



**MINUTES OF THE
BUSINESS AND RESOURCES COMMITTEE
19 SEPTEMBER 2017
BOARDROOM, CHELTENHAM**

Present: Ms A Williams (Chair)
Mr M Burgess (Principal)
Mr P Head
Ms H Ridler
Mr K Rog
Ms P Schreuder
Mr D Cooper

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)
Ms J Cosson (Clerk to the Board of Governors)

Apologies: Mr J Brinley (Informal member)
Mr N Worthington (Co-opted)
Ms P Burton

Attendance: 77.8%

PRELIMINARIES		ACTION
53/17	Opportunity for Private Business	
	None.	
54/17	Apologies	
	Were noted as above.	
55/17	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. Helen Ridler declared a change of employment status which had already been notified to the Clerk and recorded on the Register of Interests.	

	No further declarations were made other than those standing declarations currently recorded on the Register of Interests.	
56/17	Confidentiality of Items	
	As marked on the basis of commercial sensitivity for a two year period (Item 66/17 RFD for a five year period).	
57/17	Minutes of the Meeting of 20 June 2017	
	The minutes of the meeting were approved as a true record and signed by the Chair.	
58/17	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		
59/17	Committee Objectives for the Year	
	The following objectives were agreed (to align with the Operating Plan): <ul style="list-style-type: none"> • Track and challenge the progress with income growth and cost savings. • Ongoing monitoring of recruitment numbers to ensure sustained improvement. • Close monitoring of progress on the RFD build and ensure early action on any slippage. • Ensure staff restructuring and senior changes bed in and are effective. 	
60/17	Recruitment and Growth Plans Update - confidential	
	SS tabled an update to the paper setting out the early outlook for the 2017/18 recruitment position and year end for 2016/17 including contract performance, and performance in key markets.	
61/17	Annual Review of Significant Expenditure	
	AB presented a paper reviewing the financial and non-financial benefits of the estates changes required to accommodate construction training at Cheltenham and RFD campuses. In 2015, the Board approved the remodelling of the RFD and Cheltenham sites to accommodate construction training. This would mean the College could withdraw from rental agreements	



	at Kingsditch and Michledean. RESOLVED: The Committee concluded that the decision was a good decision and the investment was good value for money.	
62/17	Progress with Current Financial Plan - confidential	
	AB outlined progress with the College's three year financial plan based on the latest financial projection for 2016-17. There had been no significant change since the last meeting.	
63/17	Year End Initial Forecast - confidential	
	AB presented an initial view of the College's financial results for 2016-17, subject to further year end completion work and external audit including finalisation of the funding claims (including LSF), Q4 VAT return, and any FRS102(17) adjustments.	
64/17	Review of Current Operating Plan - confidential	
	Members of the Exec reported that there was no update to the Operating Plan since the plan had been approved by the Board in July and was in the early stage of implementation.	
65/17	Review of KPIs	
	A revised template was provided for use going forward linking to the Operating Plan. The Committee noted that the measures and targets were missing and requested them for the next meeting. It was noted that financial measures are contained in the management accounts. ACTION: Measures to be inserted for next meeting.	AB/JK/SS
66/17	Estates Update including: - confidential <ul style="list-style-type: none"> • RFD • Estates Strategy • Launchpad Update 	
	JB presented the Estates Update including progress with the RFD, an updated Estates Strategy and the position regarding Launchpad.	
67/17	Annual Health and Safety Report and Review of Policy	



	<p>JB presented the Health and Safety Annual Report.</p> <p>The Committee congratulated the College on the positive report, considering the scale of the College's operation. There has, unfortunately, been 1 RIDDOR during the course of the year. There has been an increase in the incidents in Hair and Beauty largely related to the use of scissors early in the academic year when students first start to cut hair. Training is taking place to address this. The current focus is on health and safety within offices and circulation areas. Mandatory refresher training has been introduced.</p> <p>RESOLVED: The Annual Report will be reviewed at Board.</p> <p>ACTION: JC intends to organise H&S responsibility training for Governors, the Executive team and key staff.</p>	JC
68/17	LGPS Pension Proposal – confidential	
ROUTINE BUSINESS		
69/17	Appointment of Bankers Review	
	<p>AB reported that the review of the Appointment of Bankers is due 2018. There are currently no issues. The College is likely to extend the appointment for 2 years.</p> <p>ACTION: AB to present a paper to the next meeting for formal approval.</p> <p>AB to consider the potential requirements for loan finance as part of the consideration of the appointment of bankers.</p>	<p>AB</p> <p>AB</p>
70/17	Subcontracting Update	
	<p>AB presented the termly update. The Committee was pleased to see the full details of the College's arrangements in this important area. The Internal Audit report was reviewed. No issues were revealed. Betaris is the College's main sub-contractor. There is a query over the definition for levy purposes.</p> <p>RESOLVED: The update was noted. The Annual Report is due at the next meeting.</p>	
71/17	Health and Safety Monthly Report	
	<p>JB presented the Health and Safety Monthly Reports. The Committee queried the increase in the number of reports and was</p>	



	<p>informed that this is most likely due to better reporting than increased incidents.</p> <p>RESOLVED: The monthly reports were noted.</p>	
72/17	<p>Subsidiary Update* – confidential</p> <ul style="list-style-type: none"> • Minutes of GFM – 20 June 2017 • Minutes of Betaris – 20 June 2017 • Minutes of NCD – 20 June 2017 	
	<p>Minutes of the above subsidiary company Board meetings were provided and considered.</p> <p>RESOLVED: The subsidiary company minutes were noted.</p>	
73/17	<p>Review of Policies:</p> <ul style="list-style-type: none"> • <i>Health and Safety</i> • <i>Recruitment</i> • <i>Capability</i> • <i>Disciplinary</i> • <i>Grievance</i> • <i>Redundancy</i> 	
	<p>Members reviewed the above policies as follows:</p> <p>The Health & Safety Policy, the Capability Policy and the Disciplinary Policy were approved and provided to the July 2017 BRC meeting. These policies are listed on the new BRC agenda cycle 2017/18 for approval at the Autumn 1 (September 2017) meeting.</p> <p>The policies had not been amended since the July 2017 BRC meeting and were not therefore been provided again. They were included on the agenda for the sake of completeness and to ensure the cycle remains on track.</p> <p>Members reviewed the Recruitment, Grievance and Redundancy Policies which had been amended as set out on the policy front sheets.</p> <p>Members commended the College on the clarity of the HR policies.</p> <p>RESOLVED: Members approved the policies.</p>	
74/17	<p>Key Items for Board/Risk Register - confidential</p>	
	<p>The Key Items Report for the Board was completed noting the</p>	



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	risks to be highlighted/added to the Risk Register.	
OTHER		
75/17	Any Other Business	
76/17	Date and time of Next Meeting: 28 November 2017 at 5.00pm, Cheltenham	

Signed.....

Date..... 28/11/17