered the Annual Report and Financial Statements for the year ended 31 July 2018. A paper setting out the reporting requirements, the main movements in the accounts over the past year, the final year end position and the underlying financial operating position at 31 July 2018 was noted. The Committee noted that, despite facing a significant deficit, the College continued to generate a small operating surplus. The Financial Statements had been audited by the External Auditors who would be issuing an unqualified audit report with no recommendations.

In discussion it was noted that the College financial performance was measured in a number of different ways which might not be clear to those outside the sector who would not be so familiar with the reporting requirements. While there was information provided on the measures used in the body of the report it was suggested that some further explanation on these measures could be included at an earlier stage in the report, e.g. following on from the Introduction by the Principal. Further consideration would be given to this.

The Committee **agreed** that it was satisfied with the information provided and that the Annual Report and Financial Statements 2018 be approved for presentation to the Joint meeting of the Audit Committee and this Committee.

**[Action: DA; AR]**

#### **FPM231 STRATEGIC RISK REGISTER (FPM212)**

The Committee noted the College Strategic Risk Register and, in particular, the movement that had occurred in relation to two matters:

- The publication of the Inverclyde Local Development Plan which would impact on the College's estates plans at Greenock. This matter would be discussed further at the next meeting of the Estates Committee.
- The on-going discussions with SFC regarding the development of a Transition Plan to address the financial challenges facing the College. Consideration would need to be given to whether this should be included as a separate risk on the Strategic Risk Register.

In discussion, it was noted that at the recent meeting of the Corporate Development Committee some concerns had been raised about the potential impact of Brexit on the College. There was mention of the impact this might have on future levels of European funding already contained within the Strategic Risk Register and a paper setting out some of the challenges would

be brought to the next meeting of the Board. The Board would consider if this should be a separate risk on the register.

**FPM232 SCHEDULE OF BUSINESS 2018-19**

The Committee noted its schedule of business for 2018-19.

**FPM233 THANKS**

On behalf of the Committee the Chair thanked the College Team for all their hard work and particularly in relation to the production of the Financial Statements for the year ended 31 July 2018.

**FPM234 NEXT MEETING**

Tuesday 5 March 2019 at 4.00 p.m. at the Paisley Campus.

**RESERVED BUSINESS**

**The following items are deemed to be restricted under the Freedom of Information Act as being commercially sensitive.**

**FPM235 EMPLOYERS ASSOCIATION (FPM221)**

It was noted that the Chairs of four Colleges, including the Chair of West College Scotland, had written to the Chair of the Employers Association to raise their concerns regarding the manner in which an offer had been made to the teaching staff by the Employers Association. A copy of this letter was tabled at the meeting. The Committee was pleased to note that this letter had come from four Colleges, and was not just from one, as well as the robustness of the concerns expressed.

While it was noted that the offer had been rejected by the EIS, nonetheless this was the only offer on the table at present. The Chair of the Employers Association had responded to confirm that he would meet with the Chairs of the four Colleges concerned to discuss this matter further. The Committee would be kept informed of developments. **[Action: KM; LC; DA]**

**FPM236 COLLEGE FINANCE SYSTEM (FPM222)**

The Committee noted a report on the actions taken since the last meeting in relation to the provision of a new finance system for the College. The Director of Finance and Estates and the Head of Finance and Student Support had met with representatives of Technology-One to review progress and to discuss the way ahead. A plan to achieve the implementation of this system had been prepared, but Technology-One had been unable to commit to the timescales involved and there were still a number of issues that Technology-One had to address before their new system could be implemented. The company had indicated that this would involve additional costs. The College staff leading this

project indicated that they had lost confidence in the company's ability to deliver the new system. The company had missed two earlier implementation dates – 1 August 2017, which had then been revised to 1 August 2018. Neither of these deadlines had been achieved and it was queried if any further time or resources should be committed to this company.

In light of this, legal advice had been sought on what action the College could take. It was noted that there were a number of options open to the College. The Committee **agreed** that it supported the College in taking legal advice to determine the best way of terminating the contract with Technology-One. This matter would be reported to the Board at its next meeting. **[Action: DA; AR]**

The Committee noted that the College had held a number of discussions with the current finance system provider, Symmetry, in order to ensure that they would continue to support the current operating platform. It was noted that Symmetry had produced a new BluQube product that might meet all the requirements of the College. A demonstration of this product had been provided to the College and it was considered that this new product might provide a viable alternative for the College. The Committee welcomed this information and would consider this matter further once the position with Technology-One was resolved.

