



## **Finance and General Purposes Committee**

### **Minutes of the meeting held on 24<sup>th</sup> November 2021**

**Present:** Alan Foster (Chair), Simon Green, Pat Mould, Bob Overment, Hadiza Sa'íd and Daniel VanTilburg.

**In attendance:** Gary Parkinson (College Business Manager), Laura Revill (HR Manager and Trainee Finance Manager), Laura Skarratt (Clerk), Natalie Sketchley (Deputy Principal).

#### **12. Apologies for Absence** (agenda item 1)

The Chair welcomed the members and attendees to the meeting, and introduced Daniel VanTilburg to his first committee meeting as the new Support Staff Governor and thanked Simon Green for joining the meeting via MS Teams.

*Resolved:* Apologies were received from the Principal Colin Peaks and attendees Stewart Edwards, Jon Butler and Ben Wallis. Hadiza Sa'íd is expected to attend the meeting and may be running late.

#### **13. Declarations of interest** (agenda item 2)

*Resolved:* No Declarations of interest were received.

#### **14. Minutes of the previous meetings: 22 September 2021** (agenda item 3)

*Resolved:* The minutes of the meetings held on 22 September 2021 were received and confirmed, the chair was authorised to sign.

#### **15. Matters arising from the minutes / action schedule** (agenda item 4)

Min. no.	Title	Action by	Action	Update
5	Matters Arising	Business Manager	Circulate the ESFA response / explanation for the anomalous graph.	Complete.
6	Minutes of the Financial Management Group	Business Manager	Contact the insurers to discuss any insurance implications of staff working from home whilst sick/ injured.	<p>The Business Manager advised that the insurers confirmed that there are no implications.</p> <p>The Corporation Chair, Pat Mould challenged that the College should be careful not to apply pressure to staff to work whilst sick / injured. The members heard that staff working whilst sick / injured is done only at the request of staff and not at the request of the College.</p> <p>The Chair queried how this is recorded by the College. The HR manager confirmed that staff are still classed as absent but a note is put on their record. This is in line with NorVIC members procedures.</p>
10	Any Other Business	Business Manager /Clerk	Circulate abbreviated draft management accounts to Corporation.	Shared by the Clerk. No questions or comments were received.

## 16. Staffing Report (agenda item 5)

It was agreed that minute 16 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

## 17. Teaching / Support Staff Salary Settlement (agenda item 6)

The Deputy Principal advised the members of the National Joint Council (NJC) agreed pay award for teachers of 1%, with an additional 0.5% on NJC pay points 6, 7 and 8. The Business Manager confirmed that the College budgeted for a slightly higher pay increase.

The Chair gave caution that the College should plan carefully for a more significant increase next year. The Business Manager confirmed that this would be considered in the budget.

The Business Manager advised that the support staff pay award has now yet been approved, but is anticipated to be 1% across all points, with the removal of grades 1,2 and 4. This will have some implications for the College staffing costs, with grade 1 and 2 staff moving up to grade 3.

*Resolved:* The teaching / support staff salary settlement update was received.

**18. Estates, Health and Safety Termly Update** (agenda item 7)

It was agreed that minute 18 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

**19. Freedom of Information Act 2000 and GDPR Requests** (agenda item 8)

It was agreed that minute 19 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

**20. ESFA Financial Health Statement and Finance Dashboard** (agenda item 9)

It was agreed that minute 20 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

**21. Minutes of the Financial Management Group meeting: 19 October 2021**  
(agenda item 10)

It was agreed that minute 21 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

**22. Management Accounts for period ending 30 September 2021** (agenda item 11)

It was agreed that minute 22 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

**23. Snapshot Accounts for the period ended 31 October 2021** (agenda item 12)

It was agreed that minute 23 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

**24. Cumulative Budget Transfers for the period ended 30 September 2021**  
(agenda item 13)

It was agreed that minute 24 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

**25. Student Union Annual Accounts 2020/21** (agenda item 14)

It was agreed that minute 25 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

**26. Draft Members' Report and Financial Statements for the year ended 31 July 2021** (agenda item 15)

It was agreed that minute 26 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

**27. Final Audit Findings Report for the year ended 31 July 2021** (agenda item 16)

It was agreed that minute 16 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

## **28. 2020-2023 Financial Plan 2020-2023, including Student Enrolments and Income Projections** (agenda item 17)

It was agreed that minute 28 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

## **29. Policies** (agenda item 17)

The following policies have been reviewed by the Senior Leadership Team and approval is sought by the committee for items 29a – h, j – p. Only items 29o and 29p have been amended, and these changes are identified via tracked changes. Item 29i is for Corporation approval. Once approved, the reviewer section of the policies will be updated.

