

Meeting of the Finance & Resources Committee

Venue: via TEAMS
Date: 30 September 2020
Time: 4.00pm – 6.10pm

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

In Attendance: Neil Longstaff (Director of Governance)
 Jane Cuthbertson (Chief Finance Officer)
 Mo Dixon (Principal TyneMet College)
 Catherine Donnelly (Exec. Director of HR)
 Craig Scott (Business Operations Manager) (CSc)
 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>Formal sign off of minutes and matters arising</p> <p>The minutes of the meetings held on 26 November 2019 and 25 February 2020 were approved and to be signed by the Chair.</p> <p>Matters Arising</p> <p><u>3.1 Utility Contracts</u></p> <p>CSc updated governors with regard to utility contracts at the College. New contracts were estimated to save the College £50k per year.</p> <p>Q. Any funding to reclaim? No as there was no scope for any refund arrangement.</p> <p><u>3.2 To undertake the annual salary review for the Senior Postholders</u></p> <p>NL confirmed that the appropriate actions had been implemented.</p>	
4.	<p>Committee Workplan 2020-21</p> <p>Governors were presented with a copy of the Committee Workplan 2020-21, as agreed by the full Board, for their information.</p>	

	<p>It was reported that in the feedback on the committee's Performance Review, it had been suggested that the financial impact of Covid be reported to the committee at an appropriate time in the year.</p> <p>Resolved: i. That the Committee Workplan 2018-19 is received and accepted. ii. That the CFO is asked to present a report to the next meeting of the Committee on the financial impact of Covid on the College.</p>	JC
5.	<p>Review of Committee Performance against Terms of Reference</p> <p>The purpose of the report was to provide governors with details of the performance of the Finance and Resources Committee during 2019-20.</p> <p>Members of the Committee (2019-20) had been asked to complete an online survey to review the Finance and Resources Committee's performance during the previous financial year. There were no areas identified as being either ineffective or less than satisfactory. It was reported that overall governors graded the committee's performance as 'Good'. Comments received from the survey were shared with members of the Committee.</p> <p>It was noted that there had been a 100% return rate for the survey.</p> <p>Resolved: That the report is received and acknowledged.</p>	
6.	<p>Chair's Urgent Action(s) /Issues arising from Emergency Planning Committee</p> <p>There was nothing to report with regard to Chair's Action.</p> <p>It was noted that since April 2020 the committee's areas of responsibility, as detailed in the terms of reference, had been temporarily transferred to an Emergency Planning Committee (EPC), an action taken by the Board to address the lockdown measures resulting from Covid-19. These temporary arrangements had now ceased. Reports from the meeting scheduled for 18 March 2020 had either been taken to full Board, referred to the EPC or noted by the committee members.</p>	
7.	<p>Human Resources Report</p> <p>HR Report - Confidential item</p>	
8.	<p>Human Resources Plan 2020-21 and review of 2019-20</p> <p>The purpose of this report was to provide the Committee with the HR Action Plan for 2020/21 and an update on progress against last year's action plan.</p> <p>It was reported that CD had held discussions with a governor to seek advice and support on the Action Plan, which resulted in a number of amendments by CD, which were shared with the members of the Committee during the presentation of the report.</p> <p>The Plan focussed around the five key areas, which were:</p> <ul style="list-style-type: none"> • Pay and conditions • Workforce Planning • Provision of an outstanding and digital learning • Tyne Coast College support to the Academy Trust re. HR provision • Compliance <p>Q. Plan prioritised 1-9? Difficult to say one was more important than the other, therefore not placed in any particular order.</p>	

	<p>Q. Had home working assessment been conducted as this could have implications for the College if a member of staff developed health issues in the future? CD had worked with the Health and Safety Manager and developed an occasional home working policy, which was to be used as guidance but longer term a more robust policy would be needed. It was also noted that employers were required to provide equipment for staff requested to work from home, which could result in a significant capital investment.</p> <p>A governor felt that a more strategic direction from SEG was needed to develop digital delivery if that was to be an area of priority. Highlighting limiting factors was key i.e. to identify what could be delivered through digital means and then target relevant staff for training to enable the College to reach its targets. It was stated that this would give the College greater flexibility over its method of delivery in the future.</p> <p>The CEO indicated that the College's strategic aims needed to be updated but would factor in digital delivery, having an aim to achieve 100% of staff able to use digital delivery, where appropriate. It was noted that a number of digital options were currently being explored.</p> <p><i>AW took the Chair owing to the Chair having access issues with TEAMS.</i></p> <p>Resolved: i. That the committee agree to receive and acknowledge the report. ii. That the HR Resources Plan 2020-21 is accepted subject to giving further consideration around digital delivery as mentioned above.</p>	CD
9.	<p>Update on Forecast Partnership Activity 2020/21</p> <p>Confidential Item.</p> <p><i>Mr M Grady joined the meeting.</i></p>	
10.	<p>Annual Report on Estates</p> <p>Confidential item</p>	
11.	<p>Financial Regulations</p> <p>Governors were presented with revised Financial Regulations for their consideration with a view to making a recommendation of approval to the Board.</p> <p>Amendments made to the document were outlined for information, which mainly covered title changes, as a major review had been conducted the previous year.</p> <p>Q. EU regulations – review when Brexit finalised? JC confirmed that this would need to be reviewed again once the College received notification about any changes that might affect relevant parts of the College's regulations.</p> <p>A governor stated that she found the document useful and informative.</p> <p>Resolved: That Finance and Resources Committee agree to receive the revised Financial Regulations and recommend that it be adopted by the College Board.</p>	JC
12.	<p>Management Accounts to 31 July 2020</p> <p>Confidential item.</p>	

13.	Learner Recruitment and Funding Update Confidential item.	
14.	Bad Debt Provision and Annual Write Off of Bad Debts Confidential item.	
15.	Approval of Contracts and Planned Expenditure in Excess of £125K Confidential item.	
16.	Any other business <u>Free Course Provision – Government Announcement</u> A governor asked for a report to be brought to a future meeting when further details were available (Free Course Provision). It was noted that the CEO was hoping to provide an update to the full Board in October 2020. Clarification ensued on the use of the Kick Start Scheme.	
17.	Date and Time of Next Meeting Wednesday 18 November 2020 at 4.00pm via TEAMS At this stage in the proceedings, staff except for the CEO left the meeting.	
18.	Investigation re. contract Confidential restricted item.	
19.	Identification of Confidential Items Resolved: That the following items are to remain confidential: <ul style="list-style-type: none"> • Item 7 - Human Resources Report • Item 9 – Update on Forecast Partnership Activity 2020/21 • Item 10 - Annual Report on Estates • Item 12 – Management Accounts to 31 July 2020 • Item 13 - Learner Recruitment and Funding Update • Item 14 - Bad Debt Provision and Annual Write Off of Bad Debts • Item 15 - Approval of contracts in excess of £125k • Item 18 - Investigation re. contract (restricted) 	

Signed: Date: