



**PUBLIC MINUTES OF THE
BUSINESS AND RESOURCES COMMITTEE
27 SEPTEMBER 2018**

Present: Ms A Williams (Chair)
Mr W Abbott (Co-opted Member)
Mr M Burgess (Principal)
Ms P Burton
Ms H Ridler
Mr K Rog
Ms P Schreuder

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: Ms A Townsend (Head of Marketing)
Ms J Tegg (Director of Employer Training)

Attendance: 100%

		ACTION
PRELIMINARIES		
49/18	Opportunity for Private Business	
	None.	
50/18	Apologies	
	None.	
51/18	Declarations of Interest	
	AW declared her interest as a partner of Bruton Knowles who have been engaged by the College in relation to the letting of the Launchpad site. PS declared her interest as a partner of Ash & Co who have been engaged by the College in relation to the marketing of other parts of the College's estate. No further declarations were made other than those standing declarations currently recorded on the Register of Interests. Members were asked to update their annual declarations.	
52/18	Confidentiality of Items (C)	



	As marked, on the basis of commercial sensitivity, for a two year period.	
53/18	Minutes of the Meeting of 22 May 2018	
	The minutes of the meeting were approved as a true record and signed by the Chair.	
54/18	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		
55/18	Committee Objectives for the Year	
	<p>Suggested objectives were proposed by the Chair with the caveat that the new Chair should be given the opportunity to review them before the next meeting. These were:</p> <ul style="list-style-type: none"> • Continue to track and challenge income growth and cost savings progress. • Monitor and challenge recruitment progress. • Monitor the success of business development/marketing initiatives. • Ensure the Estates Strategy actions recently taken (lettings etc.) deliver the planned results. • Ensure the RFD campus comes fully on stream in all respects, including recruitment, student experience, teaching and learning etc. <p>It was noted that these matters are all covered by the Operating Plan.</p> <p>Members asked if the Audit Committee will be looking at the lessons learned from the new RFD campus. They were informed that a review has been carried out and there are learnings from it. It was suggested that the Committee should add continuing to monitor the RFD to make sure it is operating properly, particularly if EWG is to be disbanded shortly.</p> <p>A member queried if Health and Safety and HR should be covered in the objectives since they are included in the Terms of Reference of the Committee.</p> <p>RESOLVED: The Committee Objectives were adopted, subject to review by the new Chair for the next meeting.</p> <p>ACTION: WA to review committee objectives for next meeting.</p>	WA



56/18	Principal's Overview (C)	
	MB provided a verbal overview of the current difficulties and uncertainties within the sector and of the College's position in relation to that. RESOLVED: The Principal's Update was noted.	
57/18	Recruitment Update (16-18/Employers/Adults/HE) (C)	
	AB reported on the recruitment position against the Three-Year Financial Plan. An updated paper was tabled showing the latest position. RESOLVED: The Recruitment Update was noted.	
58/18	Progress with Current Financial Plan and Year End Initial Forecast (C)	
	AB presented a paper providing an initial view of the College's financial results for 2017-18 and reporting any material impact on the 2018-20 Financial Plan. RESOLVED: The Committee noted the College's indicative 2017-18 financial result, subject to further year-end completion work and external audit.	
59/18	Review of KPIs and Operating Plan (C)	
	Members reviewed the updated KPIs and Operating Plan since the last meeting. RESOLVED: The KPIs and OP were noted.	
60/18	Tender Update: (C) <ul style="list-style-type: none">• Appointment of Bankers• Legal Services	
	Appointment of Bankers The Financial Regulations provide that the College shall undertake a selection exercise at least every five years to appoint its bankers. The appointment must be approved by the Board of Governors. The College recommended extending the contract with the current bankers by a further year to 31 August 2020, with a competitive tendering process commencing in October 2019. RESOLVED/ACTION: The Committee agreed to the proposal and to recommend it to the Board at its next meeting.	AW/WA



