

**MINUTE of the MEETING of the COLLEGE MANAGEMENT COUNCIL
SUB-COMMITTEE of the EDUCATION, LEISURE AND HOUSING COMMITTEE of
ORKNEY ISLANDS COUNCIL held in the LECTURE THEATRE, ORKNEY
COLLEGE, KIRKWALL on 21 JANUARY 2015 at 2.15pm**

Present: Councillors Janice Annal, J Harvey Johnston,
Stephen G Clackson, Alan G Clouston and W Leslie Manson

Community Representatives:
Ian Carse and Marian Chesters

Business Representative:
Karen Crichton

**Clerk to the
Sub-committee:** Jennifer Irvine, Committees Officer

In Attendance: Wilfred Weir, Executive Director, Education, Leisure and
Housing
Paul Kemp, Strategic Finance Manager
Peter Trodden, Solicitor
Craig Walker, Senior Human Resources Adviser

Gordon McDonald, Acting Head Teacher, Kirkwall Grammar
School

Orkney College:
William Ross, Principal
Christine Scott, Business Manager (for Item 1)

Staff Representative, Orkney College:
Iain Wilkie (for Items 1 to 3)

Student Representative, Orkney College:
Josh Emerson (for Items 1 to 3)

Apologies: **Business Representative:**
Euan Smith

Community Representative:
Marion Flett and Malcolm Graves

Staff Representative, Orkney College:
Martin Carruthers

Student Representative, Orkney College:
Neil Ackerman

Councillor Janice Annal in the Chair

1. DRAFT BUDGET FOR FINANCIAL YEAR 2015/16

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 draft budget for Orkney College for financial year 2015/16, referred to in section 6 and detailed at Annex A of the report by the Executive Director of Education, Leisure and Housing, which had been produced on the following basis:-
 - 1.1.1. staff costs included a pay award of 1%;
 - 1.1.2. sources of funding at both Further Education (FE) and Higher Education (HE) budgeted at the same level as 2014/15; and
 - 1.1.3. commercial and research income for the business units amounting to £973,000, comprising a combination of the following:-
 - 1.1.3.1. ongoing commercial and research contracts;
 - 1.1.3.2. funding applications for commercial work and research activity progressing through bid processes, with results yet to be confirmed by contractors/funders; or
 - 1.1.3.3. income yet to be sourced by the units;
- 1.2. that the income, referred to at paragraph 1.1.3 above, accounted for 21.8% of the total income for the College and it was anticipated that units would either achieve that level of income or compensatory expenditure would be reduced, or other savings made;
- 1.3. that the College was predicting an excess of expenditure over income of £160,000 within the Business Support functions and the main FE and HE element of operations; and
- 1.4. that the College reserves had depleted from £267,000 as at 31 March 2013 to £122,000 as at 31 March 2014 and were predicted to have been fully utilised by 31 March 2015.

The Sub-committee resolved to **RECOMMEND to the Education, Leisure and Housing Committee:-**

- 1.5. that the budget for Orkney College for financial year 2015/16, with a saving requirement of £160,000, attached as Appendix 1 to this Minute, be submitted to the Policy and Resources Committee for consideration through the budget setting process for 2015/16; and

- 1.6. that the Executive Director of Education, Leisure and Housing should submit a report, to the next meeting of the Sub-committee, identifying a range of options to increase income and/or decrease expenditure in order to achieve a balanced budget position.

2. STRATEGIC AND OPERATIONAL PLAN 2014-2017

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, with reference to the Minute of the Meeting of the College Management Council Sub-committee held on 29 August 2014, paragraph 2, the Sub-committee:-

NOTED the Strategic and Operational Plan 2014-2017, attached as Appendix 1 to the report by the Executive Director of Education, Leisure and Housing, which had been updated to include progress made to date.

3. ORKNEY COLLEGE UHI STRATEGIC RISK REGISTER 2014-2017

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:-

- 3.1. the requirement of the University of the Highlands and Islands (UHI) that all academic partners were able to demonstrate an appropriate level of risk management of the provision of services by the partner; and
- 3.2. the Orkney College UHI Strategic Risk Register 2014-2017, attached as Appendix 1 to the report by the Executive Director of Education, Leisure and Housing.

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

- 3.3. that the Executive Director of Education, Leisure and Housing should submit a report, to every meeting of the Sub-committee, providing detailed updates in respect of the Orkney College UHI Strategic Risk Register 2014-17.

4. ORKNEY COLLEGE – UPDATE

RESOLVED, on the motion of Councillor J Annal, seconded by Councillor J H Johnston, that, under section 50A(4) of the Local Government (Scotland) Act 1973, the public should be excluded from the meeting for this item on the grounds that it involved the likely disclosure of exempt information as defined in paragraphs 1 and 11 of Part I of Schedule 7A of the Act.

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 the updates, as detailed in sections 5 to 8 of the report by the Executive Director of Education, Leisure and Housing, on the following items of relevance to the College Management Council:-

- 4.1. Academic Staff job evaluations;
- 4.2. National Pay Bargaining;
- 4.3. Education Scotland Aspect Review; and
- 4.4. College Management Council – Member recruitment.

5. CONCLUSION OF MEETING

At 4.05pm the Chair declared the meeting concluded.

Signed: J Annal