

Finance and General Purposes Committee

Minutes of the meeting held on 28th September 2022

Present: Alan Foster (Chair), Bob Overment, Colin Peaks (Principal), Dr Hadiza Sa'íd and Daniel VanTilburg.

In attendance: Rachel Hitchenor (Assistant Principal), Suzanna May (Deputy Principal), Gary Parkinson (College Business Manager), Laura Revill (Human Resources and Trainee Finance Manager), Laura Skarratt (Clerk).

1. Election of the Chair (agenda item 1)

Resolved: Alan Foster was elected as Chair of the Finance and General Purposes Committee for 2022/23.

The Chair welcomed members and attendees to the first Finance and General Purposes Committee meeting of the year and outlined the scope and purpose of the meeting. Introductions were made to welcome the new Deputy Principal and Assistant Principal to the meeting.

2. Apologies for Absence (agenda item 2)

Resolved: Apologies were received from Chair of the Corporation, Pat Mould.

3. Declarations of Interest (agenda item 3)

Resolved: No declarations of interest were received.

4. Minutes of the meeting held on the 21st June 2022 (agenda item 4)

Resolved: The minutes of the meetings held on 21st June 2022 were received and confirmed, the chair was authorised to sign.

5. Matters arising from the minutes / action schedule (agenda item 5)

Min. no.	Title	Action by	Action	Update
54	Staffing Report	Human Resources Manager	Check % of term time days lost and correct within report as required.	Complete.
			Include staff progression within next Staffing Report (Autumn 2022).	To be brought to the Committee in November 2022.
		Clerk	Bring Staffing Report to Corporation (July 2022) for information.	Complete.
59	Draft Annual Budget 2022/23 and Financial Plan for 2023-25	Business Manager	Update 2023/24 and 2024/25 to reflect assumed 2% increase as per discussion.	Complete.
			Update 2023/24 and 2024/24 to reflect predicted grant income.	Complete.
60	Policies	Human Resources Manager	<p>Policies:</p> <ul style="list-style-type: none"> a) Part-Time Working Policy, b) Employee Drugs, Alcohol and Substance Abuse Policy, c) Job Share Policy, d) Occupational Sick Pay Policy, e) Retirement Policy <p>Human Resources Manager return with further evidence to support the above policies removal, along with the Staff Handbook to provide assurance to the committee.</p>	To be brought to the Committee in November 2022.
			Sickness Absence Policy – amend as outlined within the discussion	Complete.
			Staff Code of Conduct – take to JCC meeting for review, before return to F&GP for recommendation to Corporation.	To be brought to the Committee in due course.
		Business Manager / IT Manager	Acceptable Use Policy – amend typo and use standardised policy format.	Complete.

	Business Manager	Bursary Fund and Meal Allocation Policy – recommended for Corporation approval, but to be returned for further consideration November 2022.	To be brought to the Committee in November 2022.
--	------------------	---	--

6. Minutes of the Financial Management Group Meetings of the 21st June 2022 (agenda item 6)

It was agreed that minute 6 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)**.

7. Management Accounts for the Period ending 31st July 2022 (agenda item 7)

It was agreed that minute 7 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)**.

8. Cumulative Budget Transfers for the Period Ended 31st July 2022 (agenda item 8)

It was agreed that minute 8 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)**.

9. Financial Regulations and Procedures Annual Review (agenda item 9)

It was agreed that minute 9 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)**.

10. T-Level Funding Update and LJ Create Purchases (agenda item 10)

It was agreed that minute 10 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)**.

11. Strategic Financial Targets 2022/23 (agenda item 11)

It was agreed that minute 11 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)**.

12. Policies (agenda item 12)

The Clerk outlined the paper advising that the committee receives a large volume of policies, some of which do not have a recommendation from Eversheds to be received / approved by the committee or Corporation. The Clerk advised that the policies to be considered have not been reviewed by SLT before being brought to the committee. She asked the members to review the list of policies making a recommendation as to if they should be moved to SLT review only.

The Chair suggested that if policies are moved to SLT review, an update be brought to the committee when changes are made. This was discussed.

The Principal noted that with regards to the Capability policy although the Eversheds guidance is for SLT review only, a capability issue can be escalated to the Chair of the Corporation, it would therefore be prudent to continue to provide the policy to the committee and Corporation. This was discussed and agreed.

The Principal recommended that the 'high-risk' policies relating to Health and Safety, such as Fire Safety and COSHH continue to have committee oversight. The members discussed the policies and agreed to recommend a) e) i) and k) to SLT review only.

Recommendation:

- a) Adverse Weather Conditions Policy – SLT review only
- b) Asbestos Policy- F&GP
- c) Capability Policy – F&GP and Corporation
- d) COSHH Policy – F&GP
- e) Disclosure of Info to Trade Unions for Collective Bargaining – SLT review only
- f) DSEAR Policy – F&GP
- g) Fire Safety Management Policy – F&GP
- h) First Aid Policy – F&GP
- i) Home Visiting Policy – SLT review only
- j) Legionnaires Policy – F&GP
- k) Use of Own Vehicle on College Business Policy – SLT review only

13. Any other Business (agenda item 13)

It was agreed that minute 13 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)**.

14. Confidential items (agenda item 14)

Resolved: It was agreed that minutes 6,7,8,9,10,11 and 13 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).

15. Date of next meeting (agenda item 15)

Resolved: The date of the next meeting is 23rd November 2022

Action schedule:

Min. no.	Title	Action by	Action
7	Management Accounts	Clerk	Inform the Corporation of the positive financial situation as reported within the Management Accounts.
9	Financial Regulations and Procedures	Business Manager	Amendment: page 22, change the threshold as agreed within the discussion.
10	T-Level Funding Update and LJ Create Purchases	Business Manager	Check maintenance / warranty for LJ CREATE package of equipment.
		Clerk	Written resolution for Corporation approval of proposal to purchase equipment from LJ CREATE.
11	Strategic Financial Targets 2022/23	Principal	Amendment: Include agreed target relating to staff costs as agreed within the discussion.

Finance and General Purposes Committee

Confidential Minutes of the meeting held on 28th September 2022

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