

Finance Development Network Steering Group Meeting
Friday 10 January 2020: 1000-1300 hrs
CDN Offices, Airthrey Castle, University of Stirling
Hermitage Road, Stirling, FK9 4LA
Agenda 06/2019-20
Chair Alan Ritchie

Item		Lead	Paper
1.	Welcome and Apologies AS, BF	AR	Verbal
For Approval			
2.	Minute of Previous Meeting Friday 6 December 2019	AW/AR	FDN 6-A
3.	Rolling Actions	AR	FDN 6-B
Invited Input			
4.	Future meetings invited input	AR	Verbal
For Discussion / Decision			
5.	Benchmarking - Consideration of benefits	AR	FDN 6-C
6.	Audit Scotland – 2019-20 Audit Fees	AW	Verbal
7.	Colleges Scotland Update	AWTY	Verbal
Standing Items			
8.	Feedback from Working Groups 8.1 Funding and Finance Committee 8.2 Funding Model Working Group 8.3 Digital Ambitions Group 8.4 Events and Conferencing Group 8.5 Managing Agent Working Group	PS AR HR JT Col Scot	Verbal
9.	SFC Publications since last meeting 9.1 Access to free sanitary products 2019-20 9.2 College Leaver Destinations Guidance 2018-19	AR	Verbal
10.	Any Other Notified Business	AR	Verbal
11.	Date of Next Meeting will be Friday 7 February 2020	AR	Verbal

Future meetings/events:

Type	Date	Location	Attendance
Meeting	Friday 7 February 2020	CDN, Stirling	
Meeting	Friday 6 March 2020	CDN, Stirling	
Meeting	Friday 3 April 2020	CDN, Stirling	SFC
Meeting	Friday 1 May 2020	CDN, Stirling	
Conference	28-29 May 2020	Dalmahoy	SFC



Minute of CDN Finance Development Network Steering Group

Friday 10 January 2020, Airthrey Castle, Hermitage Road, Stirling, FK9 4LA

Present

Alan Ritchie (AR) - Chair	Jennifer McLaren (JMclL)
Alan Carr (AC)	Hazel Robertson (HR)
Iain Clark (IC)	Pete Smith (PS)
Susan Dunsmuir (SD) (Teleconference)	Stuart Thompson (ST)
Tracy Elliott (TE)	James Thomson (JT)
James Gow (JG)	Alan Williamson (AWL)
Dawn Tait (DT) – D&G College	Tom Hall (CS)

In Attendance

Michelle Brand (MB) - Minute Secretary

Apologies

Michael Breen (MBRE)	Graham Little (GL)
Ailsa Close (AC)	Alison Stewart (ASt)
Brigid Ferguson (BF-UHI)	Gayle Watson (GW)
Brian Ferguson (BF)	Andy Witty (AWTY, Colleges Scotland)
Karen Hunter (KH)	

Actions from meeting 10 January 2020

Ref	Details	Lead	Delivery Date
Minute of Previous Meeting (06.12.19)	Contact LF re WGA for 2018-19 what is the deadline for completion and invite her and other Heads of Finance to a meeting.	MB	Completed
	AR to speak with SFC to clarify the level of detail they used when completing on the sectors behalf.	AR	07.02.20
Benchmarking	AR to contact AM (SFC) to ask for the Unit Cost Return spreadsheet which was previously issued to the sector and if possible, the last completed return. Add to the Feb meeting agenda for discussion.	AR	07.02.20
WGA	Seek clarification from Audit Scotland whether the WGA returns are auditable.	AR	07.02.20
Audit Fees	CS wrote to Audit Scotland and when reply is received will circulate it to the group.	AW	07.02.20

