

**MINUTES OF THE
BUSINESS AND RESOURCES COMMITTEE
20 JUNE 2017
BOARDROOM, CHELTENHAM**

Present: Ms A Williams (Chair)
Ms P Burton
Mr M Burgess (Principal)
Mr P Head
Ms H Ridler
Mr K Rog
Mr N Worthington (Co-opted)

In Attendance: Mr A Bates (Chief Financial Officer)
Mr J Billingham (Director of Estates)
Ms C Rosser-Mayo (Director of HR)
Ms S Steed (Vice Principal, Students)
Mr P White (Vice Principal, Recruitment and Business Development)
Ms J Cosson (Clerk to the Board of Governors)

Apologies: Mr J Brinley (Informal member)
Ms S Kingston (Co-opted)
Ms P Schreuder

Attendance: 75%

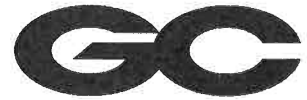
		ACTIONS
PRELIMINARIES		
33/17	Apologies	
	Were noted as above.	
34/17	Declarations of Interest	
	It was noted that Anne Williams and Polly Schreuder are partners in firms involved in tendering for the disposal of the College's Launchpad site (Bruton Knowles and Ash & Co) and that Bruton Knowles have provided a valuation of the Cheltenham campus for the College.	
	No further declarations were made other than those standing declarations currently recorded on the Register of Interests.	
35/17	Confidentiality of Items	
	Items 38, 39, 40, 42, 43, 46, and 48 were declared confidential on the basis of commercial sensitivity for a two year period. Item 41(a) was declared confidential on the grounds of commercial	



	sensitivity for a five year period.	
36/17	Minutes of the Meeting of 4 April 2017	
	The minutes of the meeting were approved as a true record and signed by the Chair.	
37/17	Matters Arising from the Minutes and Actions Matrix	
	Members were provided with an actions matrix and noted the status update of each item.	
KEY BUSINESS		
38/17	Recruitment Update - confidential	
39/17	Draft 3 Year Financial Plan – confidential	
40/17	Report on LGPS - confidential	
41/17	<p>Estates Update including:</p> <p>a) RFD - confidential</p> <p>b) DEC/EPC Certificates</p> <p>JB provided the certificates requested at the last meeting. Members discussed the values at the different College sites. Suggestions were made with regard to potential extraction of water from the canal for air conditioning system which JB will follow up.</p> <p>ACTION: JB to investigate use of water from canal at Gloucester for air conditioning system.</p>	JB
42/17	Progress with HR Strategy - confidential	
ROUTINE BUSINESS		
43/17	Management Accounts - confidential	
44/17	Financial Benchmarking	
	<p>Each year the SFA publishes financial benchmarking information from every College's accounts. The latest accounts published are for 2015-16. The tables attached to the papers compared the College's 2015-16 accounts to the SFA averages.</p> <p>In terms of profitability, the College is 49th largest by income and 35th by balance sheet value. The total income is £35,582k compared with the sector average of £21,210k.</p>	



	<p>The average cash days is the number of days of operating expenses that the College could pay with its current cash available. In the sector it is 73; for GC it is 171 days.</p> <p>The average payroll % is 66%; for GC it is 73%.</p> <p>At GC administration costs as a percentage of total staff costs is 21%, while the average for the sector is 19%.</p> <p>The College is less dependent on EFA income than the rest of the sector (45% compared to 58%).</p> <p>In terms of solvency, the current ratio for GC is 3, meaning that the current assets of GC cover the liabilities 3 times over. This is excellent compared to the sector average of 1.43.</p> <p>GC has a low gearing (the ratio of loan capital to equity) of 5.66%; the sector average is much higher at 36.88%.</p> <p>RESOLVED: The Committee noted the report which it found very helpful and congratulated the College on the favourable statistics.</p>	
45/17	Proposed New Bank Mandate	
	<p>AB presented a paper requesting amendments to the Gloucestershire College Current Account bank mandate regarding authorised signatories and levels of authority. The responsibility for approval is delegated to BRC under its Terms of Reference and in line with the College's Financial Regulations (9.6).</p> <p>RESOLVED: BRC approved the changes to the mandate for the College's current account as set out in the paper.</p>	
46/17	Subsidiary Update* – confidential	
	<ul style="list-style-type: none"> • Minutes of GFM – 4 April 2017 • Minutes of Betaris – 4 April 2017 • Minutes of NCD – 4 April 2017 	
47/17	Subcontracting Update	
	AB reported that there had been no significant changes since the last report.	
48/17	Health & Safety Report - confidential	
49/17	Approval of Policies*:	



	<ul style="list-style-type: none"> • Data Protection Policy • Capability Policy • Disciplinary Policy • Code of Conduct • Health and Safety Policy • Admissions Policy 	
	<p>Members reviewed the above policies which had been amended as set out on the policy front sheet.</p> <p>Members noted that the GDPR is due to come into force in May 2018 and that the policy will require substantial amendment in preparation for that. The policy is due for review in May 2018 (BRC date 22 May).</p> <p>The Health and Safety Policy will be presented to the next Board meeting for whole Board approval.</p> <p>ACTION: Neil Pratt to ensure Data Protection Policy complies with new GDPR in time for its introduction on 25 May 2018.</p>	NP
50/17	<p>Committee Matters:</p> <ul style="list-style-type: none"> • Self-Assessment • Review of Terms of Reference, Business Cycle, Appointment of Chair/Vice Chair 	
	<p>The Committee reviewed the Self-Assessment. This form of self-assessment will be reconsidered next year.</p> <p>The Committee also reviewed the draft revised Terms of Reference and Business Cycle and the Appointment of the Chair/Vice Chair.</p> <p>RESOLVED: That the self-assessment findings and above documents be approved, subject to moving the annual Health and Safety Report and Policy Review to the first meeting of the Autumn term.</p> <p>That Anne Williams should remain as Chair and Keith Rog as Vice-Chair for the coming year.</p>	
OTHER		
51/17	Any Other Business	
	None.	
52/17	Date and time of Next Meeting: 19 September 2017 at 5.00pm, Cheltenham	