

CHELMSFORD COLLEGE
PERSONNEL, FINANCE & GENERAL PURPOSES COMMITTEE
3rd MARCH 2009

Present: Elaine Oddie (Chair)
Peter Rainbird
Bob Best
Graham Evans
David Law

In Attendance: Paul Bayliss (Director of Finance)
Mike Tadman (Director of Human Resources)
John Fowl (Clerk to the Corporation)
Joanne Seward (Minuting Secretary)

295 Apologies for Absence

There were no apologies.

296 Declarations Of Interest and to Notify Confidential Items

There were no declarations of interest and no confidential items notified.

297 To Approve the Minutes of the Meeting Held On 11th November 2008

The minutes were **Approved**.

298 Matters Arising

292 Framework for Excellence

The LSC have stated that the Framework for Excellence will go ahead but in a limited format. It was noted that the software from the LSC to produce the Framework for Excellence data had still not been received at the college. The benchmarking software was due to be received in January 2009 and this also had yet to be received. Members discussed the manner by which colleges would be overseen after the demise of the LSC and it was felt that this may vary between local authorities.

299 Feedback on the Governors Away Day

The Senior Leadership Team had found it very useful in informing the future development of the college. It was noted that inspection was now likely to take place after the Easter holiday.

300 HR Reports

Industrial Action

A discussion had taken place with the college branch officials during which they had suggested that the college would not be targeted with industrial action currently occurring within the sector, as the college and the trade unions had reached a local agreement on pay procedures to the satisfaction of both sides.

Cost Savings

Changes in the provision of Additional Learning Support had now been actioned in full and learner needs were continuing to be met.

Proposals to reduce the costs associated with the college nursery will see one room opening on a reduced hour's basis. Nine staff will be affected by this action but no redundancies were anticipated although these cannot be ruled out. The situation will be reviewed again in September 2009. David Law felt that the reduction in business for the nursery was due to the economic downturn which is causing people to place their children with cheaper options by way of grandparents and other family and friends. The governors asked if thought had been given to the future of the nursery in the new building and David Law outlined the possibilities in the planned accommodation following the relocation of the college.

Investors in People

The IiP re-accreditation was due at the end of March. A pre-audit meeting has taken place and has given the college confidence that it will retain its 'Champion' status.

It was **Resolved** that the report be received.

301 Staff Equality and Diversity Reports

Members were provided with data analysing the ethnicity, gender and disability of all staff. Views expressed that some staff were not disclosing a disability with just 2% declaring a disability against the national average of 14% and an average within further education of 2.6%. Mike Tadman confirmed that regular meetings took place with those declaring a disability to assess what action the college can take to assist them in carrying out their duties. Further analysis of equality and diversity was being undertaken for job applicants and for existing staff in respect of pay levels. A report will be submitted to a future meeting of the committee.

Members noted the turnover of females in the leadership and management categories and whilst accepting there were smaller numbers the view was expressed that the reasons for such turnover were important as it may be an indication that the staff had been sufficiently developed professionally in order to assist them to obtain promotion within the college or employment elsewhere. It was noted that the Equality and Diversity Report will be provided on a regular basis and expanded further in the future.

It was **Resolved** that the report be received.

302 Disciplinary and Grievance Procedures

The legislation in respect of disciplinary and grievance procedures was due to change in April 2009 and so it would be necessary to change the college procedures. The proposed changes now incorporated procedures to include senior post holders as well as all other staff. The senior post holders and the relevant trade unions had been consulted and the changes within the procedures had been reviewed by Peninsula the college HR advisers.

It was recommended that the Board of the Corporation approve the revised disciplinary and grievance procedures for all college staff including senior post holders.

303 To Receive the Management Accounts January 2009

The budgeted surplus for the year had been identified as £218, 5147 whilst the current profile showed that an actual surplus of £147,005 may be achieved. The surplus achieved to date was £262,632. This compared against the surplus achieved in 2007/08 of £398,192. The accounts were received and the revised forecast for the year noted. The variances were seen to cancel each other out although interest earned on reserves had reduced from 5.72% to 2.13%.

Members were advised that the increase in student numbers had resulted in a small increase in pay costs. Paul Bayliss drew attention to the cash flow projections and it was noted that the capitalised costs in the sum of £100,000 for feasibility studies had been delayed due to the LSC moratorium on capital grants. It was anticipated that the capital grant funding in the sum of £150,000 will not now be received for the application in principle for the capital development.

In response to a question by the Chair Paul Bayliss explained that the smaller year to date surplus compared to 2007/08 was due to timing of expenditure and income. In addition there had been a shortfall in the projected tuition fees collected this being partly due to more students being entitled to nil fee concessions and more part time students enrolling on fee free courses.

Paul Bayliss drew attention to three main emerging challenges, these being:

- i) Banking
- ii) Interest earned
- iii) Non LSC funded areas

Paul Bayliss confirmed he had now met with the manager of Natwest bank and the manager had put forward a proposal to the college to enable it to fund the college capital project.

It was **Resolved** that the Management Accounts January 2009 be received.

304 LSC Funding Allocation 2009-10

The indicative allocation for 2009/10 had been notified to the college. This provided income for a target enrolment of 1976 learners which would generate an income figure of £8.242 million. If this indicative allocation is confirmed this will result in an increase of approximately £1.14 million over the current year LSC income figure.

Governors were advised that the college would need to consider to what extent it should over recruit in 2009/10 to endeavour to set the level for funding in 2010/11 at a still higher figure. Additional learning support income was likely to see a further reduction for the year but the college was planning to work within the cash received.

The 19+ Learner Responsive allocation was also likely to be reduced but again the college was seeking to mitigate the impact of this as much as possible. A view was expressed that this may impact on part time staff but was not expected to affect full time staff.

It was **Resolved** that the report be received.

305 Review of the Five Year Maintenance Programme

The maintenance work required at the college campuses was set out in the report together with the costs associated with them. The Estates Manager had been asked to assess the minimum costs that could be spent on each college centre pending the planned move/relocation of the college. Governors were told that the conditions survey had been carried out by NPS during February 2009 and hence was very current. The governors agreed the approach proposed by the college management team in order to keep the current buildings safe and weather tight.

It was **Resolved** that the Five Year Maintenance Programme be approved and the planned action by the SLT be supported.

306 Any Other Business

Paul Bayliss presented the Financial Regulations and identified a number of minor updates in respect of references and the order that the items were contained within the regulations. It was recommended that the revised Financial Regulations be included in the papers to the Board of the Corporation and reviewed at the Board meeting on 27th March 2009.

307 Date of Next Meeting

Tuesday, 23rd June 2009 at 3.30 pm

The meeting moved into the Confidential Part II item of the agenda at this point

Chair

Date

