

Approved Minute – Special Meeting of the Finance Committee

5.15 pm 8th April via Zoom.

Present: Kenneth Anderson, Paula Blackadder, Moira Jarvie, Christopher Moore.

In Attendance: Iain Clark, Keith McAllister, Diane McGill, Penny Neish, Ronnie Smith.

1. Chair's Welcome

Kenneth Anderson welcomed everyone to this special meeting of the Finance Committee which was meeting on an urgent basis to discuss NCL arrangements for payment of contractors and key decisions re financial arrangements

2. Apologies

There were apologies from Aileen McKechnie.

3. Declaration of Interest

There was no declaration of interest.

4. Arrangements for payment of local contractors and key decisions re financial arrangements

4.1 Local Contractors and key financial decisions

4.1.1 Iain Clark highlighted the guidance note from the Scottish Government: Coronavirus (COVID-19): supplier relief SPPN 5/2020 which had been circulated to the committee.

4.1.2 He went through the final contracts paper with the committee grouping suppliers together into types of contract to ensure that no supplier was falling through the net in consideration of the guidance. The college continues to pay regular agreed sums for utilities, pays for telephone lines but not calls and under a number of contracts the lease and hire of equipment but not use in the current situation. There is maintenance of items such as lifts to ensure that there is entry to the buildings post lock up. There was discussion about small local taxi companies who have not applied for relief.

Decision: It was agreed that Iain Clark would contact taxi companies who had not applied for relief to check their position. It was also agreed that Iain Clark would endeavor to check there are no college related supplier chain issues affecting local employers.

4.1.3 The committee then discussed the supplier relief summary paper as follows:

Supplier	Service	Action
ISS	Facilities Management Service	This is a large company which wants the college to pay for the 20% of the salary costs not covered by the government furlough scheme and to pay the 80% costs until payment is received from the government. The committee noted that the profit element had been taken out of the requested variation. The committee questioned the contribution the company may make to their employees salary and how other colleges are currently dealing with this company. There were concerns and not sufficient information to make a decision. Iain Clark to seek further clarification from company.
Blue Bus	Student Transport Services	They have proposed an interim payment plan to cover the direct costs for the depreciation of the vehicles specifically procured for our contract, vehicle finance, insurance, mobile phone leases and VED. They have not asked for 20% salary costs in addition to government furlough scheme. Iain Clark is to ask about the approach to employees and whether to company has approached the leasing and insurance companies for any alleviation of costs. The Finance Committee recognised the importance of local companies and that this company was not seeking employee cost and was sympathetic to giving appropriate support.
Enable	Student Support Services	Enable's proposal is for the College to continue to pay invoices including the profit element throughout the period. They have stated they will not be placing staff on furloughed leave. They have provided an inconclusive response about redeploying their key support staff to other organisations who would require their services. They have not clarified how any staff currently providing services to the college contract - if redeployed to another organisation - would be offset or refunded against college costs. CM informed the committee that this service is paid for by the social work department and should continue unless the college was informed otherwise by social work but that this position should be put in writing. There should also be consideration of any monies Enable make from redeployment of staff. Iain Clark would seek further information from social work.
Enva	General Waste Management	This is more of a contract variation than a request for supplier relief. Enva have agreed to suspend services for 90 days and the college are only obligated to pay rental costs for the equipment we have on site, which is a minimal monthly cost. They charge by weight and may have to come to the AMCOL nursery which is open for the children of essential workers. Iain Clark to check their approach to their workforce. This is a contract issue and the committee acknowledge that there may be a legal obligation to pay.
Initial Washrooms	Clinical Waste Management	This is also a contract variation on the terms noted above for Enva. Iain Clark is again to check their

		<p>approach to their workforce. This is a contract issue and the committee acknowledge that there may be a legal obligation to pay.</p>
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4.1.4 An updated paper will be send to the Chairs' Committee for its meeting on the 15th April 2020.

4.2 Financial reporting to the SFC

Iain Clark informed the committee that the SFC were requesting information to very tight time scales and that there was additional work relating to information for Covid- 19. Ronnie Smith was of the view that information requests at this time to tight time scales should be for information that was essential rather than optimal to have. Kenny Anderson confirmed that special meetings of the Finance Committee could be convened for any urgent matters and that he and committee members would be available to support senior management.

5. Approval of publication of committee papers from this meeting

The agenda, the SG guidelines and the FAQ's would be published.

6. AOB

The committee noted the request from Aileen McKechnie for an early discussion of regional financial allocations and this will be raised at the Chairs Committee on the 15th April 2020.

7. Date of Next Meeting

The next scheduled meeting of the committee is 5pm on the 1st June 2020 but there may be other special meetings convened in this period.