

Meeting of the Finance and Resources Committee

Venue: via TEAMS
Date: 2 July 2021
Time: 9.30am – 11.50pm

Present: Colin Seccombe (in the Chair)
 Malcolm Grady
 Martin Hottass
 Donya Urwin
 Andy Walton
 Lindsey Whiterod

In Attendance: Neil Longstaff (Director of Governance)
 Mo Dixon (Principal TyneMet)
 Jane Cuthbertson (Chief Finance Officer)
 Andrew Watts (Chair of the Board)(AWa)
 Steve Chittenden (Finance Manager)

ITEM	ISSUES	ACTION
1.	<p>Apologies for Absence</p> <p>There were no apologies for absence received.</p>	
2.	<p>Declarations of Interest</p> <p>The Chair reminded members to declare any conflicts of interest as they arose on the agenda.</p>	
3.	<p>With the agreement of governors, the Chair changed the order of business as follows:</p> <p>Chair of the Board's Report to Finance and Resources Committee</p> <p>Confidential item (restricted)</p> <p><i>AWa left the meeting</i></p>	
4.	<p>Minutes</p> <p>The restricted minutes of the meeting held on 17 March 2021 were approved and to be signed by the Chair.</p> <p>Matters Arising not covered on the agenda</p> <p><u>Contract for Services - Chair of the Board</u></p> <p>Confidential item</p>	
5.	<p>LW, JC and SC joined the meeting.</p> <p>Budget 2021-22 and 2 year Financial forecasts – including capital expenditure & KPIs (internal and external)</p> <p>Confidential item</p>	

	MH left the meeting.	
6.	Management Accounts Confidential item	
7.	Student Union Budget 2021/22 Confidential item	
8.	Approval of Contracts and Planned Expenditure in Excess of £125k Confidential item	
9.	<p>Pay Award 2020/21</p> <p>The purpose of the paper was to discuss the pay award for 2020/21.</p> <p>The Finance and Resources Committee was aware that due to the impact of COVID-19, the pay award built into the budget had not been released to staff.</p> <p>Due to the uncertainty regarding COVID-19 during the 20/21 academic year and the impact upon commercial income the Committee agreed in December to retain the 2% pay award within the forecast with a view to deciding later in the academic year.</p> <p>Governors considered the College's budget position.</p> <p>Q. Anyone who wouldn't receive this? No-one.</p> <p>LW updated governors with regard to negotiations with unions.</p> <p>Resolved: That the Committee agree to recommend that the Board agrees the payment of the 2% salary increase to all staff, backdated to 1st August 2020 (approval is to be sought via Chair of the Board's Action to enable the deadline to be met for the July payroll and the payment is in the correct academic year).</p>	JC
10.	<p>Minutes</p> <p>The minutes of the meeting held on 17 March 2021 were approved and to be signed by the Chair.</p> <p>Matters Arising not covered on the agenda</p> <p><u>10.1 Sodexo Catering Service</u></p> <p>Confidential item</p>	
11.	<p>Chair's urgent action(s)</p> <p>This report detailed occasions where the Chair of the Committee (or in his absence the Vice-Chair) had exercised urgent action since the previous meeting.</p> <p>Governors were informed that the Chair's action had been used to approve the appointment of Ricoh as the College's print services provider for the next three years.</p> <p>Resolved: That the report is received and Chair's urgent action is endorsed.</p>	

	AW left the meeting	
12.	College HE Fees Confidential item	
13.	OLC Proposal Confidential item.	
14.	<p>Policies</p> <p>A number of policies were presented for either approval or recommendation to the Board; these being:</p> <ul style="list-style-type: none"> • Bursary Policy • Senior Postholders Disciplinary Policy and Procedure • Redundancy Policy • Paternity and shared Parental Leave policy • Maternity and Adoption policy • Sickness absence policy • Foreign Travel Policy • Travel and Expenses Policy <p>Changes to the documents were detailed in the papers.</p> <p>Resolved:</p> <p>i. That the following policies are approved:</p> <ul style="list-style-type: none"> • Redundancy Policy • Paternity and shared Parental Leave policy • Maternity and Adoption policy • Sickness absence policy <p>ii. That the following policies are recommended to the Board for approval.</p> <ul style="list-style-type: none"> • Bursary Policy • Foreign Travel Policy • Travel and Expenses Policy • Senior Postholders Disciplinary Policy and Procedure 	NL
15.	Human Resources Plan - 2020-21 Progress Report Confidential item.	
16.	Any other business None.	
17.	Date and Time of Next Meeting tbc	
18.	<p>Identification of Confidential Items</p> <p>Resolved: That the following items are to remain confidential:</p> <ul style="list-style-type: none"> • Item 03 – Chair of the Board's Report to Finance and Resources Committee (restricted) • Item 4 – Contract for Services - Chair of the Board 	

	<ul style="list-style-type: none">• Item 5 – Budget 2021-22 and 2 year Financial forecasts• Item 6 – Management Accounts• Item 7 – Student Union Budget 2021/22• Item 8 – Approval of contracts and Planned Expenditure in excess of £125k• Item 10.1 – Minutes - Matters Arising not covered on the agenda (Sodexo)• Item 12 – College HE Fees• Item 13 – OLC Proposal• Item 15 – Human Resources Plan - 2020-21 Progress Report	
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Signed: **Date:**