



**MINUTES**

**of the meeting of the Finance and Employment Committee  
held on Wednesday 21 March 2018**

Present: - Mr James Caird (Chair)  
Mr Richard Garnett  
Dr Alan Lavers  
Mrs Elizabeth Patrick  
Mr Ian Peake (Principal)

In Attendance: - Mrs Jo Ricketts (Deputy Principal)  
Mr Edward Gwillim (Director of Finance)  
Mrs Debra Baldwin (Director of Personnel)  
Mrs Linda Watkins (Clerk to the Corporation)

The meeting was quorate as five Members were present.

- |   | <b>Action</b> |
|---|---------------|
| <b>1. Apologies for Absence</b>   |               |
| <b>2. Declaration of Interests</b><br>No interests declared.  |               |
| <b>3. I. Minutes of the Last Meeting</b><br>The Chair signed the minutes of the meeting held on 29 November 2017 as a true and accurate record.   |               |
| <b>II. Matters Arising from the Minutes</b>   |               |
| A. Discussion with RDA remained ongoing.  |               |
| B. A Governor asked the reason for the shortfall in refectory income and expenditure. This was in response to students from neighbouring colleges no longer being allowed to access the refectory. This action had been taken in response to student feedback in learner voice surveys.                             |               |
| C. Other items would be addressed on the agenda.  |               |
| <b>4. Employment Reports</b><br>The Director of Personnel presented the following reports: -  |               |
| <b>I. Health and Safety Report</b><br>This had been covered by the Director of Personnel in the interim period following the retirement of the Health and Safety Advisor until her replacement commenced employment. A Governor asked if the 0.6 contract would allow sufficient time for the new Health and Safety |               |

Advisor to undertake the role which was confirmed noting that the Director of Personnel would ensure appropriate support is provided if necessary.

There had been one RIDDOR reported accident in the period from September to December 2017 which was outlined in the report. Accident comparisons were on par with the previous year noting that peaks in accidents needed to take into account holiday periods. Governors discussed the summary of accidents along with any remedial action taken. A Governor asked how many staff or students have PEEPS noting there are currently seven PEEPS, the majority at Hereford Campus.

Discussion progressed to Governors who use their own cars to travel to and from College meetings and event, and occasions when Student Governors are given lifts to and from meetings. Safeguarding and insurance implications would be checked.

D Baldwin

Staff training on the revised health and safety workplace form will be provided as part of staff development. The form had been simplified.

The Health and Safety Committee minutes were noted and a Governor commented that there were no dates allocated to actions in the minutes. It was noted that actions were always discussed at the next meeting.

## II. **Staff Report**

- A. An update following the tendering exercise for a payroll provider was provided in the report noting the College is discussing provision of additional HR modules with its payroll provider. NSC uses a different payroll provider. Staff would be transferred to HLC's provider post-merger.
- B. The gender pay gap analysis showed pay rates for staff explaining that all staff are paid equally for the same job. The College employs more females in lower paid jobs and employs more females than males overall, many in part time jobs. The College is required to publish this report on the Government's website by 31 March 2018.
- C. A summary of GDPR, which comes into effect on 25 May 2018, was provided noting actions are being taken to ensure the College is compliant. All staff will be required to take a compulsory online training module.

The Committee agreed: -

- To note the reports

## 5. **Finance Reports**

## **I. Management Accounts to 31 January 2018**

- A. Overall there was an operating surplus of £487,000 and a favourable variance of £627,000 in the first six months of the year. Some of this related to timing and the sale of assets.
- B. Funding was derived from ILR data submitted to ESFA. Comparisons with last year's funding returns estimated the level of sub-contracting required which was likely to be less than last year in the region of £400,000 as the College provides some adult distance learning programmes.
- C. £143,000 profit on disposal of Wilsley House was carried forward into the current financial year. It was anticipated that the sale of Pound Farm will carry forward into the following year.
- D. The full year forecast included an estimate of net specific merger related costs incurred after deducting the College's share of £100,000 transition grant. Costs include due diligence and additional staff. Net merger costs and EBITDA had been added to the monthly accounts.
- E. This year earnings for 16-18 programme funding exceed the income received reflecting the lagged funding methodology from ESFA with payment on student numbers received one year in arrears.
- F. Variances to the budget and reasons were outlined along with a brief explanation about the apprenticeship levy income.
- G. A Governor asked about leases of premises noting that no substantial changes were anticipated to County Training premises.
- H. The cashflow and balance sheet were evidencing the requirement for an injection of cash from ESFA in the event that the merger proceeds with NSC.
- I. Contributions by faculty were presented noting that an optimistic budget had been set for County Training this year with would be revised next year.
- J. Financial targets are being met.

## **II. Bad debts write off**

It was agreed to write off bad debts totalling £412.60 which related to a small number of students who had failed to return library books despite following up with several official letters.

## **III. Signatories and signing requirements for bank and investment accounts**

This recommended the Board appoint the Principal and Chair of F&E Committee as trustees of Vaughan Nash Trust. It also recommended that the Board agree to update HSBC and Blackrock UK mandates, confirm signatories for the College's current and premium accounts and access to Barclays.net online banking as per the paper.

## **IV. Verbal update on tuition fees and remission policy 2018/19**

This would be presented directly to the Board proposing a 5% increase to tuition fees.

E Gwillim

**V. Capital Projects Update**

The College does not have any major capital projects. Tenders are being sought from developers for Pound Farm. A suggestion was made to consider the option to lease equipment noting that this was currently the practice for some equipment.

The Committee agreed: -

- To note the management accounts to 31 January 2018
- To write off £412.60 bad debts
- To recommend that the Board appoint the Principal and Chair of F&E Committee as trustees of Vaughan Nash Trust
- To recommend that the Board agree to update HSBC and Blackrock UK mandates to be managed by the Director of Finance and Finance Manager as signatories
- To recommend that the Board confirm signatories for the College's current and premium accounts and confirm access to Barclays.net online banking as per the paper
- The tuition fees and remission policy 2018/19 would be presented directly to the Board for approval
- To note capital projects update

**6. Any other Business**

No items.

**7. Date and time of next meeting**

The next meeting was arranged for Wednesday 21 June 2018 commencing at 12.30 pm.

**Signed as a true record of proceedings**

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