

# MINUTES



## RESOURCES COMMITTEE MEETING

**Date:** Tuesday 9<sup>th</sup> June 2020  
**Time:** 5.00pm  
**Venue:** Video Conference

### **Present:**

Dr Andrew Roberts (Chair)  
Bill Webster (Principal)  
Kate Flood  
Tony Unsworth  
Professor George Holmes  
Rebecca Davison (Staff Governor)

### **In Attendance:**

Garry Westwater (Executive Director of Finance)  
Mark Burgoyne (Deputy Principal)  
Jane Marsh (HR Director)  
Mr Tim Openshaw (Assistant Vice Chancellor, Planning & Student Experience) (UoB)  
Deborah Bradburn (Clerk)

## **1. SECTION A - BUSINESS MATTERS FOR CONSIDERATION UNLESS INDICATED OTHERWISE**

### **1.1 Welcome to Members**

The Chair welcomed members to the meeting, which commenced at 5.02pm.

### **1.2 Apologies for absence**

There were no apologies received.

### **1.3 Declarations of Interest**

The Chair reminded everyone present to declare any interests that they may have on matters to be discussed. Standing declarations were noted particularly in relation to the University of Bolton reciprocal governance arrangements and also paid positions.

### **1.4 Request for an item to be unstarred**

No requests were made.

### **1.5 Minutes of the previous meeting held on 10<sup>th</sup> March 2020**

The minutes of the meeting held 10 March 2020 had been previously circulated to members for consideration.

**Agreed:** that the minutes are approved as a correct record and authorised for publication.

### **1.6 Matters arising from the Minutes and Action Progress Log**

# MINUTES



The action progress log was reviewed and the following points were noted:

- Discussion on personal device use at Board meetings was deferred as a result of COVID-19.

**(Professor George Holmes joined the meeting at 5.05pm)**

## **2. SECTION B - COLLEGE MATTERS FOR CONSIDERATION UNLESS INDICATED OTHERWISE**

### **2.1 ADA Commercialisation**

The following update was provided by the Executive Director of Finance:

- Barrachd Ltd was now a wholly owned subsidiary of Capita. Barrachd Ltd was focused on FE and HE whilst Capita concentrated on schools.
- An agreement with Barrachd Ltd had been drafted that would offer the College greater intellectual property protection should the arrangement progress.
- Regent College were interested in ADA with a meeting to be scheduled.

#### **Governor Questions:**

- Was ADA available to College learners whilst learning at home?  
ADA was available to all learners and teaching staff at the College.

#### **RESOLVED:**

The Committee noted the update provided.

#### **ACTION:**

Chair to arrange a meeting between the College and Regent College.

### **2.2 College KPI Dashboard**

Tim Openshaw presented the report and the following points were highlighted:

- The KPI dashboard included the benchmark data. The data presented was limited due to the timing of the submission of Committee papers. The KPI dashboard submitted to the Board on 30 June 2020 would be more comprehensive.

#### **Governor Questions:**

- Why was the FE Choices Survey response rate only 38.2%?  
The response rate of 38.2% was a good outcome with other returns based on relatively low response rates.
- When did a response rate not become a viable sample?  
This was dependent on the overall population size. Some rates were below 10% which was not unusual.

#### **RESOLVED:**

The Committee noted the contents of the KPI Summary Dashboard.

# MINUTES



## 2.3 COVID-19 and HR Issues

The HR Director presented the report and the following points were highlighted:

- The College physically closed on 24 March 2020. Two members of staff had been formally diagnosed with COVID-19 and were making good progress. Other colleagues had displayed symptoms but had not received formal confirmation due to the lack of formal testing at the time.
- Any formal staff investigations were on hold following ACAS, trade union and legal advice. Any criminal activity or safeguarding issues would continue to follow College procedures.
- The College continued to recruit staff only in essential areas ie. electrical tutors. Employment start dates were deferred to the start of the academic term in order to protect the College's financial position.
- The College identified 500 vulnerable learners that were being fully supported during College closure.
- The College had been notified of a reported increase in radicalisation and extremism during the pandemic. Whilst the College had not experienced any of this directly remained alert to it.
- The College had worked on plans to physically re-open the campus on 22 June 2020 and was currently in consultation with trade unions regarding risk assessments. The target date of 22 June was subject to external factors and any change to the R-rate.

### Governor Questions:

- What had been staff feedback as a result of the College closure?

The College had provided a lot of mental health and well-being support for staff and students with the majority of learners and staff doing well. There had been instances of learners not having access to computers but this had been resolved.

- Would the mental health first aid training programme continue?  
The College was committed to training 50 mental health first aiders. 25 had been trained before lockdown with the remaining deferred until next year in order to complete face-to-face training.
- Had the Black Lives Matter campaign had an impact at the College?  
The College had not experienced anything but it remained live to the campaigns impact.

