

HARLOW COLLEGE FURTHER EDUCATION CORPORATION

RESOURCES COMMITTEE

Minutes of the meeting held on Thursday 06 December 2018

Membership: *E Johnson (Chair)
*J Bedford
J Breen
*B Spencer
* Denotes Present *K Spencer
*P Taylor

In attendance: W Allanson, Deputy Principal
P Whitehead, Vice-Principal
D Morgan, Executive Director – Finance & Facilities
D Sheridan, Clerk to the Corporation
R Lucas, Deputy Clerk to the Corporation

766 Apologies for Absence

Apologies for absence were received and accepted from J Breen.

767 Declaration of Interest

E Johnson declared that he is an Essex County Councillor.

768 Minutes of the Previous Meeting

The minutes of the Resources Committee meeting held on 28 June 2018 were agreed as an accurate record and signed by the Chair.

769 Matters Arising from the Minutes (not mentioned elsewhere on the agenda)

769.1 Local Government Pension Scheme Statement of Policy (minute 762 refers)

E Johnson asked if there was anything further for the Resources Committee at present in relation to the Statement of Policy and D Morgan confirmed that there was not.

770 Management Accounts for the period 1 August – 31 October 2018

The Resources Committee received and considered the Management Accounts for the period 1 August 2016 – 31 October 2018, presented by D Morgan, Executive Director – Finance and Facilities.

The management accounts were discussed in detail and the following points were noted / raised:

- The forecast year-end surplus is £47k which is below the originally budgeted surplus however the forecast figure is more realistic taken into account the unknown

Local Government Pension Scheme Statement (LGPS) costs.

- Income has been adjusted to reflect the actual number of learners enrolled at Stansted Airport College. The growth in learner numbers being funded in-year by the ESFA will be based on postcode therefore only learners studying at Stansted Airport College will be funded in-year, rather than the overall increase in learner numbers across both sites.
- Staff costs are below budget due to a recruitment lag.
- Operating expenses are higher than originally budgeted due to the set up costs of Stansted Airport College.
- The balance sheet reflects the costs associated with the relocation of the hair and beauty team and includes a match funding element for a LEP funding application which has been submitted.
- Cash flow is positive and healthy.
- The original budget and the forecast indicate a financial health rating of good and both bank covenants being met.

The Resources Committee reviewed Treasury Management and noted the borrowings of the College. Governors noted that no changes to Treasury Management are forecast and that borrowing as a percentage of income is forecast to be 28% which is within the College's set target.

Governors noted that an overdraft facility has been arranged for October 2018 to April 2019 due to the uncertainty of when the Stansted Airport College funding will be paid to the College by the ESFA and to ensure that the College remains a going concern.

Governors noted that the lease facility for i-Pads relates to Stansted Airport College. P Taylor highlighted the high interest rate for the lease and D Morgan confirmed that the College had undertaken a value for money exercise and that the interest cost can be added back to the surplus when calculating the bank covenants.

Governors noted the planned capital expenditure for the academic year, covering Stansted Airport College, hair and beauty relocation, South East LEP project match funding, HAMEC and computer hardware.

The Resources Committee approved the Management Accounts for the period 1 August – 31 October 2018 and Treasury Management Plan for 2018/19.

771 Annual Human Resources Report 2017/18

The Resources Committee received and considered the HR Annual Report 2017 – 2018, presented by Sally Appleby, Executive Director of HR Services.

S Appleby reported that sickness absence rates have improved for the fourth consecutive year. Four years ago the average absence days per year per employee was 9.4 and last year it was 6.4. Governors' attention was brought to the pie charts detailing the changes in reasons for absence, with particular reference to the increase in stress and depression. This category covers work related stress and depression, home-related and both. Governors noted that there has been a decrease of 26% in work related and both related stress and depression, with the majority of cases relating to personal reasons and some potential reasons for this were given. The College is looking at ways to help address this through counselling services and improved

occupational health provision. Governors did raise the issue that these figures are dependent on how honest people are and S Appleby confirmed that the College does not rely solely on the information provided in the doctor's certificate and that discussions are held internally with staff. Governors acknowledged that the figures were encouraging.

S Appleby confirmed that there have been no major changes in staffing structure at the College, however an Assistant Academy Manager+ role has been introduced arising from some AAMs having larger remits than others. The profile of the role is assessed against set criteria and an allowance is paid where appropriate on a one year basis. Governors were informed that there has been an increase in the number of casual workers employed by the College as invigilators and National Citizen Service staff. Governors also noted that the catering staff are now employed directly by the College.

