Fife College

AGENDA

A meeting of the Finance, Commercial and Estates Committee will be held on Tuesday 2 March 2021 at 9.30am. Please join via Microsoft Teams.

Papers highlighted in purple font have not been published with the agenda as they are either due for future publication or are not in the public domain.

No	Item	Action	Lead	Pages
1	Welcome, Apologies and Declarations of Interests	Note	JT	N/A
2	Minutes of the			
	2.1 Previous Meeting: 19 November 2020	Approve	JT	
	2.2 Joint Audit and Risk / Finance, Commercial and Estates Committees: 19 November 2020	Approve	JT	
3	Matters Arising / Actions Outstanding	Note	JT	2-2
4	Digital Services Update	Note	KG	3-4
5	Estates Update	Note	CQ	
	5.1 Dunfermline New Campus Project Board Minutes:	Note	SR	
	• 2 December 2020			
	• 13 January 2021			
	• 3 February 2021			
6	Financial Update (including Year End Projection – Risks and Opportunities 2020-21)	Approve	SD	
7	Commercial Activity Update	Note	SD	
8	Procurement Update	Approve	SD	
9	Date of Next Meeting Tuesday 8 June 2021 at 9.30am	Note	JT	N/A

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Key:	
👎	Outstanding and deadline passed
👉	Progressing and on target
👍	Complete

Board of Governors: Finance, Commercial and Estates Committee

Actions Outstanding / Progress Made

	Date of Meeting	Action	Responsibility	Deadline	Status	Comments
1	19.11.20 Joint	To recommend the approval of the draft Annual Accounts 2019-20 to the Board of Governors.	S Dunsmuir	09.12.20	👍	Complete
2	19.11.20 Joint	To finalise the External Audit Annual Report report for presentation at the Board of Governors meeting.	External Auditor	09.12.20	👍	Complete
3	19.11.20 Joint	To finalise the draft letter of representations for signature at the Board of Governors meeting.	S Dunsmuir	09.12.20	👍	Complete
4	19.11.20	To update the deadline on page 9 (currently marked as July 2020) and include costs for the MyFife Project before the paper is submitted to the Board of Governors.	K Getchell	09.12.20	👍	Complete
5	19.11.20	To update the draft Estates Strategy to reflect the further changes and recommend it to the Board of Governors for approval.	S Reekie	09.12.20	👍	Complete
6	19.11.20	To discuss offline the possibility of including a discussion on library provision at a future Academic Quality Committee meeting	M Philp / J Harney	31.12.20	👍	Complete. It has been agreed this will be discussed at June 2021 AQC meeting
7	19.11.20	To approve the academic fees for 2021-22.	S Dunsmuir	31.12.20	👍	Complete
8	19.11.20	To approve the Procurement Annual Report.	S Dunsmuir	31.12.20	👍	Complete
9	19.11.20	To circulate an update detailing the spend with SMEs and how much of this is within Fife.	S Dunsmuir	31.12.20	👍	Complete. Included in procurement update report

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COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

Digital Services Update	
Date of Meeting:	2 March 2021
Purpose:	To provide an update on progress since the last committee meeting
Intended Outcome:	Committee members are invited to note the progress made since the last meeting and the status of each item
	Committee members are invited to review and approve spending plans outlined in the Digital Services – Major IS Projects table
Paper Submitted by:	Kris Getchell, Chief Information Officer
Prior Committee Approvals:	N/A
Financial Implications:	N/A
Equality and Diversity Implications:	N/A
Risks Assessed:	N/A
Publicly Available:	No
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Date of Production:	19 February 2021

Digital Services – Major IS Projects

Project Title	Indicative Costs / Approvals £k	Actual Expenditure 2020/21 £k	Cumulative Expenditure to Date £k	Forecast Projected Expenditure £k	Anticipated End Date	Flag	Comment
Library RFID Conversion – Self Service	90	0	0	90	Oct 2021 (Was Aug 2020)	⬤	**This project has been restarted** in anticipation of gradual increases in on campus activity. A valid procurement route has been identified and the Libraries team have now identified suitable self-service terminals which meet our requirements.
Glenrothes Library Redevelopment	50	0	0	50	May 2021 (Was Jul 2020)	⬤	**This project is in the process of being restarted by the Estates team.**
Wireless Replacement	200	0	0	200	Oct 2021 (Was Aug 2020)	⬤	**This project has been restarted** in anticipation of gradual increases in on campus activity. Market engagement is currently underway and we are working with the Procurement Team to identify possible procurement routes.
MyFife Staff – Phase 2	0	0	0	0	May 2021 (Was Dec 2020)	⬤	MyFife Curriculum pages were piloted with selected academic colleagues in December 2020 in order to finalise layout and functionality ahead of a wider beta testing phase. Feedback from this pilot activity is currently being incorporated and a revised launch date of May 2021 has been planned as this ties in well with the launch of the MyFife OD and HR pages which are expected to launch in April 2021.
Total	**£340k**	**£0k**	**£0k**	**£340k**			