## Finance & General Purposes Committee: Meeting of 20 November 2018

### Actions from the Minutes

<b>Date of Meeting</b>	<b>Min Ref</b>	<b>Matter for Action</b>	<b>Responsible Person</b>	<b>Action Taken</b>	<b>Timescale (where applicable)</b>
20 Nov 2018	FPM226.1 205	Engagement with SFC – Committee to be kept informed of developments in discussions with SFC regarding the College Business Transformation Plan	L Connolly D Alexander		March meeting
	FPM227 208	College Cyber Action Plan – report on progress to be made to next meeting	D Black		March meeting
	FPM229 189	Management Accounts to 31 October 2018 – to be presented to Board at its December meeting for information	D Alexander A Ritchie	Management Accounts presented to December Board meeting	Complete
	FPM230	Financial Statements to 31 July 2018 – Annual Report and Financial Statements 2018 to be presented to Joint meeting of Audit and Finance and GP Committees	D Alexander A Ritchie	Annual Report and Financial Statements 2018 presented to Joint meeting, following which they were presented to Board at its December meeting where they were approved and signed off, then submitted to SFC.	Complete
	FPM235 221	Employers Association – Committee to be kept informed of developments following meeting with Chair of Employers Association	K McKellar L Connolly D Alexander		March meeting
	FPM236 222	College Finance System – the College had sought legal advice on best way of terminating contract with Technology One. A report to be made to Board at its next meeting.	D Alexander A Ritchie	Report made to Board in December who supported move to terminate contract with Technology One	March meeting

		<b>Actions from previous minutes</b>			
25 Sep 2018	FPM204 194	Regional Outcome Agreement (ROA) – links between ROA and College’s Future Plan to be made more explicit within final version of the Plan	L Connolly		Future meeting

GMcA/14.01.19

## **JOINT MEETING OF AUDIT COMMITTEE AND FINANCE AND GENERAL PURPOSES COMMITTEE**

**MINUTES:** 20 November 2018

**Present:** John McMillan (in the Chair)

**Audit:** Andrew Hetherington, Graeme Bold.

**FGP:** Jim Hannigan, John Leburn, Angela Wilson.

**Attending:** David Alexander (Vice Principal Operations), Alan Ritchie (Director of Finance and Estates), Vivienne Mulholland (Head of Finance and Student Funding), Gwen McArthur (Secretary to the Committee).

**Attending by invitation:**

Claire Stevenson, Scott-Moncrieff (External Auditor for items at AFM6 & 7), Lucy Nutley and Joanne Buchanan, Mazars (External Auditor for items at AFM10 & 11).

**Apologies:** Liz Connolly, Stephen Vere, Elizabeth Young.

**AFM1 CLOSED SESSION WITH EXTERNAL AUDITORS**

The Committee members met in closed session with the External Auditors, Claire Stevenson from Scott-Moncrieff, and Lucy Nutley and Joanne Buchanan from Mazars, with no members of the Executive or Senior Management team present.

Ms Nutley confirmed that the audit process for the Financial Statements had gone well. Mazars staff had taken a very proactive approach with the College team and all matters had been discussed early in the process, with no significant issues arising during the audit. All information had been supplied when required and the College staff had co-operated fully with the team from Mazars. The Committee was aware of the financial challenges facing the College and discussed its financial sustainability. It was acknowledged that this was a sensitive matter but the auditors were satisfied that the College was taking all the steps that it could to address this matter. It was also clear in the external audit management report that, in addition to meeting its savings target, the College needed significant investment, particularly in its estate and ICT infrastructure. The report would be provided to the Auditor General for Scotland and it would be for them to decide if they wished to raise any matters at a national level or with the Scottish Government. West College Scotland was not the only college in Scotland facing challenging circumstances.

In discussion the external auditors confirmed that another issue emerging this year was the impact of National Bargaining. While this had been discussed before it was only during the course of this year that the full impact of this was

fully recognised across the sector. In response to a query about the College depreciation policy, it was considered that this was a matter that the Finance Team in the College might wish to review in the coming year.

Ms Stevenson confirmed that the internal audit process for the audit reports that Scott-Moncrieff were responsible for had proceeded smoothly. The College Team had been engaged in the process and had worked well with the team from Scott-Moncrieff. The reports produced were very positive and the auditors had no issues to raise. Indeed the audit team were impressed with the reports and the way the College conducted the process to produce them.

