

MEETING OF RESOURCES COMMITTEE

TIME/DATE 5.00pm, WEDNESDAY 21st JUNE 2017

VENUE Conference Room (PS108) Professional Studies Building, PARSON'S WALK, WIGAN CAMPUS

Committee Members:

Kathryn Causey (Chair)
Diane Brennan
 Susan Spibey
Jennifer Cockram
 Anna Dawe

Clerk to the Governing Board

Lorna Lloyd-Williams

Finance Director
 Vice Principal, College Services
 Vice Principal, Business Services
 Assistant Principal, College IT Service and MIS

Kevin Williams
 Louise Brown
 Lorraine Groch
 Dave Harrison

Italics denotes absence

Minutes

Item		The meeting opened at 4.55pm and was quorate with at least 3 governors being present
1	R/17/06/35	APOLOGIES Apologies were received and accepted from Diane Brennan and Jennifer Cockram
2	R/17/06/36	DECLARATIONS OF INTEREST There were no declarations of interest
3	R/17/06/37	MINUTES OF THE MEETING HELD ON 15th MARCH 2017 – These were approved as s a correct record for signature by the Chair.
4	R/17/06/38	MATTERS ARISING – The Clerk advised that there was only one outstanding matter in relation to the General Data Protection Regulations due to come into force in May 2018 and which would be further discussed with the committee/board prior to then.
5	R/17/06/39	STRATEGIC PLAN Members of the executive took the committee through the end of year strategic chapter reviews <u>Chapter 10 Human Resources</u> The Vice Principal College Services took governors through things still to do and the priorities for the next academic year. She gave further details on some of the staff enrichment activities and the plans starting to be implemented around the levy spend. The committee were advised that they have a preferred candidate for the new payroll supplier and the Finance Director will be bringing a paper to the Board. Governors asked whether the staff survey had gone and whether the questions were the same. They were informed that they would be and that the survey would be sent out in August at the same time as previously and it was noted that this would therefore give a comparable benchmark to the previous survey. Governors noted the good progress that had been made. <u>Chapter 11 Finance</u> The Finance Director advised that the College is heading for a surplus and that both the budget and 3 yr. plan show a healthy operating surplus and will be sufficient to maintain a good financial grade. The committee were taken through the things to be done and

		<p>expressed their thanks for all the hard work.</p> <p><u>Chapter 12 Estates & Facilities</u></p> <p>The Vice Principal College Services advised that there were large capital projects underway over the summer: Science lab, extension to Hair Salon, new media / makeup room, animal management provision at Leigh. She also outlined the general maintenance plan including updating the CCTV system. It was noted that the emergency plan has been revised and reviewed in light of recent events. Governors questioned how long security is here for and were advised that hours have been increased.</p> <p>Governors also raised a number of questions regarding fire safety and whether the cladding had been looked at. It was explained that college has a comprehensive fire strategy and the fire service inspect regularly and give advice. The cladding on the building is the original structure and there has been a full risk assessment. The Vice Principal College Services will update on fire strategy at the next Resources meeting. There will also be a review when the outcome of the Grenville Tower investigation is known.</p> <p style="text-align: right;">Action : Vice Principal College Services</p> <p>Governors commented that the Manchester Mayor is undertaking a review of all high rise buildings and it was agreed that we will wait to be contacted. Governors questioned whether there was a scheduled evacuation system. It was confirmed that there is and it is monitored and reviewed with actions having been implemented following a recent evacuation. Governors commented that this gave them reassurance.</p>
6	<p>R/17/06/40 6.1</p> <p>FINANCE <u>Management Accounts for the period until end of May 2017 and dashboard for recommendation to the Board</u></p> <p>The Finance Director took the committee through the underlying income and expenditure and variances explaining that the increase in non-pay costs was estates related. He explained that rather than aim for outstanding it was better to use funds to reinvest in estates etc. and have the Colleges SFA financial health rating health as good. This reflected the strategic plan for next year. In summary both operating surplus and cash was healthy.</p> <p>Governors raised a number of questions, asking for further explanation about the other income line and also pay expenditure specifically agency staff costs. Governors were satisfied with the explanations given. There was also discussion around training needs which had been discussed between the committee chair, Clerk and Finance Director and it was agreed that this would be in the Board cycle of business for September with training on the budget and 3 year plan and that two sessions might be required.</p> <p style="text-align: right;">Action Point: Finance Director & Clerk</p> <p>It was: Resolved to recommend approval of the management accounts to the Board</p> <p><u>Annual budget and 3 year financial plan</u></p> <p>The Finance Director advised that the SFA template in relation to the financial plan had only been released the previous week and that he would populate the new template for the Board Meeting so information on 18/19 would be included as well.</p> <p>He advised that the Budget is around 550k, has been linked to the curriculum plan and will be less reliant on agency staff going forward so this figure will reduce significantly. Cash figures were outlined for the forthcoming years.</p>	<p>6.2 R/17/06/41</p>