Actions from meeting 6 December 2019

Ref	Details	Lead	Delivery Date
SFC Update	<p>Student Support Funding SFC have reviewed all in-year positions and will feedback to individual colleges before the Christmas break and communicate to the wider sector early Jan 2020.</p> <p>New SORP The SFC will issue the new accounts direction towards the summer 2020.</p>	SFC SFC	31.01.2020 27.05.2020
Colleges Scotland Update	TE raised the point regarding inequity between HE & FE and whether the Funding Model SLWG had papers that evidenced this inequity. AWTY confirmed that Colleges Scotland had this information and agreed to share this information with the FDN Steering Group.	Col Scot	10.01.2020
AONB	<p>Mental Health Funding AWTY will raise at the College Funding Group about flexibility of spend and report back to the FDN. Procurement spend restrictions are also a concern due to timing of use.</p>	Col Scot	10.01.2020

Decisions from meeting

Ref	Details
Prev. Minutes (06.12.19)	<p>The minutes of the meeting of 6 December 2019 were agreed without amendment.</p> <p>It was agreed that the wider finance sector would benefit from a workshop on WGA. It was further agreed that AR would seek clarification from Audit Scotland whether the WGA returns are auditable.</p> <p>Audit Fees – AW wrote to Audit Scotland and when reply is received will circulate it to the group.</p>
Future meetings invited input	<p>It was agreed that it would be helpful to invite the following to attend throughout the remainder of session 2019-20:</p> <ul style="list-style-type: none"> • Audit Scotland (May meeting invite); • ESP; • HMRC / VAT & Tax – changes coming and general invite; • Pensions – status update on Macleod, Hymans Robertson was suggested • (½ hour generic pensions update).
Colleges Scotland Update	ESF Consultation - FD's are content for this to be delivered by the Business Development staff as they are already involved.
Events & Conferencing WG	It was agreed to circulate the draft agenda once available and keep Events & Conferencing as a standing item until the May conference.
Date of Next Meeting: Fri 7 February 2020 – CDN Offices, Stirling	

Notes from meeting

Ref	Details
Rolling Actions	The Rolling Actions were updated during the meeting.
Benchmarking	Group discussion around benchmarking and consideration of targeted benchmarking of specific areas.
Colleges Scotland Update	<p>Ministerial meeting</p> <p>European Structural Fund consultation opens 12 Feb. This consultation will provide successor funds post Brexit to ESF. The consultation is seeking views of how the funds can best suit the current sectoral financial position. The Business Development Directors have already set up a meeting to discuss this item separately.</p> <p>The consultation paper is quite onerous. – The CPG have asked the BD group to compile a response on behalf of the Colleges Sector. It was noted that there is no financial information within the document therefore FD's are happy to leave this to go through Business Development. ST and TH will forward on any paperwork information from consultation sessions.</p> <p>The date of the next CPG is 3 Feb, Fiona Robertson and Ken Muir will be in attendance.</p>
Funding & Finance Committee	<p>PS updated the group.</p> <p>The 2021 funding announcement not likely until April/May and unlikely to be a firm position. There is still work being done on the BREXIT skills response to ascertain the colleges' ability to adapt to any skills gaps, the next meeting is in 2 weeks' time. In-year transfer of credit activity same process as last year. Group discussion HE early withdrawal charges. Group discussion FT / PT targets.</p>
Funding Model WG	<p>HR updated the group.</p> <p>The group is about to have its second meeting on 21 Jan and HR will update at the Feb meeting. TH / AWTY having meeting with AOC to see what can be applied into the Scottish model.</p>
Digital Ambitions WG	<p>HR updated the group.</p> <p>The meeting on Monday was cancelled as more work to be done to understand what the output from workshops and collate and construct the ambition. TH explained that the aim is to submit to the sector early March, there is a meeting scheduled for 9 March, and look to circulate thereafter.</p>
Events & Conferencing WG	<p>JT updated the group.</p> <p>JT has received confirmation that the HR group want to join the conference and a draft agenda is in place and a teleconference meeting is scheduled for next week, speakers agreed, and reasonably positive agenda and workshops planned.</p>
Managing Agent WG	<p>TH updated group on second group meeting where they looked at the sector data return and reasons for finding differences between those colleges who are receiving income from MA's.</p> <p>CPG letter 3 Feb and to get authority to send to CEO. TH to keep the group in the loop of work progressing.</p>
AONB	Group discussion about payments to Board members.