The Committee welcomed this information and was pleased to note that the process functioned so well.

The Senior Management staff joined the meeting.

**AFM2 WELCOME**

The Chair welcomed everyone to the joint meeting of the Audit Committee and the Finance and General Purposes Committee.

**AFM3 DECLARATION OF INTERESTS**

John McMillan and David Alexander declared an interest as Trustees of the West College Scotland Foundation. David Alexander declared an interest as a Council member of the Scottish Funding Council (SFC) and Chair of the SFC Audit and Compliance Committee.

**AFM4 MINUTES**

The minutes of the joint meeting of the Audit Committee and the Finance and General Purposes Committee held on 21 November 2017 were signed (having been previously approved by each of the Committees earlier in the year).

**AFM5 ACTIONS FROM THE MINUTES**

The Committee noted that all actions arising from the previous minutes had been completed.

**AFM6 SFC CREDIT ACTIVITY 2017-18: AUDIT REPORT AND CERTIFICATE**

The Committee received the SFC Credit Activity 2017-18 Audit Report and Certificate. The Committee was pleased to note that the External Auditors had issued an unqualified certificate which had been submitted to the Scottish Funding Council (SFC) on 5 October 2018. The External Auditors had confirmed that *"controls over the collection of data and the preparation of the 2017-18 credit return are adequate and effective. Assurance can be gained from the audit testing carried out and the internal checking performed by College management that the credits count for the College has not been materially misstated"*.

They had no recommendations to make and confirmed that two audit recommendations made in previous years, one from the 2015-16 report and one from the 2016-17 report, had now been fully implemented and could be removed from the College's Rolling Audit Action Plan.

The Committee welcomed this information and was pleased to note that the College had met its SFC credit target for 2017-18. It was **agreed** that the SFC Credit Activity Audit Report 2017-18 be approved and the two outstanding recommendations from earlier years that were fully implemented be removed from the Rolling Audit Action Plan. **[Action: AR]**

#### **AFM7 STUDENT SUPPORT FUNDS 2017-18: AUDIT REPORTS AND CERTIFICATES**

The Committee received a summary report from Scott-Moncrieff on the audits of Student Support Funds along with the audit certificates, including the:

- SAAS Discretionary Fund,
- Educational Maintenance Allowance (EMA) Management Report and audited return for 2017-18,
- Audited SFC aggregated Student Support Return, and
- SAAS Discretionary Fund for the academic year 2017-18.

It was noted that all of the required returns had been made to either the SFC or Students Awards Agency for Scotland (SAAS) on 5 October 2018.

This summary report was provided by Scott-Moncrieff in addition to the audit certificates at the request of the College and was not required by the SFC. The Committee was pleased to note that the Auditors had issued an unqualified audit report for all of the above funds and had confirmed that the College had used these funds in accordance with the guidance issued by the SFC or SAAS. There were no recommendations made in the 2017-18 report, and the Auditors had confirmed that the 1 recommendation from the previous year's report had been fully implemented.

The Committee welcomed this information and **agreed** that the Student Support Funds, including the SAAS Discretionary Fund, and the Educational Maintenance Allowance Audit Report for 2017-18 be approved and the 1 recommendation from the previous year be removed from the College's Rolling Audit Action Plan. **[Action: AR]**

#### **AFM8 INTERNAL AUDITOR ANNUAL REPORT 2017-18**

The Committee received the Internal Auditor Annual Report for 2017-18. The Committee was pleased to note that this was a positive report and the Internal Auditors had confirmed that:

*"In our opinion West College Scotland has a framework of controls in place that provides reasonable assurance regarding the organisation's governance*

*framework, internal controls, effective and efficient achievement of objectives and the management of key risks”.*

In discussion it was noted that the Audit Committee had already reviewed this report and had been satisfied with it. It was also noted that the College had been unable to secure the cyber security accreditation that it had hoped to achieve by the end of October. This had been due to the fact that the accreditation body could not assess the College until the beginning of November due to the number of public sector bodies requiring assessment. The assessment had taken place and the College was now in a 30 day remedial phase which allowed it to address any issues raised during the assessment. It was the aim of the College to achieve this accreditation in December.