	<p>Legal Services</p> <p>The College's legal services contract is due to expire on 31 December 2018. The College is preparing documentation for the tender to be published in October 2018.</p> <p>RESOLVED: The update on the tender for legal services was noted. Progress to be reported to the next meeting.</p>	<p>AB</p>
61/18	<p>Estates Update including RFD (C)</p> <ul style="list-style-type: none">• Minutes of EWG meeting 12 September 2018	
	<p>Members reviewed the EWG minutes of the meeting of 12 September 2018, which was held at the new RFD campus.</p> <p>RESOLVED: Members noted the update and were delighted to hear that the building had been successfully completed on time and within budget. They congratulated the College on a job well done.</p>	
62/18	<p>HR Update (C)</p>	
	<p>CRM presented a paper outlining the key highlights and progress made by the HR department during term 3 (May to July 2018).</p> <p>RESOLVED: The HR update was noted.</p>	
63/18	<p>Annual Review of Significant Expenditure</p>	
	<p>The Committee has agreed to review, on an annual basis, significant capital expenditure agreed by the Board. It reviews the project for which the expenditure was approved and highlights if the project objectives have been achieved based on the original business case.</p> <p>AB reported that there was no significant expenditure agreed by the Board in 2017/18 other than the new campus in the Forest of Dean. This project is overseen by the Estates Working Group and reported termly to BRC and the Board, and has been completed on time and within budget.</p> <p>RESOLVED: The Committee noted that there was no significant expenditure in the 2017-18 Financial Year.</p>	
64/18	<p>Annual Review of Financial Regulations</p>	
	<p>The Financial Regulations were reviewed by BRC in February and May 2018. Proposed updates had been presented to the Committee alongside a number of planned actions, the status of which was set out in the papers.</p>	



	<p>The document has been updated with further changes including:</p> <ul style="list-style-type: none">• Arrangements for Board pre-approval of short-term, low-risk lettings have been added as discussed at the last meeting.• Whilst ICCA are unable to formally approve the Financial Regulations, they have reviewed them and made recommendations which have been incorporated.• The approved 2018/19 Terms of Reference for the Audit Committee and Business Resource Committee. <p>RESOLVED/ACTION: BRC approved the further changes made to the College's Financial Regulations for recommendation to the Board in October.</p>	<p>AW/WA</p>
65/18	Annual Health and Safety Report (C)	
	<p>JB presented the Health and Safety Annual Report, which highlighted any significant Health or Safety related events and provided key data and explanations of the performance of the College during the academic year 2017/2018.</p> <p>RESOLVED: The Annual Report was noted and will be reviewed at Board.</p>	
ROUTINE BUSINESS		
66/18	Subsidiary Update*: (C) <ul style="list-style-type: none">• Betaris• GFM• GPS• NCD• Brasserie• Tinies	
	<p>AB provided a verbal update on the position with the above companies. There had been no meetings since the last BRC.</p> <p>RESOLVED: The subsidiary update was noted.</p>	
67/18	Subcontracting Update (C)	
	<p>AB presented the termly Subcontracting Update.</p> <p>RESOLVED: The update was noted.</p>	
68/18	Health and Safety Report (C)	
	<p>JB presented the Health and Safety Monthly Reports.</p>	



	RESOLVED: The monthly reports were noted.	
69/18	Review of Policies*: <ul style="list-style-type: none">• Health and Safety (approved at May BRC – no subsequent changes)• Recruitment• Code of Conduct• Social Media• Disciplinary• Capability• Grievance• Redundancy	
	<p>Members reviewed the above policies as follows:</p> <p>The Health & Safety Policy had been approved at the May BRC meeting. It was listed on the agenda cycle for approval at this meeting but had not been amended since the May BRC meeting and was not therefore provided again.</p> <p>Members reviewed the other policies which had been amended as set out on the policy front sheets.</p> <p>RESOLVED: Members approved the policies.</p>	
70/18	Committee Matters: <ul style="list-style-type: none">• Self-Assessment• Appointment of Chair and Vice-Chair (C)	
	<p>The BRC Terms of Reference and Agenda Cycle for 2018/19 were reviewed and approved by the Board in June 2018. The self-assessment and appointment of Chair and Vice-Chair were deferred to this meeting.</p> <p>The self-assessment was based on the Terms of Reference approved by BRC in June 2017. It indicated that all functions detailed were achieved last year.</p> <p>RESOLVED/ACTION: The Committee:</p> <ul style="list-style-type: none">• Approved the 2017/18 Committee Self-Assessment and confirmed the findings.	
71/18	Key Items for Board	
	<p>The Key Items Report for the Board was completed noting the risks to be highlighted/added to the Risk Register.</p>	
OTHER		



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72/18	Any Other Business <ul style="list-style-type: none">• Thank you to Anne Williams	
	MB acknowledged that this was AW's last meeting and thanked her for the considerable time and input she had given to the Board, which had helped to move the College forward considerably during her time as a governor.	
73/18	Date and time of Next Meeting: 29 November 2018 at 6.00pm, Cheltenham	

Signed... *[Signature]*

Date... 28/11/18

