

## MINUTES OF MEETING OF FINANCE & RESOURCES COMMITTEE HELD ON 6TH DECEMBER 2016

<b>Present:</b>	Alan Bennett Tony McDermott Mary Murphy Peter O'Donnell	External Governor (Chair) External Governor Principal Co-opted Non-Governor
<b>In Attendance:</b>	Julie Holland Gordon Holmes Lesley Venables Julia Withersby	Deputy Principal (Finance & Resources) Head of Finance & Estates – minutes 1 to 30 Clerk to the Governors Head of Human Resources – minutes 1 to 16

### APOLOGIES

- 1 Apologies for absence were received from Susan Smith (External Governor).

### DECLARATIONS OF INTEREST

- 2 Declarations of interest were received from Peter O'Donnell in respect of minute 5 and from Tony McDermott in relation to minutes 5 and 40 to 41.

### APPOINTMENT OF CHAIR

- 3 **Resolved -** That Alan Bennett be appointed as Chair for this meeting only and that the committee chairship should be considered at the March meeting, following the appointment of new governors to the Board.

### MINUTES

- 4 **Resolved -** That, with one amendment the minutes of the meeting 22<sup>nd</sup> June 2016 be approved as a correct record and signed by the Chair

### MATTERS ARISING

- 5 Governors received report on progress against the actions identified at previous meetings. It was noted that all of these were either being implemented, had been completed or were featured on the agenda.

6 A report on the outputs of the project capital reported in minute 192 would be submitted to a future Committee meeting.

## **HUMAN RESOURCES UPDATE**

7 The Head of Human Resources presented the annual update for 2015/2016.

8 Absence rates in 2016/2017 had decreased towards the sector norm.

9 Staff turnover had increased compared to 2014/2015 but was still below the Association of Colleges figure for the FE sector. Most individuals had left the College to pursue career progression opportunities. A total of 59 staff had left the College in 2015/2016.

10 Staff utilisation had remained consistent across all departments, with each member of teaching staff undertaking 850 contact hours.

11 The proportion of hours taught by College employed staff remained extremely high, reducing the College's dependence on agency workers. Management felt that this had had a positive impact on the quality of the learner experience and had improved the teaching and learning grade profile. Agency staffing was brought in to cover teaching staff sickness where there was no suitable alternative.

12 There continued to be an appropriate emphasis on performance management of staff throughout the year, with supportive measures and continuing professional development to assist in raising levels of teaching and learning even further.

13 There had been a total of 6 capability cases in 2015/2016 and disciplinary measures had been undertaken against 2 members of staff - 1 of which resulted in dismissal and 1 in a resignation.

14 The Committee was informed that probationary periods of employment were robustly monitored with a high level of support given to new staff.

15 The Human Resources Department had undertaken a number of awareness-raising activities on subjects such as health screening. The existing staff recognition and reward schemes continued to highlight successes.

16 The views collated from the recent staff survey had been extremely positive.

**Julia Withersby left the meeting at this point.**

## **HEALTH & SAFETY ANNUAL REPORT 2015/2016**

17 The Committee received the Annual Health & Safety Report for 2015/2016.

18 It was noted that the total number of minor injuries was 49, compared to 51 for the same period in 2014/2015. There were no discernible trends in the accident figures, either by department, campus or type.

19 All accidents were investigated to determine whether any changes were necessary to the College's processes and procedures. Management felt that the relatively low number of accidents was attributable to improved awareness of safety issues and the high level of staff training undertaken.

20 There had been no reports of any 'near misses' or 'incidents' and no RIDDOR reportable incidents.

21 A number of training and awareness-raising events had taken place in 2015/2016, including appliance testing, fire risk assessments and first aid for staff and students.

22 Governors were reminded that the College was in the final year of a 5 year insurance contract. This service would be re-tendered in 2016/2017, with a recommendation brought to the Board for approval.

- 23 **Resolved -**
- 1 That the Board **be RECOMMENDED** to approve the Health & Safety Statement of Intent for 2016/2017
  - 2 That a tendering exercise for insurance services be undertaken in 2016/2017, with the contract to commence on 1<sup>st</sup> August 2017

## **ENVIRONMENTAL SUSTAINABILITY**

24 Governors received for information a report on Environmental Sustainability for 2015/2016. The report included an assessment of performance against a number of key indicators.

