

FINANCE AND RESOURCES COMMITTEE

24 January 2017

MINUTES

- PRESENT:** Piers White (Committee Chair)
Frances Wadsworth (Principal/CEO)
Gordon Smith
Jackie Wilding
Trevor Morgan
Martin Corney
- CLERK:** Evan Williams
- IN ATTENDANCE** Keith Oxspring - Chief Operating Officer (COO)
Andy Smith - Deputy Chief Executive (DCE)
Jo Bland – HR Director (DHR)
- APOLOGIES** There were no apologies
- QUORUM** The meeting was quorate throughout
- TIMING** 6.00 pm – 8.15 pm

Item			
1	Welcome and Apologies for absence The Chair welcomed all present. There were no apologies for absence.		
2	Declaration of interests There were no declarations of interest relating to items on the agenda.		
3	Minutes of the meeting held on 1 November 2016 The minutes of 1 November 2016 were approved as an accurate record and were signed by the Chair		
4	Matters Arising not covered elsewhere on the agenda Actions from the previous meeting the chair referred to the table of actions from the 1 November meeting:		
	Action	By whom	Status
	<i>4. PM to report back on standards of evacuation times and that students are familiar with the location of all fire exits in order to avoid congestion on the main stairs.</i>	<i>PM</i>	<i>Action complete – 6 mins to evacuate which was deemed satisfactory</i>
	<i>4. The option to run a Governor workshop with the project team and lawyers to be reviewed.</i>	<i>JS/ Clerk</i>	<i>Ongoing awaiting developments</i>
	<i>9. Further adjustments, the removal of track changes and ratification of the Audit Committee, the Annual Report and Financial Statements be recommended to the Board for approval and signing</i>	<i>COO</i>	<i>Complete 24/12/16</i>
	<i>9. Disclosure interest for COO and Director of IT and Estates to be collected</i>	<i>Clerk</i>	<i>Complete – clerk has details</i>
	<i>9. The revised Financial Regulations be recommended to Board of Governors for approval</i>	<i>COO/ Clerk</i>	<i>Complete - Board 24/12/16</i>

Item			
	9. COO to review and monitor the covenants and modelling options available and submit covenant details to F&R Committee for approval	COO	Agenda Item
	10. That it would be reported to the Board that we would continue to apply increases for those staff who were now behind the LLW and that the implementation of a wider pay award would be kept under review in the light of affordability	DHR	See below
	10. Clerk to collect governing body diversity data profile	Clerk	Sent 24/01/17
Action – item 10 – pay – Jo Bland HRD informed the committee that the College had implemented the London Living Wage award to all staff to which it applied, with the exception of apprentices. Apprentices have been awarded an extra £1 per hour. A brief discussion ensued regarding the AoC pay award and affordability.			
5 Property Strategy Confidential item – see part B minutes.			
6 LGPS – confidential Item – see part B minutes			
<p>8 FINANCIAL MONITORING</p> <p>Supporting paper and forecast report as at 30 November 2016 was presented by the COO.</p> <p>The Committee were advised that the tabled report summarised the College's financial position for the four months to 30 November 2016.</p> <p>The COO informed the Committee that the performance in the 4 month period to 30 November 2016 was an overall deficit of £487k, compared with the budgeted deficit of £79k.</p> <p>He advised the Committee that in order to address the situation a significant cost reduction a plan had been agreed and would be implemented in February 2017. The plan included full year cost savings of £1.1m although the impact on the current year was likely to be £472k due to the timing of implementation This would leave the College with a likely full year deficit of £674k.</p> <p>The COO advised that the 4 key reasons for deficit were shortfalls in income in the following areas:</p> <ul style="list-style-type: none"> • 19+ level 3 loan income – as a result of SFA extending the loan requirement from the 24+ age group to include 19-23 year olds, • 16-18 apprenticeship income – whilst recruitment has increased employers are reluctant to recruit from this age group • HE income – this remains a challenging market • The demise of Acquire Learning <p>The COO then spoke to the Executive summary. JW asked a number of questions relating to the figures in the report. It was agreed that JW and COO would discuss the figures outside of the meeting.</p> <p>It was resolved that due to the sensitive nature of the remainder of this item would be minuted as confidential, see part B item 8.</p> <p style="text-align: right;">The committee received the report</p>			

Item	
9	<p>Human Resources Update Supporting paper presented by the DHR</p> <p>The DHR presented her paper and advised that the content was self-explanatory.</p> <ul style="list-style-type: none"> i. She advised that the details regarding pay had been discussed earlier in the meeting under actions. ii. The Safeguarding report was noted with no questions. iii. The DHR advised that the Redundancy Policy had last been reviewed in 2015 and that there were no major changes only minor date amendments. <p style="text-align: right;">The committee approved the Redundancy and Redeployment report for recommendation to the Board.</p>
10	<p>RISK MANAGEMENT REPORT <i>Supporting paper, presented by the Chief Operating Officer</i></p> <p>COO advised that OP4 had been updated in line with feedback from the committee.</p> <p>PW asked those present if they had any comments or questions having read the Risk report. No questions were raised. It was noted OP4 had been updated and track changes noted. PW thanked the COO for his report.</p> <p>PW asked if there was a register of relevant pieces of legislation in the College. If not he would be happy to provide details from other organisations he is in contact with.</p> <p style="text-align: right;">The Committee received the report</p>
12.	<p>DATES OF FUTURE MEETINGS</p> <p>25 April 2017 and 20 June 2017.</p>
13.	<p>OTHER BUSINESS No items of other Business.</p>

Signed _____ (Chair)

Date: _____

Actions

tem	Action	By whom	Status
5	It was agreed that a meeting of the Chairs Strategy Group and Finance and Resources members by arranged. Robert Tucker to check member's availability.	RT/Clerk	Complete meeting 20/2/17
6	COO to take further advice regarding strategic solutions linked to re-calculations and tactical options/positions.	COO	
8	Confidential Action – see part B minutes	COO	
9	Redundancy and Redeployment report for recommendation to the Board.	Clerk	