- a. Asbestos Policy
- b. COSHH Policy
- c. Demonstrating an Effective Health & Safety Management System Policy
- d. Dangerous Substances and Explosive Atmosphere Regulations (DSEAR) Policy
- e. Electrical Safety Policy
- f. Fire Safety Management Policy
- g. First Aid Policy
- h. Flexible Working Policy
- i. Health and Safety Policy – **for recommendation to Corporation**
- j. Legionnaires Disease Policy
- k. Lone Workers Policy
- l. Permit to Work Policy
- m. Pregnancy Policy
- n. Risk Assessment Policies and Procedures
- o. CCTV Policy
- p. Electrical Testing Policy

With respect of item 29p Electrical Testing Policy, the Chair queried if the College can monitor if students (and staff) use of personal mains powered equipment (page 2), such as mobile phone chargers. Daniel VanTilburg suggested charging lockers are one option to control the use of personal mains powered equipment (i.e. phones), however he noted that this would not stop the problem altogether. The Business Manager agreed that it would be very difficult to monitor this or police it, and he will review the policy and practices used by other Colleges and return to the committee with the policy and amendments.

*Resolved:* The following policies were received and approved by the committee:

- a. Asbestos Policy
- b. COSHH Policy
- c. Demonstrating an Effective Health & Safety Management System Policy
- d. Dangerous Substances and Explosive Atmosphere Regulations (DSEAR) Policy
- e. Electrical Safety Policy
- f. Fire Safety Management Policy
- g. First Aid Policy
- h. Flexible Working Policy

- j. Legionnaires Disease Policy
- k. Lone Workers Policy
- l. Permit to Work Policy
- m. Pregnancy Policy
- n. Risk Assessment Policies and Procedures
- o. CCTV Policy

The following policies were not approved by the committee:

- p. Electrical Testing Policy

The following policies were approved by the Committee and recommended to Corporation for approval:

- i. Health and Safety Policy

**Recommendation:** The Health and Safety Policy was recommended to Corporation for approval.

### **30. Any Other Business** (agenda item 18)

Simon Green advised members and attendees to be aware of inflationary growth with regards to capital bids and site works. In his own work, he has seen massive fluctuation in price. He queried if the College is taking this into account. The Business Manager thanked Simon for his advice and experience, and advised that the College seeks fixed prices, and set higher contingencies at the moment to try to avoid such risks.

### **31. Confidential items** (agenda item 19)

*Resolved:* It was agreed that minutes 16,18-28 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government and associated reports are therefore not available for circulation to the public, college staff or students (excluding senior post holders).

### **32. Date of next meeting** (agenda item 20)

*Resolved:* The date of the next meeting is 23 March 2022

### **Action schedule:**

<b>Min. no.</b>	<b>Title</b>	<b>Action by</b>	<b>Action</b>
20	The ESFA Financial Health Statement and Finance Dashboard	Business Manager	Provide covering letter to support the ESFA Financial Dashboard for Corporation members.
22	Management Accounts for period ending 30 September 2021	Business Manager	Check what 'computer cabling / network' overspend relates to.
25	Student Union Annual Accounts 2020/21	Business Manager	Amendment to the Student Union accounts as agreed before recommendation to Corporation for approval.
26	Draft Members' Report and Financial Statements for the year ended 31 July 2021	Business Manager	Make the required amendments to the document before submitting to Corporation for approval.
28	Policies	Business Manager	Review / update the College's Electrical Testing Policy in line with the recommendations made by the committee and with examples from the sector.

**Finance and General Purposes Committee**

**Confidential Minutes of the meeting held on 24<sup>th</sup> November 2021**

*It was agreed that the following minutes should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government and associated reports are therefore not available for circulation to the public, college staff or students (excluding senior post holders).*

CONFIDENTIAL