



gloucestershire college

**PUBLIC MINUTES OF THE
BUSINESS AND RESOURCES COMMITTEE
29 NOVEMBER 2018**

Present: Mr W Abbott (Chair) (External Board Member)
Mr M Burgess (Principal)
Ms P Burton (Board Chair/External Board Member)
Ms H Ridler (External Board Member)

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 Head (Chair of Audit Committee - as an observer only apart from items 77 and 78)
Ms J Cosson (Clerk to the Board of Governors)

Apologies: Mr K Rog (External Board Member)
Ms P Schreuder (External Board Member)
Mr P Whitehead (Co-opted Member)
Ms J Tegg (Director of Employer Training)

Attendance: 57.1%

		ACTION
PRELIMINARIES		
74/18	Apologies	
	Were noted as above.	
75/18	Declarations of Interest	
	None, other than those standing declarations currently recorded on the Register of Interests.	
76/18	Confidentiality of Items (C)	
	As marked, due to their commercially sensitive nature, for a period of two years.	
JOINT MEETING WITH AUDIT TO REVIEW AND APPROVE FINANCIAL STATEMENTS FOR RECOMMENDATION TO BOARD		
77/18	Report from Audit Committee Meeting (C)	
	PH reported that the External Auditors had presented a positive report to the Audit Committee. No adverse or material findings had been reported and there was nothing that would cause the auditors to modify their opinion in the Financial Statements.	



	<p>The Internal Auditors had also presented a clean opinion, providing the highest form of assurance possible (Reasonable Assurance) concerning the work carried out during the year. All of their recommendations had been accepted and acted on by the College.</p> <p>PH confirmed that the Audit Committee was happy to recommend both reports to the Board.</p> <p>RESOLVED: The report from the Audit Committee meeting was noted.</p>	
78/18	<p>Recommendation of Draft Financial Statements: (C)</p> <ul style="list-style-type: none">• GC• Subsidiary Companies	
	<p>AB presented the draft Financial Statements of the College and the subsidiary companies for review by members. There had been no adjustments to the figures provided to the Auditors.</p> <p>RESOLVED/ACTION: Members were satisfied that the Financial Statements were in line with the Management Accounts and had been externally verified. The Committee approved the Financial Statements and the Letter of Representation for recommendation to the Board.</p>	
6.30pm PRELIMINARIES cont.		
79/18	<p>Minutes of the Meeting of 27 September 2018</p>	
	<p>The minutes of the meeting of 27 September 2018 were approved and signed as a true record by the Chair.</p>	
80/18	<p>Matters Arising from the Minutes and Actions Matrix</p>	
	<p>Members were provided with an Actions Matrix and noted the status of each item.</p>	
KEY BUSINESS		
81/18	<p>Principal's Overview (C)</p>	
	<p>MB referred to the overview in the papers at 82/18.</p>	
82/18	<p>Recruitment Update (16-18/Employers/Adults/HE) (C)</p>	
	<p>AB presented a paper showing performance (RAG-rated) against the agreed Three-Year Plan and highlighting any material issues and opportunities.</p>	



	RESOLVED: The Recruitment Update was noted.	
83/18	Management Accounts, Progress with Current Financial Plan and Update on Annual Pay Award (C)	
	AB presented the first set of Management Accounts for the academic year, for the two months ended 30 September 2018.	
	RESOLVED: Members noted the Management Accounts and Progress with Current Financial Plan.	
84/18	Institute of Technology (C)	
	MB presented a paper outlining progress with the College's IOT bid.	
	<i>MB left the meeting at 7.15pm.</i>	
85/18	Adult Education Budget (Devolution) (C)	
	AB provided a briefing on devolution of the Adult Education Budget.	
	RESOLVED: The Committee noted the risk to the Financial Plan from devolution and approved the mitigation actions being taken.	
86/18	Review of KPIs and Operating Plan (C)	
	Members reviewed the KPIs and Operating Plan.	
	RESOLVED: The KPIs and Operating Plan were noted.	
	ACTION: Members to send any questions on the Operating Plan to JC for forwarding as appropriate.	ALL
87/18	Estates Update including RFD* (C)	
	In the absence of JB, members reviewed the papers from the Estates Working Group meeting on 14 November 2018.	
	It was proposed that, following successful delivery of the new Forest of Dean Campus, the EWG should be disbanded and the outstanding actions monitored by BRC going forward.	
	RESOLVED: The papers were noted. BRC congratulated the College on the fact that there were only a relatively small number of outstanding actions of the kind to be expected following such a project, and agreed to monitor them going forward.	
88/18	Annual Review of Tuition Fees and Policy*	
	Members reviewed the Tuition Fees Policy, noting the changes	