S Appleby reported that staff turnover is stable in comparison to previous years and the level is good against sector benchmarks. In total there were 78 leavers and 158 vacancies throughout the year however the disparity relates to invigilators, NCS staff and staff at Stansted Airport College. E Johnson asked about the increase in resignations and whether there was a trend. S Appleby reported that the College attempts to monitor reasons for leaving as part of the exit process. W Allanson reported that staff in 'difficult to recruit areas' are often offered better paid jobs out of the FE sector and S Appleby reported that the College is looking at offering market allowances to help address this issue. K Spencer reported that the College has less attrition than other colleges and that there are lots of movement of staff internally. It was agreed that these figures should be included in next year's report.

Governors noted that a section relating to Brexit had been added to the report. Governors were informed that the College has regained its UK Border Agency Licence and that a Certificate of Sponsorship is being sought for a member of staff.

Governors noted data on staff disciplinary and grievance cases and an employment tribunal.

Governors noted the gender pay gap profile which was reported as of 31 March 2018 in line with national requirements, Governors noted that there has been a slight decrease in the figures from 4.5 to 4.2 and the data is being interrogated further by HR. K Spencer requested that staff qualifications and experience be added in to future reports.

S Appleby reported that the categorisation of posts was based on an old mechanism and that next year's report will see differentiation between support staff.

The Resources Committee noted the HR Annual Report for 2017/2018.

772 Disclosure and Barring Service Checks Policy

The Resources Committee received and considered the Disclosure and Barring Service Checks Policy, presented by S Appleby, Executive Director of HR Services.

Governors were informed that the main update is contained within section 7 of the report which reflects the changes to procedure which have been implemented by the College. Governors were informed that all DBS checks are undertaken prior to an

employee starting employment with the College and where this is not possible, a risk assessment is carried out which needs to be signed off by a member of the Principalship.

Governors were informed that the DBS check process for Governors will be included in this Policy, which will detail how Governors will undergo a DBS check on appointment and on re-appointment,

The Resources Committee asked that point 7.1 be changed to read “conditional offer letter” rather than “offer letter”.

The Resources Committee approved the Disclosure and Barring Service Checks Policy subject to the two amendments detailed above.

773 Updating Other HR Policies

The Resources Committee received and considered a number of HR policies, presented by S Appleby, Executive Director of HR Services.

The policies reviewed were:

- Adoption Leave;
- Disciplinary Policy;
- Grievance Procedure;
- Maternity Policy;
- Parental Leave Policy;
- Paternity Policy;
- Performance Policy;
- Probationary Policy;
- Staff Recruitment and Selection Policy.

S Appleby informed Governors that only minimal changes had been made to the policies to update where appropriate logos, job titles and the tracking pages.

The Resources Committee also considered the Staff Code of Conduct which was previously considered and approved by the Corporation at its meeting on 18 October 2018. S Appleby confirmed that consultation had been undertaken with the trade unions and that four amendments had been requested. The amendments were highlighted to Governors and the Resources Committee approved the amendments.

The Resources Committee approved the Adoption Leave, Disciplinary Policy, Grievance Procedure, Maternity Policy, Parental Leave Policy, Paternity Policy, Performance Policy, Probationary Policy, Staff Recruitment and Selection Policy and the Staff Code of Conduct.

774 Harlow College Developments

The Resources Committee received and considered a update on Harlow College developments, presented by W Allanson, Deputy Principal.

W Allanson reported that 297 learners have enrolled at Stansted Airport College and that an executive jet had been gifted to the College from Inflight. The Resources

Committee thanked W Allanson for the work he has undertaken to ensure the College was built on time and on budget. Discussions are taking place for Phase 2 of the College as extra space is required and the College is looking to become a 147 Licencing Centre. Initial discussions with Manchester Airport Group have been positive.

Governors were informed that a bid has been submitted to the South East Local Enterprise Partnership for investment in Buildings J and K focusing on healthcare and digital technologies. This will help shape the curriculum and better prepare learners to take up opportunities in the SELEP priority areas for employment and skills.

Governors noted that discussions are on-going with Anglia Ruskin University around transferring the ownership of UCH to Harlow College. The College will continue to use the building primarily for HE provision.

Relationships are steady with BMAT STEM Academy. They have requested some internal alterations to the building and the College is currently in discussion with them over this. A date for a meeting with the DfE, BMAT and Harlow College is still to be confirmed.

Work is on-going at the Advice Centre for use by the hair and beauty teams. It is anticipated that part of the building will be occupied by the end of February.

W Allanson reported that the College had been successful in securing £1m from the CITB Construction Skills Fund for a mobile construction training hub.

K Spencer reported that there is no update from Essex County Council regarding the VAT on HAMEC.

The Resources Committee noted the report, endorsed the discussions of Phase 2 at Stansted Airport College and agreed to write a letter of thanks to Inflite for the donation of the jet.

775 Any other business

There were no items of any other business.

776 Dates of future meetings

Spring Term 2018	Thursday 28 February 2019	8.30am
Summer Term 2018	Thursday 09 May 2019	8.30am
	Thursday 27 June 2019	8.30am