

## **Item: 8**

**College Management Council Sub-committee: 31 August 2020.**

### **1. Recommendations**

**It is recommended:**

1.1.

That the Committee approves the attached minute as a true record.

### **2. Appendix**

Draft Minute of the Meeting of the College Management Council Sub-committee held on 31 August 2020.

## **Minute**

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

Monday, 31 August 2020, 13:30.

Microsoft Teams.



### **Present**

Councillors Alexander G Cowie, J Harvey Johnston, W Leslie Manson and Gwenda M Shearer.

### **Community Representatives:**

Beverly Clubley and Peter Slater.

### **Student Representative:**

Francesca Meneghetti.

### **Clerk**

- Sandra Craigie, Committees Officer.

### **In Attendance**

- James Wylie, Executive Director of Education, Leisure and Housing.
- Paul Kemp, Strategic Finance Manager.
- Peter Trodden, Solicitor.
- Craig Walker, Senior HR Adviser.

### **Observing**

- Hazel Flett, Senior Committees Officer.
- David Hartley, Communications Team Leader.

### **Orkney College**

- Edward Abbott-Halpin, Principal.
- Andie John Seatter, Staff Representative.
- Iain Wilkie, Staff Representative.

### **Apologies**

- Councillor Stephen G Clackson.
- Malcolm Graves, Community Representative.
- Rebecca May, Business Representative.
- Steven Sinclair, Business Representative.

## **Not Present:**

- Roy Brown, Business Representative.
- Mark Jones, Business Representative.

## **Declaration of Interests**

- No declarations of interest were intimated.

## **Chair**

- Beverly Clubley.

## **1. Form of Voting**

The Sub-committee resolved that, should a vote be required in respect of the matters to be considered at this meeting, notwithstanding Standing Order 21.4, the form of voting should be by calling the roll or recorded vote.

## **2. Revenue Expenditure Outturn**

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 a report from the Principal, Orkney College, the Sub-committee:

Noted:

**2.1.** The revenue outturn statement in respect of Orkney College for financial year 2019/20, 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 surplus of £58,200, and a total reserve of £62,900.

The Sub-committee scrutinised:

**2.2.** The explanations given and actions proposed in respect of significant budget variances, as outlined in the Budget Action Plan, attached as Annex 2 to joint report by the Executive Director of Education, Leisure and Housing and the Head of Finance, and obtained assurance that action was being taken with regard to significant budget variances.

## **3. 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 a report from the Principal, Orkney College, the Sub-committee:

Noted:

**3.1.** The revenue financial detail in respect of Orkney College for the period 1 April to 30 June 2020, 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 surplus of £84,100.

The Sub-committee scrutinised:

**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 joint report by the Executive Director of Education, Leisure and Housing and the Head of Finance, and obtained assurance that action was being taken with regard to significant budget variances.

#### **4. Conclusion of Meeting**

At 13:51 the Chair declared the meeting concluded.

Signed: B Clublely.