	6.3 R/17/06/42	<p>The Finance Director outlined the modelling assumption that he had made in relation to Apprenticeship reforms which included a 3 month lag and how this would impact upon the debtors figure. Governors question whether this was a conservative assumption and were advised that this was the sector norm. It was</p> <p>Resolved – to recommend the _Annual budget and 3 year financial plan_ to the Board for approval.</p> <p><u>Review of Financial Regulations and associated policies for recommendation to the Board: Procurement Policy, Treasury Management, Anti –Bribery</u></p> <p>The Finance Director advised the committee that the policies were fine and took the committee through the changes in the body of the Financial Regulations including the changes to the delegated authority levels. It was:</p> <p>Resolved to recommend the Financial Regulations and associated policies to the Board for approval.</p>
7	R/17/06/43	<p>TREASURY MANAGEMENT REPORT</p> <p>This Annual report detailed the amount if interest earnt which was duly noted by the committee.</p>
8	R/17/06/44	<p>HUMAN RESOURCES People Performance Scorecard</p> <p>The Vice Principal College Services spoke to her report some of which had already been covered in the update to Chapter 10 of the strategic Report. It was noted that sickness has continued to reduce and that a more detailed breakdown of reasons for leaving had been included. It was also noted that a number of academic staff had returned to industry which reflects the problems with recruitment in particular curriculum areas.</p> <p>Governors questioned the number of staff on a stage 1 warning as it equated to almost 10% of the workforce. It was explained that a stage 1 warning is informal, closely monitored and lasts for a period of time. Governors also asked that percentages be included within the report going forward.</p> <p style="text-align: right;">Action: Vice Principal College Services</p> <p>Governors commented that the report was very positive and well done.</p>
9	<p>9.1 R/17/06/45</p> <p>9.2 R/17/06/46</p>	<p>GOVERNANCE</p> <p><u>Review of Terms of Reference for recommendation to the Board</u></p> <p>The committee discussed one of the terms of reference regarding overseeing banking, cash and insurance arrangements and whether it was too operational. After discussion it was felt appropriate to amend the wording so that insurance matters in particular were brought to governors attention particularly with the changes due to come about due to the introduction of the insolvency regime. It was</p> <p>Resolved to recommend that the wording be changed to “To receive cash management, banking and insurance arrangements”</p> <p><u>Business cycle 2017/18</u></p> <p>The committee agreed this document but asked that a paper on insurance be brought to the November meeting.</p> <p style="text-align: right;">Action : Vice Principal College Services</p>

	9.3 R/17/06/47	<u>Review of committee performance</u> This was discussed in some detail and it was agreed that training for all the board on financial matters was required and that a further committee member with financial expertise was required.
10	R/17/06/48	<p>POLICIES & PROCEDURES</p> <ul style="list-style-type: none"> • Staff Disciplinary and Grievance Procedures for recommendation to the Board <p>It was Resolved to recommend the Staff Disciplinary and Grievance Procedures to the board for approval.</p> <ul style="list-style-type: none"> • Environment & Sustainability Policy for recommendation to the Board <p>It was Resolved to recommend the Environment & Sustainability Policy to the Board for approval.</p> <ul style="list-style-type: none"> • Subcontracting Fees & Charges policy for recommendation to the Board <p>It was Resolved to recommend the Subcontracting Fees & Charges policy to the Board for approval.</p>
11	R/17/06/49	<p>ANY OTHER BUSINESS – Items to the Clerk before 14th June or to the Chair on 21st June before the start of the meeting.</p> <p>There was no any other business.</p>
12	R/17/06/50	<p>DATE AND TIME OF NEXT SCHEDULED MEETING Provisionally 5pm 30th November 2017</p>
		The meeting closed at 6.27pm