The Committee **agreed** that the Internal Auditor Annual Report 2017-18 be approved and be forwarded to the Board for information. **[Action: AR]**

#### **AFM9 AUDIT COMMITTEE ANNUAL REPORT 2017-18**

The Committee noted the Annual Report from the Audit Committee for the year to 31 July 2018 which was **approved** and would be forwarded to the Board for information. It was also noted that consideration was being given to succession planning for the membership of the Audit Committee. **[Action: AR; GMcA]**

#### **AFM10 EXTERNAL AUDIT REPORT/LETTER OF REPRESENTATION 2017-18**

Ms Nutley presented the Report and Letter of Representation from the External Auditors, Mazars, for the year ended 31 July 2018. The External Auditors confirmed that they had received good quality reports from the College team and all information they required to complete the audit. The Committee was pleased to note that the External Auditors were satisfied and had issued an unqualified audit opinion. The Committee also noted that there were no management recommendations arising from the 2017-18 audit.

In discussion it was noted that Mazars were aware of the financial challenges facing the College as well as the need for investment, particularly in the estate and ICT infrastructure. A table showing the estimated funding gap faced by the College over the coming 5 year period had been included in their report, and a similar table would be included in the reports they produced for other colleges. Discussions with College management had been held and Mazars confirmed that they were satisfied that the College was addressing this situation and taking all steps it could. The Committee recognised that these challenges could impact on the activity of the College and welcomed the External Auditors report which confirmed that the controls in place were adequate. It was also acknowledged that the College had drawn up a Transition Plan, which had been discussed and approved at the recent Board meeting (BM482), setting out the actions it would be taking to address the challenges ahead. However, there were other matters, such as the need for investment in the estate and ICT infrastructure, where the SFC would need to provide

financial assistance as the College could not meet these investment needs on its own. It was noted that discussions with the SFC were on-going regarding the challenges facing the College and further reports would be made to each of the Committees as required in the future.

The External Auditor confirmed that they had received excellent support from College staff and particularly from the Finance Team and wished to record her thanks to them.

The Committee **agreed** that the External Auditors report be approved and be forwarded to the Board for consideration, and **RECOMMENDS** to the Board that the Letter of Representation be approved and the Chair and the Principal be authorised to sign this on behalf of the Board. **[Action: DA; GMcA]**

### **AFM 11 PERFORMANCE AND ACCOUNTABILITY REPORT/FINANCIAL STATEMENTS 2017-18**

The Committee received the Performance and Accountability Report and the Financial Statements for the year ended 31 July 2018. The Finance and General Purposes Committee had discussed the Performance and Accountability Report and the Financial Statements at its meeting earlier in the day and had been satisfied with the information presented (FPM230).

In discussion the following points were raised:

- The College had an overall turnover in excess of £60M and had achieved an underlying operating surplus of £19k, which was effectively a break even position.
- The Finance and General Purposes Committee had asked that some further explanation about the various reporting requirements that the College had to meet should be included at an earlier stage in the report, e.g. following on from the Introduction by the Principal.
- It was considered that it might also be helpful to include a financial performance summary narrative in the section 'Highlights of the Year'.
- The Committee was pleased to note that the risks identified were consistent with those identified in the Strategic Risk Register

The Committee was satisfied with the information provided and, subject to some minor amendments,

**RECOMMENDS** to the Board that the Financial Statements for the year ended 31 July 2018 be approved and that the Chair of the Board and the Principal be authorised to sign these on behalf of the Board. **[Action: AR; GMcA]**

### **AFM12 THANKS**

The Chair thanked the members of the Committee and the Internal and External Auditors for their attendance at the meeting and their input to the business before the Committee. He also thanked the Vice Principal Operations,

the Director of Finance and Estates, the Head of Finance and Student Funding and their team for all their efforts in producing the information for this meeting.

## **RESERVED BUSINESS**

**The following item is deemed to be restricted under the Freedom of Information Act as being commercially sensitive**

### **AFM13 FRAUD REPORT**

The Vice Principal Operations provided the Committee with a report on a fraud investigation currently underway within the College. Normally such matters would be reported to the Audit Committee in the first instance. However, this was the first scheduled meeting of the Audit Committee since the fraud had been uncovered and, since it was also a financial matter, it was deemed appropriate to bring this matter to the attention of the Joint Committee meeting.

