

MINUTES



RESOURCES COMMITTEE MEETING

Date: Tuesday 22 March 2022
Time: 5.00pm
Venue: Boardroom / Video Conference

Present:

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

In Attendance:

Garry Westwater (Executive Director of Finance)
Jane Marsh (Executive Director of HR)
Deborah Bradburn (Clerk)
Tim Openshaw (Asst. Vice Chancellor, UoB)
Jill Hebden (Minute Taker)

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 5.03pm.

1.2 Apologies for absence

Apologies for absence had been received from Baroness Sayeeda Warsi.

1.3 Declarations of Interest

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

1.4 Request for an item to be unstarred

No requests were made.

1.5 Minutes of the previous meeting held on 18 January 2022

The minutes of the meeting held 18 January 2022 had been previously circulated to members for consideration.

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

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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. The Principal provided an update on the following items:

(i) *Northern Gritstone:*

This appeared to be more directed towards Universities and looked at venture funding and spin-off companies with their own institutions and was not applicable to the College.

(ii) *Ada:*

Meetings with commercial partners in relation to Ada had been postponed due to staff illness.

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

2.1 Financial Update – LEO2 Forecast / Draft 2022/23 Budget

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

- The 2022/23 budget had been drafted with the assumption of a relaxation of the operating leverage covenant.
- Adult education would not meet its contractual delivery targets for the academic year 2021/22, although the College continued to work towards target achievement. The College could not determine the impact of a funding clawback as the information was not currently available.
- Following a comprehensive review of the Ukrainian response, the College had the capability and capacity to deliver ESOL although it was acknowledged that there was a waiting list.
- Apprenticeship recruitment continued to grow with income expected to exceed the original budget.
- The pay award from 1 April 2022 was well received well by staff.
- A notice of termination had been served on the College utilities supplier.
- Capital bids had been submitted. If successful the College would be required to make a contribution of £1.3 million for an asset that would be worth £7 million. The DfE confirmed that there would be no additional funding available to support any current and ongoing cost increases.

Governor Questions:

- Was there another way that the College could look at to deliver ESOL? For example, retired teachers wanting to return to work?

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Yes, provided that they were good qualified staff with the necessary qualifications. There was also the issue of finding additional teaching rooms within the current College footprint.

- Could more support staff allow for additional lectures to take place?

The College has support staff who support teaching staff in order to reduce the administrative load that enabled more focus on teaching. There are elements of administrative tasks that only lecturers can carry out ie. marking and registers. The numbers for ESOL would eventually 'peak off' and the back log was reducing that the College kept under constant review.

- Should the College offer an incentive to undertake a part time teaching qualification with a view to contracting those individuals to then teach at the College?

We use the fee waiver policy to encourage this. There is a DfE initiative regarding recruitment in construction and engineering areas, the issue is growth and demand within these sectors. The College needed to ensure quality of delivery or it would fall foul of Ofsted.

RESOLVED:

The Committee noted the financial update provided.

2.2 College KPI Dashboard

The KPI dashboard was reviewed and the following points noted:

- The adult education forecast was rated as amber due to a potential funding clawback.
- Various actions had been taken in relation to English and maths including a University and College working group. The English and maths strategy was on the Board training day agenda.

RESOLVED:

The Committee noted the contents of the KPI Dashboard.

2.3 Annual Statement of Focus to inform College Planning

The annual statement detailed a draft set of priorities for consideration by the College when formulating its Annual Strategic and Operating Plan for the year following discussions between the College and University and would be presented to both College and University Boards.

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RESOLVED:

The Committee noted the update provided.

ACTION:

Annual Strategic Operating Plan and Statement of Focus to be presented at the June Board.

2.4 Gender Pay Annual Report

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

- It was a legal requirement for all companies with 250+ employees to report and publish their gender pay gap. The College had reported the data to the Government prior to the deadline of 31 March.
- The College pay gap was 8.55% that was below the national average and was a positive improvement on the previous year.
- There had been a slight shift in the quartiles that had reflected the different job roles and societal norms.
- The College had implemented all Government advice and guidance on making improvements to close the pay gap and continued to work further on this agenda.

RESOLVED:

The Committee noted the contents of the Gender Pay Annual Report.

ACTION:

Gender Pay Annual Report to be published on the website.

2.5 HR Strategy (People Strategy) 2021/23

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

- The report set out the direction and scope of the HR strategy and key HR functions that related to the College's mission and strategic direction to become an 'Outstanding' college.
- The strategy was usually reviewed on an annual basis but due to the impact of COVID-19 on the workload and focus of the HR team it would be reviewed at the end of academic year 2022/23.

Governor Questions:

- How much has the College been influenced by the pandemic and the need for more flexible working arrangements?

Not significantly as the College required staff to be onsite due to the nature of their job roles. The College had a flexible working policy in place prior to the pandemic and there

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was limited opposition to the return to working onsite. Back office staff are also back onsite as part of the organisational culture and College community.

- Has the demand for more flexible working arrangements had an impact on recruitment? No. There has always been an honest dialogue with applicants who are advised that working from home can take place on an ad hoc basis after discussion with colleagues. On the whole it is understood and respected that working from home does not lend itself to the College environment and culture if entire teams worked from home.

- Should there be consideration to expanding the nursery and using this to aid recruitment?

There are a limited number of places available in the College nursery due to the size of the space and room available. This is being looked into at the moment with discussions taking place.

RESOLVED:

The Committee reviewed and noted the report.

ACTION:

Review options to expand the nursery provision and space usage.

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

4. SECTION D - ANY OTHER BUSINESS

Community Asset Transfer

Both the community learning contract and community asset transfer have been through the Council governance process and had been approved at Cabinet level. GMCA have also confirmed that they are in support of the proposal.

The College had requested that the GMCA community learning contract transfer proceed in summer to coincide with the asset transfer.

5. SECTION E - FUTURE MEETINGS

Tuesday 7th June 2022 at 5.00pm

There being no further business to discuss, the meeting closed at 6.11pm

Chair's Signature:

A handwritten signature in black ink, appearing to read 'A. Neel', written over a white background within a black rectangular box.

Date: 7 June 2022