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| **MINUTES** | | | | | | |
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| *Finance and Resources Committee No 31* | | | | | | |
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| Date: |  | *07/07/2020 (Tuesday)* |  | Time: |  | *18:00–20:00* |
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| Venue: |  | *Rural Business Centre* |  | Committee: |  | *Finance and Resources* |
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| Notes: |  | *The meeting will be held via video conference.* | | | | |
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| Present: |  | *Alison Robinson (Principal), Clare James, David Hall, Ian Higginbotham (Chairman), John Morphet, Richard Furnival (Vice Chairman) and Sue Collinge* | | | | |
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| Attending: |  | *Joanne Sherrington (Deputy Principal), John Wherry (Deputy Principal) and Steven Downham-Clarke (Vice Principal)* | | | | |
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| Clerks: |  | *Ron Matthews (Clerk)* | | | | |
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| ***Public* Minutes** | |
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| Item number: | Item description: |
| (and category) |  |
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| **24.20** | ***Attendance of College Management Staff*** |
| ***Decision*** | Section 8.2 of the current Constitution and Terms of Reference for the Finance & Resources Committee states:  College management and/or consultants may attend meetings by invitation in an advisory capacity.  **Resolved:**  **That** **College Management Staff attend the meeting.** |
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| **25.20** | ***Apologies for Absence*** |
| ***Decision*** | Apologies had been received from David Hall and John Morphet. |
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| **26.20** | ***Public Minutes of Previous Meeting*** |
| ***Decision*** | The public minutes of the Finance & Resources Committee meeting number 30 held on Tuesday 10 March 2020 (published on the extranet) were agreed and signed as a true and correct representation of the meeting. |
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| **27.20** | ***Declarations of Interest*** |
| ***Decision*** | There were no declarations of interest made in respect of items on the public agenda. |
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| **28.20** | ***Strategic Plan Progress Report*** |
| ***Decision*** | The Committee considered the report on the update of the Strategic Plan for the period ended 30 April 2020.  The update identified that recruitment for the year was better than forecast although due to Covid-19 Adult Classroom based activity, Apprenticeships and Full Cost Recovery were all behind profile. Although recruitment was continuing for AEB and Apprenticeships, Apprenticeship income was expected to reach £2.88m against a revised budget of £2.9m.  **Resolved:**  **That the report be received.** |
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| **29.20** | ***Financial Position Statement for Period Ended 30 April 2020*** |
| ***Decision*** | As the Committee would be considering the budget proposals, forecast end of year outturn and the financial plan later on the agenda the Financial Position Statement was noted without any detailed discussion.  Covid-19 had had a serious impact on the College finances, particularly on the performance of Ventures.  The Farm deficit currently showed a loss of £126,132 against a budget forecast loss of £100,350 for the year but had continued to operate during the challenging period of the Covid-19 lockdown.  Details of the returns to the Lancashire Enterprise Partnership were included in the farm report.  Capital Expenditure was behind profile due to the impact of Covid-19.  **Resolved:**  **That the report be received.** |
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| **30.20** | ***Capital Expenditure Report as at 30 April 2020*** |
| ***Decision*** | The Committee considered the Capital Expenditure Report as at 30 April 2020.Expenditure to date was £992k against a budget of £2,956m and behind profile due, in the main, to the impact of Covid-19.  **Resolved:**  **That the report be received.** |
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| **31.20** | ***Education and Skills Funding Agency Financial Health Check*** |
| ***Information*** | The Committee received a letter from the ESFA informing them that following a review of the final accounts for 2018/2019 the Financial Health Check for the College had been confirmed as ‘Good’.  **Resolved:**  **That the letter be noted.** |
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| **32.20** | ***Subcontracting Supply Chain Policy - Fees and Charges*** |
| ***Decision*** | The Committee considered the annual review of the Subcontracting Supply Chain Policy Fees and Charges. The Committee noted that there were no significant changes to the policy.  **Resolved:**  **That the Committee agree that the Subcontracting Supply Chain Policy - Fees and Charges remains fit for purpose.** |
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| **33.20** | ***Bursary Allocations 2020/2021*** |
| ***Decision*** | The Student Bursary Policies were approved by the Committee meeting on 10 March 2020, at which time the College had not received all the allocation details. The table below details the Advanced Learners allocations which were missing from the paper in March.                                                                2019/20             2020/21             Variance                                                                   £                     £                        £     Discretionary 16-18                            235,529              289,323                  53,794  Free School Meals                                 68,397                68,207                     (190)  Residential                                 ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­         ­­426,242              426,242                         -                                                          \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                                          730,168               783,772                    53,604   Advanced Learners                             65,813                 73,986                      8,173                                                         \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  TOTAL                                             795,981               857,758                    61,777  **Resolved:That the report be noted.** |
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| **34.20** | ***Strategic Risk Register*** |
| ***Decision*** | The Committee received a report on risks associated with their area of operation.  Members asked questions and sought clarification on a number of issues particularly those that had changed since the last meeting. Due to Covid-19 inherent risks scores had increased although the risks remained the same.  **Resolved:**  **That the report be received.** |
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| **35.20** | ***Timetable of Meetings 2020/2021*** |
| ***Decision*** | The Audit and Governance Committee had referred consideration of the timetable of meetings for 2020/2021 to each of the Committees to ensure the proposed dates met their needs and requirements.  A minor amendment was reported for the December meeting of the Committee changing the date of the meeting from 2 December to 1 December.  **Resolved:**  **That the report be noted.** |
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| **36.20** | ***Human Resources Report for the Period Ended 30 April 2020.*** |
| ***Decision*** | Consideration was given to the Human Resources report for the period ended 30 April 2020 which provided information on staff turnover, stability index and levels of staff sickness together with areas for improvement and a report on actions taken and their impact.  Current turnover of staff was 16.11%, which was better than the national average for north west colleges at 18.2%. The most common reason for staff leaving was recorded as salary level. It was also pointed out that some movement of staff was healthy to the organisation.  This figure would be compounded by the redundancies at Croxteth following the closure of the café.  Overall, short-term sickness levels were at 2.83% against a target of <3% with 9 members of staff on long term sickness against a target of <6.The Director of HR, Philippa Lucarz, gave a short presentation to the Committee on the strategic priorities for the service.  **Resolved:**  **That the report be received.** |
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| **37.20** | ***Health and Safety Report for the Period Ended 30 April 2020*** |
| ***Decision*** | Members gave consideration to the Health and Safety Report for the period ended 30 April 2020 which provided an analysis of accident statistics over the period, together with other Health and Safety activity including policy updates, staff training, free health checks, auditing and inspections.  Overall, accidents had decreased by 32 compared to the same period last year and one accident was RIDDOR reportable.  Analysis indicated that of the 55 accidents –    8 (15%) were taken to hospital  32 (58%) received first aid treatment  15 (27%) needed no treatment  85% of accidents were either treated on site or required no treatment.  Overall the accidents occurred to:  7   staff (13%)  46 students (83%)  1   visitor (2%)  1   contractor (2%)  The report included details of recent audits, training and drills.At the request of Governors the report now included details of Insurance Claims the majority of which related to vehicle accidents.  The report this quarter also included details on contact and well-being initiatives for staff during lockdown.  Following questions from Governors the Deputy Principal confirmed that there were no identifiable trends relating to the injuries or accidents.  **Resolved:**  **That the report be received.** |
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