

Draft Minutes

MEETING OF RESOURCES COMMITTEE

DATE WEDNESDAY 18th NOVEMBER 2015

VENUE PS108 CONFERENCE ROOM, PROFESSIONAL STUDIES BUILDING, PARSON'S WALK, WIGAN CAMPUS

ATTENDANCE

Committee Members:

Diane Brennan, Chair
Susan Loudon
 Rod Stockwell
Kath Causey
 Jennifer Cockram
 Michael Sheehan

Ex Officio

Liz Shea

Clerk to the Governing Board

Lorna Lloyd-Williams

Finance Director
 Vice Principal, College Services
 Vice Principal, Business Services

Claire Jarvis
 Louise Brown
 Chris Davey

Italics denote absence

The Chair opened the meeting at 5.00pm and the meeting was quorate.		
R/15/11/01	1	APOLOGIES The Clerk advised that apologies had been received from Susan Loudon for Mayoral duties, Kath Causey who was working in London today and Liz Shea who was at the AoC Conference in Birmingham. Apologies were noted and accepted
R/15/11/02	2	DECLARATION OF INTERESTS – There were none reported.
R/15/11/03	3	MINUTES OF THE MEETING HELD ON 17th JUNE 2015 – were accepted as a correct record for signature by the Chair.
R/15/11/04	4	MATTERS ARISING – The Clerk advised that all actions had been completed
R/15/11/05	5	BUSINESS CYCLE FOR 2015/2016 The Clerk advised that there was one addition to the business cycle- the subcontracting fees and Charge policy. Resolved- The amended business cycle for 2015/2016 is approved.
R/15/11/06	6	HUMAN RESOURCES 6.1 People Performance Scorecard The Vice Principal College Services reported on the key issues from the scorecard. Governors queried the 2% gap in the levels of completion for Performance Review and Development forms and were informed that the College management were confident this would be further improved soon. Governors queried the long term plan for use of agency staff and also commented on the reduction in payroll costs and the Colleges recruiting strategies. Governors commented that the ability to attract and

		retain highly qualified staff was crucial to the success of the college and the Vice Principal outlined to the Committee the support given to all new managers.
R/15/11/07	7	<p>FINANCE</p> <p>7.1 Monthly Financial Report and Management Accounts</p> <p>The Finance Director spoke to this report. She explained where there were variances and what had been the cause but that college still expected to achieve the overall budget. Governors asked a range of searching questions which were addressed by various members of the Executive Team. The report was accepted.</p> <p>7.2 2014-2015 Financial Statements for approval and recommendation to the Governing Board</p> <p>The Finance Director spoke to this item. She advised the committee that these were substantially complete but had yet to be signed off by the Financial statements auditors Wylie & Bissett although no significant changes were expected. She advised that the surplus was in line with expectation and that if the results are unaltered by any additional audit adjustments, College would receive a “satisfactory” financial health grading which was in line with expectations. Governors asked a number of questions relating to the preparation of the financial statements and as these were satisfactorily answered it was:</p> <p>Resolved: that the 2014-15 Financial Statements be recommended for approval to the Governing Board.</p> <p>7.3 Student Union Accounts 2013-14</p> <p>The Finance Director spoke to this report. She outlined the position in relation to funding received under the Green Fund Project and confirmed that any surplus can be carried forward. She also outlined the underlying financial position of the Students Union.</p> <p>It was:</p> <p>Resolved: that the Student Union accounts statement for 2014-15 be recommended for approval to the Governing Board.</p>
R/15/11/08	8	<p>HEALTH & SAFETY</p> <p>Health & Safety Annual Report 2014-15</p> <p>The Vice Principal College Services spoke to this report, which had been produced by Tim Sherrington Head of Estates and Health & Safety. Governors received an overview of the key features from the report which detailed the improvement actions completed to date and the ongoing measures in place following the College review of Health and Safety. Governors were also advised of the beneficial impact College had received in the appointment of external Health & Safety advisors Westfield Compliance. Governors were also informed that there would be a follow up Health and Safety Audit in February 2016.</p> <p>Governors noted the report and requested a further updating report in the New Year.</p> <p>Health & Safety Policy</p> <p>Governors were asked to approve the revised Health & Safety policy and upon asking</p>

		<p>a number of questions received further guidance on how the policy informs strategies and good practice throughout the College.</p> <p>Resolved: that the Health and Safety Policy be recommended for approval to the Governing Board.</p>
R/15/11/09	9	<p>ANY OTHER BUSINESS</p> <p>The Vice Principal Business Services presented the draft Subcontracting Fees and Charges Policy. Governors raised questions about the appointment of subcontractors and the due diligence process undertaken by the college, all of which were satisfactorily answered. Governors were also advised that Internal Auditors will be looking at Subcontracting provision as this is now a requirement of the SFA.</p> <p>Resolved: that the Subcontracting Fees and Charges Policy be recommended for approval to the Governing Board.</p>
R/15/11/10		<p>DATE AND TIME OF NEXT MEETING</p> <p>The next meeting will be held on 3rd March 2016 at 5.00pm</p>
The Chair declared the meeting closed at 6 pm		

Signed _____ Chair

Lorna Lloyd-Williams, Clerk to the Governing Board