The Committee noted that the fraud involved the payment of c£28k being made by the College into a fraudulent bank account. A full investigation into how this had occurred was underway and the matter had been reported to the police, the SFC and the College auditors. Actions were now being taken to re-enforce current control processes to ensure that such a situation would not occur again and staff training had taken place. As part of the internal audit plan work was due to be undertaken in relation to fraud prevention systems and processes. This audit would be expanded to include the College response to the fraud and to identify any further improvements that could be made. The Committee noted that this had been a sophisticated fraud and was re-assured that the College had acted swiftly as soon as it was identified and was addressing this matter. Further reports would be brought to the Committees as appropriate.

GMcA/26.11.18/Final

**TITLE:** VICE PRINCIPAL UPDATE/OVERVIEW REPORT

**Background:** This paper provides the Finance and General Purposes Committee with updates in relation to:

- Funds arising from net depreciation
- SFC Circulars
- Voluntary severance
- 2019/20 SFC funding allocations
- Ongoing West College Scotland engagement with the SFC
- National bargaining

**Action:** The Finance and General Purposes Committee is invited to consider and note the report for information.

**Lead:** Alan Ritchie, Director of Finance and Estates

**Status:** Open

**TITLE:**           **MANAGEMENT ACCOUNTS TO 31 JANUARY 2019**

**Background:**   This paper presents the Management Accounts for the six-month period to 31 January 2019.

**Action:**           The Finance and General Purposes Committee is requested to approve the Management Accounts as at 31 January 2019.

**Lead:**             Alan Ritchie, Director of Finance and Estates

**Status:**           Open

**TITLE: COLLEGE FINANCE SYSTEM – UPDATE REPORT**

**Background:** This paper updates the Finance and General Purposes Committee on the actions taken by the College to resolve the implementation issues identified in relation to the new finance system, TechnologyOne.

**Action:** The Finance and General Purposes Committee are requested to consider the current status of this matter and the next steps proposed.

**Lead:** Alan Ritchie, Director of Finance and Estates

**Status:** **Restricted**

**TITLE: CENTRE FOR PERFORMING ARTS – BUDGET APPROVAL**

**Background:** This paper seeks Finance and General Purposes Committee approval for a £1.4 million budget to support the transfer of curriculum activity currently undertaken at the New Street (YMCA) building to the Inchinnan South building based at the main Paisley Campus, in order to improve the facilities for the provision of creative arts.

The Estates Committee has previously identified the condition and functional suitability of the New Street facility as an issue within the 2016 – 2026 College Estate Strategy and considered the final project rationale and budget at a meeting on 26 February 2019. The outcome of the Estates Committee deliberations will be reported to the Finance and General Purposes Committee on 5 March 2019 in considering this paper.

**Action:** The Finance and General Purposes Committee is requested to:

- Review the rationale for the intended investment in the project;
- Approve the investment of up to £1.4m in order to the transfer of curriculum activity currently undertaken at the New Street (YMCA) building to the Inchinnan South building based at the main Paisley Campus in order to improve the facilities for the provision of creative arts; and
- Ask that the Board of Management approve the intended procurement process whereby:
  - The overall project value will be phased over a number of contracts;
  - These contracts in total will not exceed £1.4m; and
  - The individual contracts required to deliver the project can be awarded by the Principal under delegated authority within the overall budget of £1.4m, with a report on progress provided to the Finance and General Purposes Committee at each meeting until the project is complete.

**Lead:** David Alexander, Vice Principal Operations

Alan Ritchie, Director of Finance and Estates

**Status: Restricted**

**TITLE:** CONTRACT APPROVALS

**Background:** This paper provides an overview of the process undertaken in relation to the tender for College Transport (Taxi) and makes a recommendation for the award of this contract.

An update is also provided in relation to the tender for the College Sports and Leisurewear contract, and due to timing seeks agreement for this to be approved at the Board of Management meeting on 25 March 2019.

**Action:** The Finance and General Purposes Committee is requested to:

- appoint the following suppliers for the College Transport (taxi) contract on the basis of an initial two year award – with the option to extend for up to a further 2 years:
  - Lot 1 (Clydebank area)  
Clydebank & District Taxi Owners Assoc. Radio Systems Ltd
  - Lot 2 (Paisley area)  
Paisley Cab Co Ltd
  - Lot 3 (Inverclyde area)  
Inverclyde Taxis Ltd
- Agree that approval for the award of the College Sports and Leisurewear contract is considered at the Board of Management meeting on 25 March 2019.

