

MINUTES



RESOURCES COMMITTEE MEETING

Date: Monday 17 October 2022
Time: 5.00pm
Venue: Boardroom / Videoconference

Present:

Dr Andrew Roberts (Chair)
Dr Bill Webster (Principal)
Kate Flood
Dr Tony Unsworth

In Attendance:

Garry Westwater (Executive Director of Finance)
Jane Marsh (Executive Director of HR and Estates)
Deborah Bradburn (Clerk)
Jill Hebden (Minute Taker)

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

1.1 Election of Committee Chair

Members were invited to put forward a nomination and elect a Chair for the Committee.
Dr Andrew Roberts was nominated and a vote taken.

RESOLVED:

Dr Andrew Roberts be elected Chair of the Committee for the current academic year.

1.2 Welcome to Members

The Chair welcomed members to the meeting, which commenced at 5.00pm.

1.3 Apologies for absence

Apologies for absence had been received from Professor George Holmes, Tim Openshaw and Baroness Warsi

1.4 Declarations of Interest

The Chair reminded everyone present to declare any interests that they may have on matters to be discussed.

1.5 Request for an item to be unstarred

No requests were made.

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1.6 Minutes of the previous meeting held on 7th June 2022

The minutes of the meeting held 7 June 2022 had been previously circulated to members for consideration.

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

1.7 Matters arising from the Minutes and Action Progress Log

The Clerk presented the action progress log and confirmed that all actions from the previous meeting had been completed.

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

2.1 Financial Update 2021/22 and 2022/23

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

- The report reflected the pre-audit position of 2021/22, recruitment for 2022/23 and provided a brief update on the budget for 2022/23.
- The report showed the strengthening balance sheet and improved operating surplus. The cash position of the College remained strong with an operating budget for the current year set at £500k.
- There had been a significant increase in utility costs with support for businesses being available. The College had reviewed its operating hours, where possible, including Saturday hours and a reduced workforce on site during half term.
- The Office of National Statistics review on colleges being made public sector had an extended deadline to the end of October.
- The College had taken the decision to defer the Wave 3 Capital build extension due to increased costs.
- The Principal and Executive Director of Finance were to meet with Barclays bank to discuss a potential relaxation of the covenants.
- The College had budgeted for the repayment of its smaller bank loan facility; there was no penalty for earlier payment.

Governor Questions:

- Who is the College's energy provider?
British Gas for gas and Regent for electricity. The College had moved away from its previous providers as the contract ended and they were no longer the cheapest providers on the market.
- Would it be worth asking Barclays what their view was regarding the ONS reclassification and privatisation of colleges?
Yes, the question can be asked.

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- Has the College considered where it is depositing its money?
Yes, this is undertaken in conjunction with the University. More information will be available at the next Board meeting.
- Has the Community Asset Transfer taken place?
This has been raised with the Council and it had been agreed in principle but not yet completed. There would be a re-evaluation of the University Group estate/assets next year.
- Have any plans been made regarding capital spend?
The College had received support in terms of capital expenditure on IT related resources. There is not a large 'shopping list' of items for this year. The College was exploring the commercialisation of some of its projects.

RESOLVED:

The Committee noted the financial update provided.

2.2 College KPI Dashboard

The KPI dashboard was reviewed and the following points noted:

- There had been no significant changes since the last dashboard review.
- There had been a movement on finances that had changed the RAG rating to 'amber'.

RESOLVED:

The Committee noted the contents of the KPI Summary Dashboard.

2.3 Health and Safety Update

The Executive Director of HR and Estates presented the Health and Safety Update, highlighting the following points:

- Inductions and mandatory and regular training continued both online and face-to-face.
- Risk assessments were carried out with a comprehensive approach at corporate and operational departmental level.
- The College continued to work with a range of contractors on maintenance schedules.
- Three main buildings at Deane Road had gone through a fire audit with no major concerns raised and work had been completed on chemical storage.
- Risk assessments were undertaken for those learners that completed off-campus activities.
- All staff completed health and safety at induction, this could be extended to governors.

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RESOLVED:

The Committee noted the contents of the Health and Safety Update

ACTION:

Executive Director of HR and Estates to provide Health and Safety presentation for circulation to Board Members.

2.4 Staff Sickness / Absence Report 2020/21

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

- There had been an increase in overall sickness for 2021/22 compared to that in 2020/21. Given the period of the scope this was not a concern.
- 82 members of staff were absent from work due to long-term sickness. Of those 82, 68 were back in work. Long-term sickness was anyone with four weeks or more absence.

Governor Questions:

- Long term sickness seems to be quite high?
All cases of long-term sickness are for reasonable reasons.
- Was there any discretion for those staff with 12 months sickness absence from dismissal?
On the rare occasion that staff members have been absent for 12 months, with no return date in scope, the College has maintained its position of dismissal.

RESOLVED:

The Committee noted the contents of the Staff Sickness and Absence Report.

2.5 Tribunals and Legal Proceedings:

The Executive Director of HR and Estates presented the tribunal and legal proceedings report.

RESOLVED:

The Committee noted the Tribunal and Legal Proceedings Report.

2.6 * HR Annual Report 2021/22

The report, which provided the Committee with an update on some key areas of HR activity during 2021/22, was reviewed and noted.

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RESOLVED:

The Committee noted the HR Annual Report

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

4. SECTION D - ANY OTHER BUSINESS

4.1 Meeting Evaluation

The Committee Members confirmed that the meeting had met requirements. The Committee had robustly challenged the officers and all Committee Members had participated in the meeting.

4.2 Reserved Business Minutes

Agreed that the minutes are approved as a correct record.

5. SECTION E - FUTURE MEETINGS

Tuesday 17th January 2023 at 5.00pm

There being no further business to discuss, the meeting closed at 5.56pm

Chair's Signature:

A handwritten signature in black ink, appearing to read "A. Neill", written in a cursive style.

Date: 17 January 2023