

THE CORPORATION

CONFIRMED MINUTES OF THE MEETING OF THE PERSONNEL, FINANCE & GENERAL PURPOSES COMMITTEE HELD ON TUESDAY, 15 JUNE 2010

Present:

Mr F Ahmed	Vice-Chair of Committee	Business member	Absent
Ms K Clifford		Principal	Present
Mr T Grainger		Co-opted member	Present
Mr J Hedges	Chair of Committee	Co-opted member	Present

Clerk to the Corporation:

Mr C Bond

Also Present:

Mr D Ball

Minute MPF&GP/18/10 (6.40 pm)

Declarations of Interest

No declarations of interest were received.

Minute MPF&GP/19/10 (6.41 pm)

Apologies for Absence

Farid Ahmed was absent from the meeting. No apologies were received.

Minute MPF&GP/20/10 (6.42 pm)

Unconfirmed minutes of the meeting of the Personnel, Finance and General Purposes Committee held on 9 February 2010

(Document DPF&GP/10/10)

The minutes were agreed as an accurate record and signed by the Chair.

Minute MPF&GP/21/10 (6.42 pm)

Matters Arising From The Confirmed Minutes Of The Meeting Of The Personnel, Finance And General Purposes Committee Held On 9 February 2010 Which Are Not The Subject Of Separate Items On This Agenda

There were no matters arising.

Minute MPF&GP/22/10 (6.42 pm)

Staffing Matters

The Principal gave a report on staffing issue that had arisen as part of the changes to the curriculum offer and which had been considered at the Corporation meeting on 24 March 2010. The committee noted that it had been necessary to comply with employment legislation to issue at risk notices to people whose posts may have become redundant. The Principal reported that there had been no need to issue compulsory redundancies and that staff had either found alternative employment outside the college or been redeployed within the college. Some staff had accepted a reduction in their contracted hours and as a result partial redundancy payments had been issued. The Principal reported that negotiations had been undertaken with the regional NUT representative.

Minute MPF&GP/23/10 (6.51 pm)

Budget Report 2009-10

(Document DPF&GP/12/10)

The Vice Principal Corporate Services presented the report.

The committee noted:

The report covered the accounts for the first nine months of the financial year 2009/10. In that period the College produced a surplus of £467k against a budget surplus of £184k.

The £283k positive variance is made up by:

- £10k over spent on payroll; there has been a very high level of maternity cover, some extra costs were incurred for Ofsted, and extra diploma costs that additional funds have been received for;
- £245k of under spend spread across a wide number of non pay budgets, and
- An additional £76k of income, mainly for diplomas (some of which will fund payroll costs).

A significant portion of these unspent funds will be used for summer works and to fund any necessary redundancy payments.

The forecast health scores for the end of the financial year are "Good" under the Framework for Excellence model (and would have been an A under the old system).

Cash flow has been positive £345k in the nine months to 30th April 2010; this is mainly due to the surplus on the Income and Expenditure Account to date. £0.5m was placed on the money market for an improved return for 3 months ending in May to secure an improved return.

Pay cost remain stable at 68% of income. There are a healthy 56 days cash in hand.

The Committee agreed to recommend the Management Accounts to the Corporation.

Minute MPF&GP/24/10 (6.59 pm)

Budget 2010-11

(Document DPF&GP/13/10)

The Vice Principal Corporate Services presented the report.

The committee noted

- For the third year in a row, there were external problems with preparing a budget and three year forecast for the College. Last year it was the late allocation of funding, this year the Machinery of Government Changes and political change have meant that budget papers were only published by the Government Departments on 3rd June, even though these did not include the main chapter on forecasting assumptions.
- A budget for the year ending 31st July 2011 was included; however the three year forecast would have to be presented to the full Corporation meeting.
- The College is being funded for fewer students than in the previous year, 1,891 students rather than 1,956. Combined with a freeze in funding per student this has led to a significant fall in funding whilst costs are inexorably rising. A 2% pay rise would cost approximately £140,000, any less than this would bring a saving on what has been budgeted.

The committee resolved to recommend the 2010/11 budget to the Corporation for approval subject to any revisions necessary (any changes to be highlighted at the Corporation meeting)

Minute MPF&GP/25/10 (7.12 pm)

Pensions Provision

(Document DPF&GP/14/10)

The Vice Principal Corporate Services presented the report.

The document presented contained references to named individuals and is thus the subject of a separate confidential minute

Minute MPF&GP/26/10 (7.26 pm)

Review of Committee Progress

a) **Terms of Reference** (Document C/76/98):

The committee noted the changes made by the corporation to the terms of reference. The committee did not wish to propose any changes to the terms of reference.

b) **Questionnaire on Effectiveness** (Document DPF&GP/15/10):

Members of the Committee completed the questionnaire, reflecting on the Committee's effectiveness during the 2009-10 year. The responses to this will be fed into the Corporation's self assessment.

Minute MPF&GP/27/10 (7.29 pm)

Any Other Business

There were no items of other business

Minute MPF&GP/28/10 (7.30 pm)

Future Items for the Agenda

a) **Draft Committee Schedule of Business for 2010-11 (Document DPF&GP/16/10)**

The committee approved the draft schedule of business for 2010-11. The Chair had already requested that the college give some thought to revising and improving the procedure for hearing a Grievance against a senior post holder in the light of recent experience. The committee endorsed this request and also asked that the scope of the review be extended to cover the Capability and Disciplinary procedures. The committee decided to recommend that advice be sought about these issues from Jane Walker Smith who has in the past acted as advisor to the college on HR matters.

Minute MPF&GP/29/10 (7.36 pm)

Date of Next Meetings

The proposed dates for meetings during the 2010-11 academic year were:

Tues 9 November 2010

Tues 8 February 2011

Tues 14 June 2011

Meetings are scheduled to begin at 6.30 pm.

The Chair requested that the Corporation give consideration when approving their final calendar of business that meetings of the committee should be moved to Wednesdays

The meeting concluded at 7.38pm. The item on Pension Provision is to be the subject of a separate minute confidential to the members of the Corporation.