

## Finance & Personnel Committee meeting held on 26<sup>th</sup> April 2011, Committee Room, Ashington Campus

	<p>Present: L Ions , C Smith, C Todd</p> <p>In attendance: K Allan (Clerk),D Simpkin (note taker)</p>	
FP/26Apr11/01	<p>Eligibility and quorum issues:</p> <p>There were no eligibility issues and the meeting was quorate.</p>	
FP/26Apr11/02	<p>Apologies for absence:</p> <p>Apologies were received from Kelly Ramsey and Bob Bedson.</p>	
FP/26Apr11/03	<p>Minutes of the meeting held on 15<sup>th</sup> March 2011:</p> <p>The minutes of the meeting were approved with one change noted that within the Dickinson Dees report NCC should have read NCG.</p>	
FP/26Apr11/04	<p>Matters arising not otherwise on the agenda:</p> <p>There were no matters arising.</p>	
FP/26Apr11/05	<p>Management Accounts Report – Month 7:</p> <p>CT updated the governors on the operating position which demonstrated an over performance against budget for the year to date of £817k. He advised that this was as a result of over performance against income budgets of £399k and an under spend against staff budgets of £391k.</p> <p>With regard to the funding performance CT advised that at month 8 the College had generated £9.932m from its major funding streams, although all achievements in regards to TTG and Apprenticeships were not yet included, along with in year progressions arising from the change to the QCF qualifications. However, the forecasted outturn of £10.275m reflects an estimate of both these.</p> <p>CT then highlighted provision for potential expenditure related to restructuring, which would be required whether or not the merger proceeded.</p> <p>Regarding High Gain, CT advised that the operating position demonstrated an under performance against budget for the year to date of £13k which was a result of under performance against income budgets of £38k, an under spend against staffing budgets of £11k and non-pay under spends of £13k. CT also added that he was looking at whether High Gain needs to be a limited company and whether commercial operations be removed and used more as a curriculum model. CT advised he had taken legal advice.</p>	
	<p>CT added that at the next FGB meeting governors would be advised of an indicative budget and business plan for the next academic year.</p> <p>The report was noted together with progress made.</p>	

FP/26Apr11/06	<p>Redundancy Policy:</p> <p>CT advised that the current policy was unhelpful and that the college had taken the NCG approach when rewriting this policy. He advised that this policy now covers all the relevant procedures during the redundancy process.</p> <p>C Smith advised on the following:</p> <ul style="list-style-type: none"> <li>- Appendix B – remove weightings</li> <li>- Remove reference to age discrimination and industry.</li> <li>- Remove double counting in Absence section.</li> </ul> <p>These amendments were discussed and agreed.</p> <p>The policy was noted and agreed to be taken to FGB for approval.</p>	K Allan
FP/26Apr11/07	<p>Disciplinary Policy:</p> <p>It was noted that this policy was still with the Trade Unions for comment.</p>	
FP/26Apr11/08	<p>Appraisal Scheme:</p> <p>CT advised on the changes made to the appraisal scheme. Discussions took place regarding concerns about appraisal and how the system could be improved. C Smith advised that the appraisal document was too long. It was agreed that the 6 month review be removed.</p> <p>Following discussions it was agreed that C Todd revisit the document and bring back to the next F&amp;P Committee.</p>	C Todd
FP/26Apr11/09	<p>Competence and Capability Procedure:</p> <p>CT advised on the revised procedure advising that the first five sections related to governance.</p> <p>With regard to section 6 (Procedure and Guidance), CT advised that this procedure was about coaching and improvement of employees. There was some discussion regarding governors involvement for appeals and that this used to be reported through personnel reports. CT advised that this report was due to be presented at the next F&amp;P meeting.</p> <p>With regard to section 7.1, it was agreed that this paragraph should include the wording that '<i>documentation will be kept on file if this is the case</i>'.</p> <p>The procedure was noted and agreed to go to FGB for approval.</p>	C Todd  C Todd
FP/26Apr11/10	<p>Any other business: There was no other business to discuss.</p> <p>Confidential items: There were no confidential items.</p> <p>Date and time of next meeting: 21<sup>st</sup> June 2011 at 5.30pm in the Committee Room, Ashington</p>	

**Minutes agreed of the 26<sup>th</sup> April 2011 meeting**

Signed : .....

Dated: .....