

**Minutes of the Meeting of the Remuneration, Finance and Human Resources Committee held on 9 July 2018 at 5.45 pm in BT28, Flemingate, Beverley**

**Committee Members:** Salil Datta, Co-Opted Member  
 Jim Harris, Business Member  
 Vanessa Walker, Local Community Member  
 Mike Welsh, Principal  
 Simon Wright, Business Member (Chair)

**Also in Attendance:** Barbara Collinson, Director of Human Resources  
 John Doris, Vice Principal, Finance & Resources  
 Steph Rushton, Finance Manager  
 Richard Sellick, Director of Business Programmes  
 Lyn Vardy, Price Waterhouse Cooper (items 944-947)  
 Helen Wooldridge, Assistant Principal  
 Janice Sunderland, Secretary to the Corporation

Min. No.		ACTION by whom	DATE by when
933	<b><u>APOLOGIES FOR ABSENCE</u></b>  Apologies for absence were received from Dave Thacker, Co-Opted External Member.		
934	<b><u>DECLARATION OF INTEREST IN ANY OF THE ITEMS ON THIS AGENDA</u></b>  The Chair reminded members of the Committee to declare at the start of the meeting interests held in any matters to be discussed. The Chair declared his business association with Garness Jones.		
935	<b><u>MINUTES OF THE MEETING HELD ON 14 MARCH 2018</u></b>  The minutes of the meeting held on 14 March 2018 were confirmed as an accurate record and signed by the Chair.		
936	<b><u>MINUTES OF THE CONFIDENTIAL MEETING HELD ON 14 MARCH 2018</u></b>  The confidential minutes of the meeting held on 14 March 2018 were confirmed as an accurate record and signed by the Chair.		
937	<b><u>MATTERS ARISING</u></b>  a) <b>Directors' Health Insurance Arrangements</b>  The Finance Manager provided an update on the Directors' health insurance membership and cost as a result of including new members following the recent management restructure.		

**938 UPDATE FROM RF&HR BRIEFING MEETING HELD ON 22 MAY 2018/FUTURE OF RF&HR BRIEFING MEETINGS**

Members noted that the RF&HR Committee would in future meet 4 times a year which would enable more timely consideration of the financial position and discussion of any actions required.

**ITEMS FOR APPROVAL**

**939 REVIEW DRAFT COMMITTEE TERMS OF REFERENCE**

The Secretary to the Corporation presented some revisions to the RF&HR Committee terms of reference.

The revised terms of reference were considered and recommended for approval to the Board of the Corporation at its meeting to be held on 12 July 2018.

Secretary 12.7.18

**940 COLLEGE FEES AND CHARGES POLICY 2018-2019**

The Assistant Principal presented further revisions to the draft policy previously considered by the Committee. It was agreed that only the final draft of the policy would be presented to the Committee in June each year.

The Committee agreed the proposed revisions and agreed to recommend the Fees and Charges Policy for approval by the Board at its meeting to be held on 12 July 2018.

AP 12.7.18

**941 REVISED HUMAN RESOURCES POLICIES**

The Director of Human Resources presented a range of Human Resources policies which had been reviewed and summarised the proposed revisions.

The Committee approved the Employee Recognition Award, Employment Reference, Flexible Working, Management Guidelines, Pay and Benefits policies and recommended the revised Code of Conduct and Restrictive Physical Intervention policies for approval by the Board at its meeting to be held on 12 July 2018.

HR Dir 12.7.18

**942 SENIOR POST HOLDER (SPH) POLICIES**

The Committee noted work in progress on the review of a range of SPH policies. Views would be sought over the summer from Members of the Committee and SPHs.

The Committee noted the work in progress and agreed to consider the revised policies at its meeting to be held on 26 September 2018.

Secretary 26.9.18

## **ITEMS FOR INFORMATION**

### **943 COMMITTEE SELF-ASSESSMENT**

Members were reminded of the importance of completing the Committee Self-Assessment and those who had not completed the assessment agreed to return to the Secretary by end of July 2018.

Members 31.7.18

### **944 MANAGEMENT ACCOUNTS MAY 2018**

The Vice Principal, Finance and Resources, presented the management accounts and confirmed the previous forecast outturn of a deficit was held at -£500k. He confirmed the cash position as at the end of May was +£840k which had risen significantly from the low point at the end of March 2018. The forecast cash position at the end of July had been raised to £707k.

The College continued to forecast that it would be in breach of two of its existing bank covenants in relation to the net operating gearing and cash balances.

The Vice Principal, Finance and Resources provided a detailed account of the income and expenditure with a forecast year-end performance and risk review.

The management accounts as at May 2018 were received and noted.

### **945 BARCLAYS CORRESPONDENCE AND INDEPENDENT BUSINESS REVIEW UPDATE (Confidential)**

This item was recorded as a confidential minute.

### **946 DRAFT BUDGET 2018-2019 AND 2-YEAR FINANCIAL PLAN TO 2019-2020 (Confidential)**

This item was recorded as a confidential minute.

### **947 INDEPENDENT BUSINESS REVIEW (Confidential)**

This item was recorded as a confidential minute.

### **948 PROJECT PROPOSAL – LED LIGHTING AT ST MARY’S WALK, BRIDLINGTON**

The Vice Principal, Finance and Resources presented the project proposal for LED lighting upgrade at St Mary’s Walk, Bridlington. Members noted this project had been approved under Chairman’s action on 22 May 2018 in order to meet the required timescales to secure the interest free loan via Salix funding.

### **949 ANNUAL REVIEW OF INSURANCE ARRANGEMENTS**

The Finance Manager provided a status report on the current insurance arrangements as at June 2018, outlining the claims made,

premiums for 2017-2018 and a summary of the College's insurance cover.

Members NOTED the report.

**950 HR REPORT APRIL 2018**

The Director of Human Resources presented the highlights of the Human Resources report as at April 2018.

Members NOTED the report.

**951 MINUTES OF THE JOINT CONSULTATIVE AND NEGOTIATING COMMITTEE HELD ON 23 MAY 2018**

The minutes of the meeting of the Joint Consultative and Negotiating Committee held on 23 May 2018 were received.

**952 MINUTES OF THE MEETING OF THE SHE COMMITTEE HELD ON 15 JUNE 2018**

The minutes of the meetings of the Safety, Health and Environment Committee held on 15 JUNE 2018 were received.

*Staff members other than College Executive Team left the meeting at this point.*

**953 PAY 2018-2019**

This item was recorded as a confidential minute.

*Members of College Executive Team except the Principal left the meeting at this point.*

**954 REVIEW OF REMUNERATION LEVELS – VICE PRINCIPAL, FINANCE AND RESOURCES AND ASSISTANT PRINCIPAL**

This item was recorded as a confidential minute.

*The Secretary to the Corporation left the meeting at this point*

**955 REVIEW OF REMUNERATION LEVEL FOR THE SECRETARY TO THE CORPORATION**

This item was recorded as a confidential minute.

*The Principal left the meeting at this point.*

**956 REVIEW OF REMUNERATION LEVEL FOR THE PRINCIPAL**

This item was recorded as a confidential minute.

957 **CONFIDENTIAL MINUTES OF THE MEETING HELD ON  
14 MARCH 2018 (RESTRICTED CIRCULATION)**

This confidential minutes of the meeting held on 14 March 2018 were approved and signed by the Chairman.

Janice Sunderland  
Secretary to the Corporation

Signed as a correct record on ..... 26/9/2018 ..... (Date)

 ..... (Chair)

