



**MINUTES OF THE
BUSINESS & RESOURCES COMMITTEE
TUESDAY 29 NOVEMBER 2016 at 5PM
BOARDROOM, CHELTENHAM CAMPUS**

Present: Ms A Williams (Chair)
Mr M Burgess (Principal)
Mr P Head (via Skype until 6.45pm)
Ms S Kingston
Ms H Ridler (co-opted)
Mr G Ripley
Mr K Rog
Ms P Schreuder

Apologies: Mr J Brindley
Ms C Taylor (co-opted)
Mr N Worthington (co-opted)

In Attendance: Mr A Bates (Chief Financial Officer) (Items **66/16** and **67/16** only)
Mr P White (Vice Principal, Recruitment & Business Development)
Ms S Parkin (Director of Group HR and Corporate Services)
Ms E Roberts (HR Systems Project Coordinator)
Ms J Cosson (Clerk to the Board of Governors)

Attendance: 80%

PRELIMINARIES

61/16 Apologies

Apologies were noted as above.

62/16 Declarations of Interest

None, other than those currently recorded on the Register of Interests. It was specifically noted that members of staff of the College had an interest in item **68/16 – Pay Award** but were invited to remain in the meeting and contribute to the discussion.

63/16 Confidentiality of Items

All the items relating to the **Financial Statements including the Risk Management Report and Travel and Subsistence Report** were declared confidential until the Financial Statements had been approved by the Board and published. Items **68, 69, 70, 71, 73, 75, 77, 78 and 79**

ACTIONS



were declared confidential on the basis of commercial sensitivity for a two year period.

64/16 Minutes of 28 September 2016

It was noted that the date of the minutes should read Wednesday 28 September not Tuesday 29 September. Subject to this amendment, the minutes of the meeting were approved as a true record and signed by the Chair.

65/16 Matters Arising from the Minutes

Members were provided with an agenda item action matrix and noted the status update of each item.

KEY BUSINESS

66/16 External Auditors' Management Letter 2015/16 and Letter of Representation – confidential

67/16 Draft Financial Statements 2015/16 including Reconciliation - confidential

- Gloucestershire College
- Gloucestershire Facilities Management Ltd and Letter of Support
- Betaris Ltd
- New College Developments Ltd

68/16 Pay Award - confidential

69/16 16-18 Recruitment - confidential

70/16 Employer Engagement Strategy - confidential

71/16 RFD Update - confidential

72/16 Risk Management Annual Report* - confidential

**73/16 Health and Safety Annual and Monthly Reports* - confidential
Disaster Recovery Plan Update**

74/16 Travel and Subsistence Annual Report* - confidential

ROUTINE BUSINESS

75/16 Management Accounts - confidential

76/16 Significant Expenditure Review - new HR system



Emma Roberts, HR Systems Project Coordinator, presented an update on the College's new HR system, iTrent, supplementing the paper provided by SP. ER explained the progress to date and the plans for further development of the system.

iTrent is an integrated HR and Payroll system which was procured from Midland HR in June 2013, along with the additional system Business Objects SAP for reporting purposes. Four modules were procured: Self Service; Recruitment; Learning and Development; and Performance Management. The system has been complicated to build. However, it is the most popular system of its kind in the sector and, once it is complete, the return is expected to be well worth the investment.

The first phase of iTrent focussed on the payroll module and standard HR processes. Alongside the maintenance of the payroll module, GC Passport (the Staff Self Service module) and GC People Manager were implemented and rolled out. These modules have resulted in fewer queries to HR. ER confirmed that the system also accommodates staff within Gloucestershire Facilities Management (GFM), a subsidiary of GC.

The first stage of the Recruitment module has been implemented to record applications and track applicants' progress. This enables the College to measure KPIs more accurately. However, information is currently input manually. The second stage will involve a Web Recruitment module which will be used by applicants to apply for current vacancies online through the GC website. The Web Recruitment module has additional functionality such as sharing through social media; job alerts; job search; and automated emails to applicants. It will also alert managers to job adverts that are due to close and allow them to follow progress of applicants. This module will significantly improve candidate engagement, assessment and on-boarding experience.

Development of the Learning and Development module began with recording staff qualifications and membership data as well as all training events and staff attendance to ensure training records are up to date. The next stage for this module is implementation of the Performance Management module from September 2017.

Members queried if the system can provide Cost Centre reports. ER explained that, following changes to the finance system (from Symmetry to Agresso), changes were made to iTrent to ensure streamlined reporting from iTrent to Agresso. The system also links to ProMonitor, ProObserve and Unit E and raw data is available through Business Objects.



Members queried the security of the system in terms of where the information is held and emphasised the need to ensure the College is able to continue to operate the system should the provider no longer be in business and in the absence of ER.

The Committee congratulated the College and ER in particular on driving this initiative forward and on the progress to date.

RESOLVED: The HR update was noted.

77/16 Subcontracting Update - confidential

78/16 Treasury Management - confidential

79/16 Gloucestershire College finance plan letter and dashboards - confidential

80/16 Review of Policies

- Redundancy
- Harassment and Bullying
- Staff Code of Conduct

The Committee reviewed the above policies. The policies follow the AoC templates. Changes to the Redundancy Policy and Code of Conduct were highlighted in yellow. There was no change to the Harassment and Bullying Policy.

81/16 Any Other Business

PW reported that a former student is currently taking part in the BBC MasterChef television series.

82/16 Date of next meeting: 31 January 2017 at 5.00pm, Cheltenham

Signed.....

Date.....31.1.17.....