25 A number of measures had been introduced across the College which had had a significant effect on waste reduction and had resulted in efficiency savings of over 1% on the non-pay budget. All curriculum areas shared good practice and continued to embed sustainable activities in course delivery.

## **CAPITAL PROJECT AND OTHER PROPERTY ISSUES**

26 The Deputy Principal reported that Phase 1 of the development of the Cronon Campus was almost completed, with only minor works such as road markings to be carried out.

27 In terms of Phase 2 (the IDEA Centre), the majority of the allocated budget had already been spent. Currently, the building works for the IDEA Centre were 2 weeks behind schedule, but the contractor was confident that this could be made up in subsequent phases of the project. In response to questions, the Committee was informed that the building would be handed over to the College on 10<sup>th</sup> March 2017 and that one of the grant conditions was that all monies were spent by 31<sup>st</sup> March 2017.

28 A significant proportion of the College's rolling credit facility had not yet been drawn down by the College, due to the complexity of the application process for the loan. The amount that had been drawn down would replenish previous expenditure from the College's own cash reserves.

29 Outline planning permission had been granted for the Runcorn Campus for residential development, subject to a number of conditions precedent, of which the Committee was reminded.

30 The Head of Finance & Estates reported that any amounts due for delapidations at the former Astmoor Construction Centre would be negotiated between the College's representative and the landlord. A provision had been included in the accounts to cover any such reparations.

**Gordon Holmes left the meeting at this point.**

## **FINANCIAL STATEMENTS 2015/2016**

31 The Deputy Principal (Finance & Resources) presented the Financial Statements for 2015/2016. It was noted that these were in draft form at this stage and that there was still some work to be carried out to complete the audit.

32 Governors were advised that the Audit Committee had met on 5<sup>th</sup> December to receive the Financial Statements Auditor's Management Letter and that one minor recommendation had been made as a result of the Financial Statements and Regularity audits (relating to the collection of student debt). Consequently, the Financial Statements Auditor had issued an unqualified opinion on the accounts.

33 Following discussions with the Financial Statements Auditors (KPMG), an update on the previous valuation of the Runcorn Campus had been obtained from GVA Grimley to provide greater clarity on its potential sale value.

34 These changes had reduced the amount of tangible assets in the financial statements and was reflected in the surplus.

35 In response to questions, the Deputy Principal advised that an actuarial review had been undertaken and had been verified by KPMG.

36 **Resolved -** That the Board **be RECOMMENDED** to approve the Financial Statements for 2015/2016

## **MANAGEMENT ACCOUNTS**

37 The Deputy Principal (Finance & Resources) presented the management accounts to 30<sup>th</sup> September 2016.

38 Governors noted that performance against all key indicators was positive and compared favourably against the rest of the sector.

39 **Resolved -** That the management accounts to 30<sup>th</sup> September 2016 be accepted

## **PARTNERSHIP PROVISION**

40      Governors received a report on performance against partnership provision contracts in 2015/2016, together with proposals for 2016/2017.

- 41      **Resolved -**      1      That progress and current activity levels in 2015/2016 be noted.
- 2      That the Board **be RECOMMENDED** to approve the list of partnership contracts for 2016/2017.
- 3      That a review of compliance against safeguarding processes be undertaken at the earliest opportunity

## **POLICIES**

42      The Committee received amended policies on Health & Safety, Freedom of Information and Supply Chain Fees & Charges.

- 43      **Resolved -**      1      That an amended Policy on Freedom of Information be approved
- 2      That the Board **be RECOMMENDED** to approve the following policies:
- Health & Safety 2016/2017  
                                 Supply Chain Fees & Charges  
                                 Staff Capability  
                                 Staff Discipline

## **COMMITTEE TITLE**

- 44      **Resolved -**      That the Board **be RECOMMENDED** to approve a change of title for the Committee to “Finance & Resources Committee”

## **ITEMS TO BE REPORTED TO THE BOARD**

45      The Chair summarised the outcomes of the meeting that would be reported to the Board at its December meeting.

## **DATES OF FUTURE MEETINGS**

8<sup>th</sup> March 2017  
28<sup>th</sup> June 2017