

CHELMSFORD COLLEGE
PERSONNEL, FINANCE & GENERAL PURPOSES COMMITTEE
1ST MARCH 2011

Present: Elaine Oddie (Chair)
Phil Bridge
Graham Evans
David Law (Principal)
Janice Maclean

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

367. Apologies for Absence

Apologies were received from Michael Lager.

368. Declarations Of Interest and to Notify Confidential Items

There were no declarations.

369. To Approve the Minutes of the Meeting Held On 11th November 2010

The minutes were approved.

370. Matters Arising

There were no matters arising.

371. To Receive Human Resources Report

Mike Tadman informed the Committee there had been four employment tribunals heard and these had been successfully defended. There remained one outstanding tribunal which had been postponed and was not likely to be heard now for six months.

Governors were thanked for referring the College to Peninsula as the College was no longer incurring the cost of large settlements following employment tribunals.

Members were advised that the review of the Vetting and Barring Scheme and the CRB regulations had been incorporated in the Protection of Freedom Bill published on 11th February 2011. For CRB checks the proposals now seek to scale back the eligibility for which checks have to be undertaken, introduce portability and to provide an online system to enable employers to update their information more regularly.

The Committee noted that there were currently two trade disputes concerning pay and teachers pensions. These are national disputes and the outcome of a ballot to determine what action the union will take closes on 14th March 2011.

The recent resignation of the College HR Manager had enabled the College to restructure in that area and the post would not now be replaced resulting in a saving of approximately £35,000 per annum on the salary bill. The restructure had been combined with the introduction of an internal shared service with Quality.

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

372. To Receive the Management Accounts – January 2011

Governors noted that the accounts were at the half year stage and that the results generally were good. The outturn for the year should be as budgeted with the College showing a current operating surplus of £547,301.

Pay costs to date were within budget and expected to remain so by the end of the financial year. It was noted that staff sickness had adversely impacted on the financial performance of Dovedale Nursery.

Paul Bayliss explained how the majority of the surplus generated occurred during the first six months of any financial year due to the phasing of income.

It was confirmed that these accounts will be presented to the full board of the corporation.

It was **Resolved** that the Management Accounts for January 2011 be received.

373. Funding Allocations – Indications for 2011-12

The Committee was told that the allocation was due to be notified by the end of March 2011. The College was expecting to lose approximately 25% of all adult funding per learner over the next four to five years.

In 2011/12 adult funding income will reduce for the College by approximately £80,000 but it was anticipated that there will be a greater impact on learners as the fee remission laws will limit access to courses.

The 16-18 year old entitlement cut is nationally in excess of £1m but there was a 3% year on year maximum loss per learner which will help mitigate the impact.

The College is expecting to receive a reduction in allocated learner numbers of approximately 59 full time equivalents which when added to the reduction in entitlement funding will see £500,000 less income for 16-18 learners. A business case has been put to the YPLA to raise the allocation of student numbers of offset the reduction.

David Law outlined the opportunities for funding from apprenticeships and European Social Fund sources. The College has been allocated 40

apprenticeships by Essex County Council and the Principal identified other areas of opportunity in sport related occupations including the Olympics.

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

374. Equality & Diversity Report

Mike Tadman informed the Governors that the Equality Act 2010 was effective from October 2010 and provided a brief outline for the benefit of the Governors. Members noted the different types of discrimination that would now be covered under the act and were informed of the changes that will be necessary to the existing equality and diversity procedures within the College. A new 'protected characteristics' will require the College to consider whether additional information needs to be collected where it currently is not.

Staff training is underway to ensure the College meets the requirements of the Act. The analysis of staff by age, gender, ethnicity and disability has indicated no meaningful change in the profile compared with 2009/10. The ethnicity of staff compares well against the student body as does the number of staff (8%) with a declared disability.

The Governors received equality and diversity training as part of their development day at the end of January 2011 and it was agreed that they would be included within the numbers contained in group 1 of the equality and diversity matrix produced by the College.

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

375. KPMG 'Accelerate College Efficiencies' Report

The Principal outlined the actions taken under the 13 headings identified in the KPMG report. Priority is being given to the potential savings considered to be the greatest. The members discussed other potential opportunities for making savings under each of the headings possibly through the use of directed distance learning.

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

376. Any Other Business

Paul Bayliss informed the Committee that the College had joined an IT purchasing consortium and can now purchase PCs for approximately £320. In view of this it was proposed that for IT equipment Governors should approve the capitalizing of such equipment at a figure of £300.

It was **Resolved** that the Capital figure for IT equipment be set at £300.

(4)

Members were informed that having now left the College Willis Field had been removed from the bank mandate leaving Paul Bayliss, David Law, Mike Tadman, Caroline Williams and Peter Moore (Finance Manager) the signatories on College accounts.

It was **Resolved** that the changes to the bank mandate be approved.

377. Date of Next Meeting

The next meeting will be held on Tuesday 21st June 2011 at 3.30 pm

Chair

Date

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Commercially Sensitive –In Confidence
PART II – Minutes

2.1 Property Development Update

The monthly report and risk register by Arcadis was received and noted by the Committee.

Governors asked for the risk associated with funding cuts to be kept under review by the Committee although it was accepted that the severity of this risk would reduce.

The Committee was advised that there are strict rules under the OJEU tender procedures that would have to be followed before a decision is made as to which contractor is appointed to carry out the Capital works at the College.

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

2.2 Update on Purchase of 80 Vicarage Road

The solicitors were completing the final paperwork and it was hoped that more detail will be available to the full board for approval on 25th March 2011.

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

There being no other business the meeting closed.

Chair

Date