



AGENDA

**Finance and Employment Committee to be held on
Wednesday 2 December 2015 commencing at 2.00 pm
In the Principal's Office, Folly Lane, Hereford**

1. Apologies for absence
2. Declaration of Interests
3.
 - I. Approval of the Minutes of the meeting held on 1 July 2015
 - II. Matters arising from the Minutes

Aim: To approve and discuss the minutes
4. Annual Employment Reports: -
 - I. Health and Safety Report
 - II. Staff Report
 - III. Staff Development Report
 - IV. List of Personnel Policies
 - V. Conduct at Work Policy

Aim: To receive the reports presented by the Director of Personnel
5. Members' Report and Financial Statements for the year ended 31 July 2015:
 - I. Herefordshire and Ludlow College
 - II. Keith St Peters Limited

Aim: To receive the financial statements presented by the Director of Finance and recommend to the Board for endorsement
6. Finance Reports: -
 - I. Management Accounts to 31 October 2015 (discussed at the October Board meeting)
 - II. Capital Projects Update
 - III. Annual Treasury Management Report 2014/15
 - IV. Financial Regulations (To approve continuation of the current regulations)
 - V. Skills Funding Agency correspondence regarding the College's financial plan 2015-17

Aim: To receive and approve the reports presented by the Director of Finance as applicable
7. Any Other Urgent Business
8. Date and time of next meeting
Wednesday 9 March 2016 commencing at 12.30pm

Success for our Students



CONFIDENTIAL AGENDA

**Finance and Employment Committee to be held on
Wednesday 2 December 2015 following the
main agenda**

9. Apologies for absence
10.
 - I. Approval of the Confidential Minutes of the meeting held on 1 July 2015
 - II. Matters arising from the Minutes
To approve and discuss the minutes
11. Confidential Staff Report
Aim: To note the report presented by the Director of Personnel
12. Process Review
To receive feedback from the process review conducted by a Member during the meeting