

MEETING OF RESOURCES COMMITTEE

TIME/DATE 5.00pm, Thursday 30th November 2017

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

Committee Members:

Kathryn Causey (Chair)
 Diane Brennan
 Susan Spibey
Michael Ferraby
Anna Dawe

Clerk to the Governing Board

Lorna Lloyd-Williams

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

Kevin Williams
 Louise Brown
 Dave Harrison

Draft Minutes

Item		The meeting opened at 5.07pm and was quorate with at least 3 members present.
1 R/17/11/01		APOLOGIES Apologies were received and accepted from Michael Ferraby and Anna Dawe
2 R/17/11/02		DECLARATIONS OF INTEREST There were no declarations of interest.
3 R/17/11/03		MINUTES OF THE MEETING HELD ON 21st JUNE 2017 These were approved as a correct record for signature by the Chair.
4 R/17/11/04		MATTERS ARISING – The Clerk advised that <ul style="list-style-type: none"> • The GDPR presentation was on the agenda • The committee were receiving a fire safety report and would be further updated once the outcome of the Grenville tower investigation was known. • Percentages had now been included in the scorecard report The committee asked that the Board training be kept open and it was confirmed that there would be a further session at February Board.
5 R/17/11/05		AOC FINANCE QUESTIONS FOR GOVERNORS There was a great deal of discussion around how this should be used by the committee and whether it should be an ongoing document for completion across the academic year. It was agreed that the Clerk and Finance Director would circulate an email amongst their colleagues to try and ascertain the practice in other colleges. <p style="text-align: right;">Action: Clerk and Finance Director.</p> The Clerk was also asked to cross reference this against the recommendations from

		<p>Peter Lauener re KPIs. She was also asked to check whether there were any guidelines for this that should be used.</p> <p style="text-align: right;">Action: Clerk</p>
6		FINANCE
R/17/11/06	6.1	<p><u>Monthly Management Accounts</u></p> <p>The Finance Director spoke to his report detailing the Management Accounts for the 3 months to 31 October 2017 showing actuals for the month of October, cumulative to date as well as forecast outturn compared to the budget approved by the Governing Board on 4 July 2017. Governors noted significant variances resulting from the apprenticeship reforms and income from Other Managed Agencies and Self-financing and asked for a detailed explanation of these. The committee were also taken through positive variances in relation to expenditure.</p> <p>It was noted that the forecast external reporting position was that of an operating surplus of £347k, which includes the large service costs relating to the FRS 102 pension adjustment. The committee were advised that there was a tolerance of 400K around this. The forecast operating position as regards to Financial Health was of an operating surplus of £1.225m in 2017-18. Cash balances at the end of October 2017 were 59 days with Key Finance KPIs performing strongly: good financial health and compliance with all bank covenants.</p> <p>Governors raised a number of searching questions regarding staff utilisation, creditors' payments, paying debts on a timely basis and the financial forecast. In relation to the latter that asked that the following be brought to the Board:</p> <ul style="list-style-type: none"> • details of numbers of apprenticeships, assumptions and on what figures these are based. Also the impact of low numbers of apprentices this year and what impact it will be on next year, • numbers last year • projected numbers this year • do we forecast a continuing drop • what is effect next year • what is effect on income next year • what is effect on cash flow next year <p>Action: Finance Director & Assistant Principal, College IT Service, Subcontracting and MIS</p> <p>It was Resolved: to recommend the management accounts for October 2017 to the Board for noting.</p>
R/17/11/07	6.2	<p><u>2016-17 Financial Statements and letters of representation</u></p> <p>The committee were advised that these had already gone to Audit where a clean opinion had been given by the Financial Statements auditors and Audit committee were therefore able to recommend to the board. The Finance Director spoke to his report and advised that the balance sheet was strong with a good relationship between current assets and creditors. Ratios were all good and had improved over last year with an overall score which maintained the College in good financial health.</p> <p>Thanks were given to the Finance Director and the committee asked if the external auditor had made any recommendations and were advised that they had not. The committee expressed surprise governors having picked up on an issue regarding the purchase order</p>

