



MINUTES
of the meeting of the Finance and Employment Committee
held on Wednesday 22 March 2017

Present: - Dr Alan Lavers (Chair)
Mr James Caird
Mr Tony Ford
Mr Richard Garnett
Mr Ian Peake (Principal)

In Attendance: - Mr David Williams (Deputy Principal)
Mrs Debra Baldwin (Director of Personnel)
Mrs Linda Watkins (Clerk to the Corporation)

The meeting was quorate as five Members were present.

- | | Action |
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| <p>1. Apologies for Absence Mr Edward Gwillim (Director of Finance)</p> | |
| <p>2. Declaration of Interests 5.IV Tony Ford trustee of Herefordshire Vision Links</p> | |
| <p>3. I. Minutes of the Last Meeting The Chair signed the minutes of the meeting held on 7 December 2016 as a true and accurate record.</p> <p>II. Matters Arising from the Minutes</p> <p>A. Richard Garnett and the Deputy Principal had met a vet who was interested to build a large animal veterinary centre in Hereford suggesting that Holme Lacy Campus might be worthy of consideration. Discussion had also included delivery of a course on safe handling of vet medicines. This was being followed up by the Assistant Principal.</p> | |
| <p>4. Employment Reports The Director of Personnel presented the following reports: -</p> <p>I. Health and Safety Report</p> <p>A. There had been 45 accidents to date with one RIDDOR accident, this was outlined and related to a member of staff. It was noted that these were relatively low levels of accidents based on the size of the College.</p> <p>B. Fire training and fire evacuation arrangements continue to be monitored with appropriate training</p> | |

- provided at all campuses and sites.
- C. Arrangements have been embedded to ensure that the College has sufficient first aiders; these were outlined in the report. A Governor asked if first aiders can administer Epi-pens and inhalers; this was confirmed as long as they had received the relevant training.
 - D. Health and safety walks have been arrangements for members of CMT and the Health and Safety Advisor which will include all County Training premises.
 - E. The health and safety mini audit gave a flavour of the areas of focus for this year.
 - F. The College's insurers had visited Hereford, Holme Lacy and Ludlow campuses with very few recommendations made.
 - G. The new extraction system at Holme Lacy Campus was tested and was working test. Repairs to the timber trades system had taken place to ensure this was working effectively. The extraction system in the dark room within the Art Department at Ludlow College is inadequate; alternative options are being explored.
 - H. Actions to bring consistency to lone worker arrangements was questioned noting that staff have electronic diaries which are accessible and are encouraged to phone the College at the end of each day. Apps for mobile phones are being investigated costing c£10 per person. If staff are in workshops working alone, they are encouraged to notify colleagues.

II. Staff Report

- A. In response to discussion at the last meeting, the Director of Personnel informed Members that there were 23 non-white British applicants for jobs who had not been appointed. Investigation showed that some of these had confused Herefordshire with Hertfordshire, some lived abroad and did not wish to attend for interview and some were foreign nationals. In future applications and their suitability to jobs would be monitored to ensure that managers continue to shortlist applicants against the shortlisting criteria.
- B. Staff development sessions were noted which frequently target specific groups of staff. A Governor asked if training was delivered in-house; there is a combination of internal and externally delivered training.
- C. Policies and contracts with County Training are being synchronised with HLC policies where possible. A Governor asked how this was being integrated and how time consuming this was. These were being embedded effectively and were being managed by the Assistant Principal Ludlow College.
- D. The payroll provider would be changed; a robust process was being used to test potential systems before appointing a company. There was not a common provider in the sector. A suggestion was made to investigate providers used in the HE sector.

Once three providers were shortlisted details would be presented to the Committee, either by email or at the next meeting.

- E. There were 15 members of staff who had decided not to join the pension scheme when auto-enrolment came into force. Every three years these would be re-enrolled.

The Committee agreed: -

- To note the positive reports presented by the Director of Personnel

5. Finance Reports

I. Management Accounts to 28 February 2017

- A. Overall performance shows a net surplus of £113,000, this is £231,000 better than the budgeted year to date deficit of £118,000.
- B. Overall deficit of £214,000 forecast for the year end. The Director of Finance is actively working to reduce costs in line with the reduced income to minimise the operating loss in the year.
- C. Income streams were outlined in the report with significant variances in adult education budget and apprenticeship income, the biggest variance within figures related to County Training.
- D. Substantive payroll costs are £226,000 below budget year to date which is offset by part time and casual costs at £143,000 and £104,000 over budget for the full year respectively. Action had been taken to minimise overspend.
- E. Non-pay costs are £761,000 below budget.
- F. The bank balance is healthy at £1.9M.
- G. Performance against the financial KPIs remained strong with all indicators exceeded.
- H. Contributions from faculties showed a significant shortfall in County Training; it was expected that this would change next year.

Discussion and questions followed which were duly answered by the Principal.

There was general discussion about funding for post-16 education and potential challenges to funding as a result of Brexit.

A Governor asked about the casual pay expenditure budget showing £56,000 overspend to date. This had funded technicians in some areas of the curriculum who had not been fully included in the budget. In future, casual staff would be included in the budget. There was no budget for staff sickness or maternity cover; these were covered within casual pay. Specific examples were provided. Animal care use casual contracts to provide flexibility and cover weekends and holidays. Governors were assured that the Director of Finance was monitoring and controlling the budget line.

A Governor asked when KSP Ltd would cease to trade noting that this would be 1 June 2017. There were three members of staff who would TUPE to HLC.

II. Capital Projects Update

The LEP funding had been invested in engineering equipment at Hereford and Holme Lacy Campuses. The Principal informed Governors that there were regular meetings with the Architect about future developments at Pound Farm which could only be progressed subject to the sale of land. A potential developer had expressed interest in purchasing the Sawmills Field. Part of the old dairy farm would be sold and Willsley House had already been sold. These sales receipts would enable the redevelopment of the farm buildings and provide matched funding for the LEP Growth Deal 3 funded project at Holme Lacy Campus, worth a total of £1.4M.

III. Tuition Fee and Remission Policy 2017/18

Last year's policy had been amended with small increases proposed to fees for some courses. In addition there were increases to courses validated by the University of Worcester.

IV. Sub-Contracting Report 2016/17

Tony Ford declared an interest as a trustee of Herefordshire Vision Links which work with Deaf Direct, one of the College's sub-contracting partners.

The Deputy Principal presented the paper explaining sub contracted provision. The Committee were reminded that the Board had approved sub-contracting totalling £600,000 to The Skills Network in three separate contracts this year. The quality profile showed c.91% success rates. A Governor asked if the contract would be achieved during the current financial year noting that it would be achieved. This was a substantial contact with regular meetings to monitor provision. The Skills Network documentation was audited including checking marking and learner feedback, observing learner induction and telephone surveys to learners.

The Deaf Direct contract was £2,500 with approximately fewer than ten learners each year. Learners and their families gain qualifications in signing. A lesson observation would be arranged which would include a member of staff who could sign.

The College was honouring some small contracts from County Training. These were low financial levels which would not continue once the current cohort had completed this year.

The Committee agreed:

- To note the management accounts to 28 February 2017
- To note the update on capital projects with a tour of

workshops at Holme Lacy Campus to be arranged at the end of term.

L Watkins

- To recommend the Board approve tuition fee and remission policy 2017/18
- To note the sub-contracting report 2016/17 evidencing that the College was closely monitored this provision

L Watkins

7. Any other Business

No items.

8. Date and time of next meeting

The next meeting was arranged for Wednesday 21 June 2017 commencing at 2.00 pm.

Signed as a true record of proceedings

Chair: **Date:**.....