	proposed on the policy front sheet. RESOLVED: The Tuition Fees Policy was approved.	
89/18	Annual Review of Treasury Management and Policy* (C)	
	Members reviewed the Treasury Management Policy, noting the changes proposed on the policy front sheet. RESOLVED: The Treasury Management Policy was approved.	
90/18	Annual Procurement Report (including Exceptions)* (C)	
	Members were provided with an annual update on procurement activities for academic year 2017/18. RESOLVED: The annual Procurement Report was noted and accepted.	
91/18	Annual Subcontracting Report and Review of Policy* (C)	
	Members were provided with a report setting out the College's current position on subcontracting. RESOLVED: The Committee noted the report and the approach taken to date. Members were satisfied that the College continues to manage subcontracting well and that the issues identified are being managed to ensure satisfactory and compliant outcomes.	
92/18	Annual Report on Travel and Subsistence and Review of Policy*	
	In line with the assurance and accountability requirements of the Audit Code of Practice, the Committee was provided with an annual report on expense claims, focusing on the expenses of key management personnel and overseas expenditure. RESOLVED: Members were satisfied that the level of travel and subsistence expenditure was reasonable and recommended the report to the Board. It was noted that details were included in the Financial Statements as required.	
ROUTINE BUSINESS		
93/18	Subsidiary Update*: (C) <ul style="list-style-type: none">● Betaris – 27 November 2018● GFM – 27 November 2018● GPS – 27 November 2018● NCD – 27 November 2018● Brasserie – 6 November and 16 November	



	<p>This had been covered in previous items.</p> <p>RESOLVED: The update on subsidiary companies and reconciliation of the subsidiary company accounts to the GC accounts was noted.</p>	
94/18	Health and Safety Report* (C)	
	<p>Members reviewed the papers in JB's absence.</p> <p>RESOLVED: The report was noted.</p> <p>ACTION: Members to send questions on the paper to JC for forwarding to JB.</p>	ALL
95/18	<p>Review of Policies*:</p> <ul style="list-style-type: none"> • Tuition Fees • Treasury Management • Subcontracting (Fees and Charges) • Travel and Subsistence • DBS • Learning and Development • Harassment and Bullying 	
	<p>Members reviewed the above policies. A member noted that it was pleasing to see the Harassment and Bullying Policy aligned with the Grievance Policy, stressing the importance of trying to resolve issues informally if possible.</p> <p>RESOLVED: Members approved the policies.</p>	
96/18	<p>Chair's Update (C)</p> <ul style="list-style-type: none"> • Committee Objectives 	
	<p>WA presented revised objectives for the year.</p> <p>RESOLVED: The revised Committee Objectives were agreed.</p>	
97/18	Key Items for Board	
	<p>The Key Items for Board report was completed noting the risks to be added/highlighted on the Risk Register.</p>	
OTHER		
98/18	Any Other Business	
	None.	



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99/18	Date and time of Next Meeting	
	14 February 2019 at 5.00pm, Cheltenham	
EXTERNAL MEMBERS ONLY		
100/18	Opportunity for Private Business	
	None.	

Signed..... 

Date..... 14/2/19