

Minute

College Management Council Sub-committee

Tuesday, 24 January 2023, 14:00.

Council Chamber, Council Offices, School Place, Kirkwall.



Present

Councillors Graham A Bevan, Stephen G Clackson, Gwenda M Shearer and Heather N Woodbridge.

Community Representatives:

Gail Anderson, Lorraine Bichan, Beverly Clubley and J Harvey Johnston.

Business Representatives:

Tracey Phillips and Liz Stevenson.

Clerk

- Sandra Craigie, Committees Officer.

In Attendance

- James Wylie, Corporate Director for Education, Leisure and Housing.
- Peter Diamond, Head of Education.
- Hazel Flett, Service Manager (Governance).
- Jane Partridge, Service Manager (Secondary and Tertiary Education).
- Pat Robinson, Service Manager (Accounting).
- Sheila Tulloch, Service Manager (Legal Services).
- Peter Thomas, Internal Auditor.

Orkney College

- Claire Kemp, Assistant Principal.
- Avril Litts, Finance Manager.
- Rachel Scarth, Project Manager – Developing the Young Workforce.

Observing

Orkney College

- Jo Wallace, Assistant Principal.
- Donna Wishart, Support Services Manager.

Apologies

- Councillor Jean E Stevenson.
- Steven Sinclair, Business Representative.

Not Present

- Rebecca May, Business Representative.

Declarations of Interest

- No declarations of interest were intimated.

Chair

- Beverly Clubley, Interim Chair.

1. Revenue Expenditure Monitoring

After consideration of a report by the Head of Finance, copies of which had been circulated, and after hearing a report from the Service Manager (Accounting), the Sub-committee:

Noted:

1.1. The revenue financial detail in respect of Orkney College for the period 1 April to 31 December 2022, attached as Annex 1 to the report by the Head of Finance, indicating a net surplus of £20,300.

The Sub-committee scrutinised:

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 Head of Finance, and obtained assurance that action was being taken with regard to significant budget variances.

2. Orkney College – Draft Revenue Budget

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

Resolved to **recommend to the Council** that the draft revenue budget for Orkney College for financial year 2023/24, attached as Annex 1 to the report by the Corporate Director for Education, Leisure and Housing, be submitted to the Policy and Resources Committee for consideration through the budget setting process.

3. Orkney College – Capital Funding

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

Noted:

3.1. That capital funding was allocated from the Scottish Funding Council to the University of the Highlands and Islands (UHI), with each of the academic partners receiving an annual allocation.

3.2. That Orkney College was required to submit reports to UHI on the capital funding, with a spend plan by October and final capital spend by July.

3.3. The UHI Capital Funding Expenditure Plan for Orkney College for 2022/23, attached as Annex 1 to the report by the Corporate Director for Education, Leisure and Housing, which indicated a total allocation of £170,175, with expenditure as at 31 December 2022 amounting to £100,800.

4. Developing the Young Workforce

After consideration of a report by the Corporate Director for Education, Leisure and Housing, copies of which had been circulated, and after hearing a report from the Head of Education, the Sub-committee:

Noted:

4.1. That Developing the Young Workforce (DYW) was responsible for developing the link between education and the world of work, increasing young people's career awareness and skills development, by developing employer engagement opportunities for young people, including work placement opportunities, workplace visits, employer talks and careers events.

4.2. That, in 2020, as part of the Scottish Government's response to the COVID-19 pandemic, additional funding was made available to recruit DYW School Co-ordinators for every secondary school.

4.3. That, locally, three members of staff were recruited, to cover the two secondary schools and three Junior High Schools, working directly with pupils and closely with Skills Development Scotland Careers Advisers, their respective school's Senior Management Teams and Guidance staff, as well as other partners to support young people into a positive destination.

4.4. The key activities of DYW Orkney during 2022, as detailed in sections 4 to 9 of the report by the Corporate Director for Education, Leisure and Housing.

5. Orkney College UHI – Audit of Further Education Credits

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

Noted:

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

5.2. That Internal Audit had undertaken a review of the further education statistical return and supporting systems, known as Credits, at Orkney College in relation to academic year 2021/22.

5.3. The findings contained in the internal audit report, attached as Appendix 1 to the report by the Corporate Director for Education, Leisure and Housing, relating to the review referred to at paragraph 5.2 above, which were presented to the Monitoring and Audit Committee on 17 November 2022.

6. Highlands and Islands Students' Association – Update

After consideration of a report by the Corporate Director for Education, Leisure and Housing, copies of which had been circulated, and after hearing a report from the Head of Education, the Sub-committee:

Noted the paper prepared by the Orkney Student Voice Assistant, Highlands and Islands Student's Association (HISA), attached as Appendix 1 to the report by the Corporate Director for Education, Leisure and Housing, outlining the following matters:

- HISA Orkney staff:
 - HISA Orkney Depute President (one of the student representatives on the College Management Council Sub-committee) – resignation.
 - HISA Student Voice Assistant.
- Student Representation and Engagement:
 - Winter By-elections (including for the second vacant student representative on the College Management Council Sub-committee).
 - Student Voice Representatives' recruitment.
- Housing consultation.
- Student Activities:
 - Volunteers' Fair.
 - Student Pantry.

7. Conclusion of Meeting

At 14:45 the Interim Chair declared the meeting concluded.

Signed: B Clubley.