**Lead:** Alan Ritchie, Director of Finance and Estates

**Status:** Restricted

**TITLE: COLLEGE CYBER ACTION PLAN – PROGRESS REPORT**

**Background:** The Finance and General Purposes meeting of 6 March 2018 considered the Scottish Government’s Public Sector Action Plan on Cyber Resilience and agreed the College should seek to achieve Cyber Essentials Plus accreditation by October 2018.

Progress updates were provided at the Finance and General Purpose Committee meetings of 8 June, 25 September and 20 November 2018. This report provides a further update.

**Action:** The Finance and General Purposes Committee is:

- asked to consider the progress made to date in implementing the College Cyber Resilience Plan; and
- confirm that, going forward, annual accreditation under the Cyber Essentials Plus scheme will provide suitable cyber resilience assurance.

**Lead:** David Black - Director, IT

**Status:** Open

**TITLE: IT STRATEGY – PROGRESS REPORT**

**Background:** The West College Scotland IT Strategy was recommended for approval at the Finance and General Purposes Committee meeting of 8 March 2016 and subsequently approved by the Board of Management on 21 March 2016. In approving the IT Strategy it was agreed that an annual update on progress would be provided to the Finance and General Purposes Committee.

Updates have been provided in 2017 and 2018, and this report provides a further update on the progress of the IT Strategy following the third year of implementation.

**Action:** The Finance and General Purposes Committee are requested to review and consider progress made in the first three years of implementing the College IT Strategy.

**Lead:** David Black - Director, IT

**Status:** Open

**TITLE: STRATEGIC RISK REGISTER REVIEW**

**Background:** Under the Corporate Governance Code the Board of Management is tasked with ensuring a framework of risk management and control is in place. This paper presents the College Strategic Risk Register for the consideration of the Finance and General Purposes Committee.

**Action:** The Finance and General Purposes Committee is requested to review and approve the College Strategic Risk Register and in doing so consider:

- The risks included in the register;
- The revised risk rating both pre and post mitigation;
- Whether any other risks should be considered for removal;
- Whether any new risks should be considered for inclusion; and
- The further development of the College risk management framework

**Lead:** Alan Ritchie, Director of Finance and Estates

**Status:** Open

**TITLE: MODERN SLAVERY STATEMENT**

**Background:** The Modern Slavery Act 2015 requires the College to produce a statement setting out the steps that it has taken to ensure there is no modern slavery in the organisation or its supply chains. The statement at Appendix B is made pursuant to the Modern Slavery Act 2015 and constitutes the College slavery and human trafficking statement for the financial year ending 31 July 2019.

The Board of Management meeting in February 2019 considered and approved the Statement. In considering, the Statement the Board was aware that it covered a range of College activities and was consistent with policies already in place – for example the Sustainability and Social Responsibility Statement and Equal Opportunities Procedure.

While the College could not provide absolute assurance on this matter it did make clear what it expected from its suppliers and wider partners. The Statement will be reviewed annually and any amendments made at that time to take account of wider contextual issues identified during the year. For the year ending 31 July 2019 the Board of Management has asked that Committees consider the statement in relation to the areas that fall within their remit.

The Finance and General Purposes Committee are requested to review the Statement in this context, with procurement being a key consideration. The Statement indicates reasonable steps that the College takes to ensure modern slavery or human trafficking is not involved throughout our supply chain from the use of framework agreements to the inclusion of the attached certificate (Appendix A) in College tender exercises.

**Action:** The Finance and General Purposes Committee is requested to consider and review the content of the College Modern Slavery Statement.

**Lead:** Alan Ritchie, Director of Finance and Estates

**Status:** Open

**TITLE: INTERNAL AUDIT REPORT – FINANCIAL PLANNING AND MONITORING**

**Background:** As part of the internal audit programme for 2018-19 Scott Moncrieff conducted a review of the College processes for financial planning and monitoring. This report presents the findings of that review along with the management response to the recommendations made in the report.

**Action:** The Finance and General Purposes Committee is requested to note the contents of this report.

**Lead:** Alan Ritchie, Director of Finance and Estates

**Status:** Open

**TITLE:** SCHEDULE OF BUSINESS 2018-19

**Background:** This paper outlines how the Schedule of Business for 2018-19 enables the Finance and General Purposes Committee to fulfil its' remit.

**Action:** The Finance and General Purposes Committee is requested to note the content of the report.

**Lead:** Alan Ritchie, Director of Finance and Estates

**Status:** Open