

**Finance & Personnel Committee meeting 25 November 2008 in Ashington**

|                               |   |   |
|-------------------------------|---|---|
|                               | <p><b>Present :</b> L Ions (Chair) , R Ellis-Jones, M Jeans, P Sample</p> <p><b>In Attendance:</b> Clerk, H Wright, P Caudren, M Jinks, C Saint</p>   |   |
|                               | <p><b>Apologies received from N Hall</b></p>  |   |
| <p><b>Check numbering</b></p> | <p><b>Item3 App1:</b>The meeting was agreed to be quorate and the minutes from the last meeting were reviewed, M Jeans had sent apologies and the minutes were to be amended to show this, it was noted that they were otherwise accurate and approved.</p>   | <p>Clerk to amend minutes</p> <p>Minutes approved</p>             |
|                               | <p><b>Item4:</b> Matters arising it was noted that the committee self-assessment process was ongoing.</p>   |   |
|                               | <p><b>Item5 App2 <u>final pay</u>:</b> PC noted that the national agreement on the pay award had been adopted and the pay award accepted by UCU, it would be implemented immediately. The Committee approved the item which would go to the full board.</p>   | <p>Approved to take to full board</p>                             |
|                               | <p><b>Item6 <u>annual leave day</u>:</b> It was noted that Unison had requested that a gratis day of holiday be awarded due to the way the bank holidays fell this year leading to staff having to take 5 days annual leave if the College were to close. As there were running costs associated with the College staying open this was the pattern used last year. There was a robust discussion concerning whether this would lead to a precedent in a free day being requested every year and the costs implications of staying open or giving a free day annual leave. It was agreed that a written policy should be adopted to deal with the issue in future years and that the agreement should go into the staff newsletter to the effect that in order to allow the smooth running of the college a free day would be given. PC left the meeting.</p> | <p>PC to make announcement and to write policy for future use</p> |
|                               | <p><b>Item7 App3 <u>annual report on franchise</u>:</b></p>   | <p>Approved</p>   |
|                               | <p><b>Item8 App4 <u>HE update</u>:</b> MJ noted that there had been quite a bit of growth last year in the sector although the figures were not yet finalised. Progress was noted to be encouraging and the updated was noted. MJ left the meeting.</p>   |   |

|  |   |  |
|--|---|--|
|  | <b>Item10 App6 TV community college:</b> . <b>CONFIDENTIAL</b>  | Agreed SMT to choose member to sit on the panel.                           |
|  | <b>Item14 app10 farm update:</b> REJ noted that this was an update on previous papers following a new approach following a wider stakeholder meeting. A plan had been adopted to sell existing livestock and to take stock on the way forward for the farm. The plan is to delegate responsibility to a panel who will have a farm management provider in place to report to them on the day to day running of the farm. The Committee would ensure that the curriculum was being served by the facilities in place and keep the technology and processes up to speed at the front end of the industry. MJ commented that this could be done effectively and the top level of farms were able to make a profit and this was the aim, to run an industry leading farm. REJ proposed that the farm committee became a sub-committee of F&P and minutes could be received to F&P this would improve communication and accountability. MJ raised the issue of restocking at a cost effective time before the Spring but it was agreed that this decision should await the management team being installed. There was discussion of farm finances and it was noted the money raised from the sale was ring fenced and that all the farm expenses came from their own budget. It was decided to re-affirm the support plan, to note the income from the sale, REJ to come back to F&P with a plan detailing the management of the panel and structure of the committee. | REJ to prepare a plan outlining the structure of farm panel and committees |
|  | <b>Item15 app11 construction training:</b> PS asked whether planning permission would be required and whether or not the buildings would count as temporary structures REJ would follow this up.  | REJ to find out about planning status of proposed buildings                |
|  | <b>Item9 app5 curriculum development:</b> HW explained that this paper gave a more financial slant on information already presented. It was noted that the figure showing a decline in enrolments was every single enrolled person not LSC funded places which were doing well. Some of the trends were analysed as set out in the paper. There was discussion of the trend for growth in the construction industry work and that this was not taking place in a planned manner so a strategy would be developed. REJ noted that the trend analysis in enrolment was key in making a plan for growth and better budget setting. E-learning was discussed and it was considered a future growth area with costs implications that should be considered. HW was thanked   |  |

|  |   |   |
|--|---|---|
|  | for the report which the committee did consider useful for the budget setting work to be done.  |   |
|  | <b>Item11 app7 <u>financial statements</u>: CONFIDENTIAL</b>  |   |
|  | <p><b>Item12 app8 <u>October management accounts</u>:</b> CS noted that the AIP had been approved by the LSC following it's sign off by the board and also planning approval had been granted this was good news, Chris Todd has been appointed and will start in January as Financial Director. CS highlighted the operating surplus and that solvency had deteriorated slightly. He explained that relations with the bank were good and they were supportive of plans to improve operating performance. He introduced some of the new sections of data and explained some would be put onto graphs but that the new FD would probably want to do things in his own style so the accounts may be set out differently then. There was no significant departure from the budget at this stage although the cash flow trend was not good. There was discussion of the technical aspects of how the new build funding was built into the accounts. Capital expenditure was discussed and CS noted there was a new system in place and he was looking at historical items previously approved on a case by case basis. The committee asked CS to provide information in the future as to whether cap exp of over £5,000 was in the budget or not. The Committee noted that there had been an overspend on HR and Communications budgets REJ noted that the Communications item related to the summer recruitment launch which had been very successful. The committee expressed disappointment that Corporate departments were not sticking to the budget, REJ noted that the budget was being taken very seriously by managers who were talking to people responsible for overspending and that a culture of change was taking place with more awareness of money saving initiatives.</p> | <p>CS to provide info of whether items in excess of £5,000 were in the budget</p> |
|  | <b>Item13 app9 <u>new build finances</u>: CONFIDENTIAL</b>  |   |
|  | <p><b>Item16 <u>aob</u>:</b> There was a useful CIPFA course coming up and LI would check who might be able to attend as Chris Todd had made himself available to attend, it could also be considered whether we should purchase the materials.</p> <p>Items 7,10, 11 and 13 were confidential.</p>   |   |
|  | <b>Action points:</b>   |   |

Deleted: t

Deleted: i

Formatted: Font: Bold

|  |                           |  |
|--|---------------------------|--|
|  | <a href="#">See above</a> |  |
|--|---------------------------|--|