<p>R/17/11/08</p> <p>R/17/11/09</p>	<p>6.3</p> <p>6.4</p>	<p>process. It was agreed that the Clerk would make the Audit committee Chair aware of the concerns regarding another year with no recommendations.</p> <p style="text-align: right;">Action: Clerk</p> <p>It was Resolved: to recommend the financial statements and letters of representation to the Board in terms of the figures.</p> <p><u>Financial Plan 2017-19</u></p> <p>The Finance Director spoke to his report and took the committee through the financial dashboard and the financial plan was duly noted.</p> <p><u>Student Union accounts</u></p> <p>The Finance Director spoke to his report and the committee wished to know whether commission from the sale of NUS cards could go back into the student union budget and whether any unspent balance could be carried over. Governors were advised that neither was possible. It was</p> <p>Resolved: to recommend the Student Union accounts to the Governing Board.</p>
<p>7</p> <p>R/17/11/10</p>		<p>VALUE FOR MONEY & PROCUREMENT REPORT</p> <p><u>Annual report</u></p> <p>The committee considered the report by Tenet on value for money and procurement and the level of savings already made by Tenet which to date had achieved £108k of savings against a target of £95K. The Finance Director also outlined the areas that were going to be looked at this year. The committee wished to know how Tenet is paid and it was confirmed that it was a % of savings. The committee asked for details of how much the procurement service had cost.</p> <p>Action: Finance Director</p> <p>The report was duly noted.</p>
<p>8</p> <p>R/17/11/11</p>		<p>DATA PROTECTION & THE GENERAL DATA PROTECTION REGULATIONS</p> <p>The Assistant Principal College IT Services, MIS and Subcontracting gave a presentation on the General Data Protection Regulations (GDPR).</p> <p>The core principles of the GDPR were outlined together with the steps college is taking to be ready for when the legislation comes into force on the 25th May 2018. The key changes from the Data Protection Act which will be repealed by the GDPR were explained and Governors were advised that the college will need to create a culture of compliance with privacy being built in and a need to assess and document this.</p> <p>Consent and privacy notices were explained and governors were advised that data minimisation is a key theme. It was also explained that the college will need to have a Data Protection Officer and that the College will need to be able to show independence in relation to this role and there was discussion regarding outsourcing to a contractor.</p> <p>The Committee thanked the Assistant Principal and asked that they be updated in March as Audit committee is to be.</p> <p style="text-align: right;">Action: Assistant Principal College IT Services, MIS and Subcontracting</p>

<p>9 R/17/11/12</p> <p>R/17/11/13</p>		<p>HUMAN RESOURCES</p> <p><u>People Performance Scorecard</u></p> <p>The Vice Principal College Services spoke to her report and highlighted the following:</p> <ul style="list-style-type: none"> • Sickness rates below target • Agency staff numbers have dropped • Analysis of absence rates has been further subdivided by percentages short term and long term sick • CPD now highlighted both academic and support staff and Governors noted that the latter was more bespoke with training needs being identified through the PRD process. <p>The Chair thanked the Vice Principal for the report and advised that it was much clearer and easier to read. Governors asked a number of questions regarding staff turnover and resignations and also queried whether the figure given for people leaving because of career change was high in relation to the number of staff. The committee were advised that as a proportion of overall staff this was not a high figure and the staff survey could give governors assurance/triangulation.</p> <p><u>Staff survey</u></p> <p>The Vice Principal College Services then addressed the staff survey and advised there had been a high response rate with overall positive responses. The survey had also been benchmarked against the York College Group survey and performed favourably. Subsequent to the survey the Principal together with the Vice-Principal had undertaken follow up with a number of focus groups.</p> <p>Governors commented that the survey was encouraging and thanked the staff.</p>
<p>10 R/17/11/14</p> <p>R/17/11/15</p> <p>R/17/11/16</p>	<p>10.1</p> <p>10.2</p> <p>10.3</p>	<p>ESTATES</p> <p><u>Health and Safety Annual Report</u></p> <p>The Vice Principal College Services spoke to her report which included an assessment of compliance with the College Health and Safety policy. She advised that there was a schedule of ongoing audits and inspections focusing on high risk areas and explained the management process. There had been increased reporting but a reduction in the number of accidents occurring. Governors asked about the increase in violent and security incidents and what support there was for staff. Governors were advised that we now have security and all staff have behaviour training, that the increase in number is due to the college getting smarter.</p> <p><u>Health and Safety Policy</u></p> <p>Governors considered the policy noting that the contents remained the same with 5 minor amendments concerning referencing college's commitment and title and minor word changes. It was</p> <p>Resolved to recommend the Health and Safety policy to the Board.</p> <p><u>Fire Safety report</u></p> <p>The Vice Principal College Services gave an update on her report advising the committee</p>

R/17/11/17	10.4	<p>that the external consultant had been able to give a clean bill of health regarding the cladding and that the formal report would come to the committee. The report was duly noted.</p> <p><u>College insurances report</u></p> <p>This was duly noted.</p>
11 R/17/11/18		<p>ANY OTHER BUSINESS – Items to the Clerk before or to the Chair on before the start of the meeting.</p> <p>There was no A.O.B.</p>
12 R/17/11/19		<p>DATE AND TIME OF NEXT SCHEDULED MEETING 5pm Thursday 15th March 2018</p>
		The meeting closed at 7.16pm