The College had looked at the domestic violence agenda with any domestic abuse matters to be reported directly to the HR Director. It was noted that there may be a rise in reporting after lockdown due to individuals not having the opportunity to report or access support outside of the home environment during lockdown.

Some staff required further clarity on the date and stages of when the College would re-open. A number of all staff communications had been issued that stated the College would re-open when it was safe to do so with the earliest date being 22 June. The College would initially re-open to targeted staff and learners ie. those students that needed to complete practical assessments which if they did not complete would restrict their progression.

# MINUTES



## **RESOLVED:**

The Committee noted the contents of the COVID-19 and HR issues report.

## **ACTION:**

HR Director to send out an all staff communication clarifying the College's re-opening plans.

## **2.4 College Strategic & Operating Plan 2020-21**

The Principal presented the plan and the following points were highlighted:

- Guidance was provided by the University that set out the objectives for the College which remained largely unchanged.
- The main objective was to re-open the College with all other actions surrounding that main objective with financial stability being key.
- The College digital strategy was a KPI that had been completed as a result of COVID-19 with a large amount of course material available by on-line delivery

## **RESOLVED:**

The Committee noted the contents of the Strategic & Operating Plan 2020-21 and recommended it for approval by the Board.

## **ACTION:**

Clerk / Board Agenda

## **2.5 Financial Regulations**

The Executive Finance Director presented the financial regulations report and it was noted that there were no significant updates. The key changes were the anti-bribery and counter fraud strategy.

## **RESOLVED:**

The Committee noted the updated financial regulations and recommended them for approval by the Board.

## **ACTION:**

- Clerk / Board Agenda
- Executive Finance Director to publicise the approved financial regulations to all staff.

## **2.6 T Level Capital Investments and College Proposals**

The Deputy Principal presented the report and the following points were highlighted:

# MINUTES



- T-Levels were one of the few areas that the government had allocated for investment.
- The College would bid for development funds for the proposals presented. The proposals would not go ahead if they were not 100% fully funded.
- The Committee were asked to endorse the proposals for construction, digital, education and childcare and health. Construction would generate a cost of £1.4 million and digital delivery would generate a cost of £1.8 million.

## **Governor Questions:**

- What had the College done to keep costs down at the initial costings stage?  
The consultants had developed the costs which were on a controlled budget and they would operate within the £20k grant received for this stage. It would not cost anything to apply for bids which would be 100% funded with the potential for subsequent bids further downstream.
- How was the College going to recruit students when it was looking to grow with social distancing as a factor that would utilise space rapidly?  
£20k grant was used to get to the full bid stage on the basis that any bid would be presented to the DfE to support completion.
- If the bids were successful had the College looked at its feasibility in relation to costs, income and students?  
The tariff for T-Levels was greater than the 16-19 tariff. If it was not fully funded the College would not take it forward.
- Could the College manage with the existing level of staff?  
The courses would run in parallel with an increase in activity not affecting the staffing profile.
- What if the College was not awarded a grant when the College needed to deliver T-Levels?  
The College would have to look at the curriculum on offer. It was important to maintain a high delivery of T-Levels.

## **RESOLVED:**

The Committee noted the T Level capital investments proposals and recommended them for approval by the Board.

## **ACTION:**

Clerk / Board Agenda

## **3. SECTION C - UNIVERSITY GROUP MATTERS FOR CONSIDERATION UNLESS INDICATED**

### **3.1 Bolton College of Medical Sciences**

The following verbal update was provided on the Bolton College of Medical Sciences (BCMS):

# MINUTES



- The BCMS project was in a deferral period. The College wrote to the GMCA and had yet to receive a response. It was not expected that the £10 million earmarked for the project would be there beyond next year.
- All University capital projects had ceased as a result of COVID-19. When the government wanted to commence new regeneration infrastructure projects it would look to resurrect projects such as BCMS that were ready. The College would await the outcome of department announcements. It was predicted that the focus would be on health and social care and construction and engineering so the College was well placed.

It was noted that the AoC was lobbying the government to receive more information on its plans of when institutions would come out of lockdown.

## **RESOLVED:**

The Committee noted the update provided.

**(Rebecca Davison withdrew from the meeting at 5.50pm)**

## **4. SECTION D - ANY OTHER BUSINESS**

## **5. SECTION E - FUTURE MEETINGS**

Tuesday 29<sup>th</sup> September 2020 at 5.00pm

There being no further business to discuss, the meeting closed at 6.36 pm

**Chair's Signature:**

A handwritten signature in black ink, appearing to read "A. Davison".

**Date:** 29 September 2020