

Minutes of the Meeting of the Remuneration, Finance and Human Resources Committee held on 26 September 2018 at 5.45 pm in BT28, Flemingate, Beverley

Committee Members: Salil Datta, Co-Opted Member
 Jim Harris, Business Member
 Dave Thacker, Co-opted External 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
 Elaine Hall, Facilities Manager
 Steph Rushton, Finance Manager
 Richard Sellick, Director of Business Programmes
 Karen Shead, Marketing and Communications Manager
 Helen Wooldridge, Assistant Principal
 Janice Sunderland, Clerk to the Corporation

Min. No.

958 APOLOGIES FOR ABSENCE

No apologies were received.

959 DECLARATION OF INTEREST IN ANY OF THE ITEMS ON THIS AGENDA

The Chair reminded members of the Committee to declare at the start of the meeting interests held in any matters to be discussed. S Wright declared his business association with Garness Jones and M Welsh declared his association as Northern Region FE Principals' representative on the AoC Employment Policy Group and the Skills Network.

960 MINUTES OF THE MEETING HELD ON 9 JULY 2018

The minutes of the meeting held on 9 July 2018 were confirmed as an accurate record and signed by the Chair.

961 MINUTES OF THE CONFIDENTIAL MEETING HELD ON 9 JULY 2018

The confidential minutes of the meeting held on 9 July 2018 were confirmed as an accurate record and signed by the Chair.

962 MATTERS ARISING

There were no matters arising.

ACTION by whom	DATE by when

ITEMS FOR APPROVAL

963 FINANCES (CONFIDENTIAL)

a) Management Accounts July 2018

The Management Accounts for July 2018 were received and noted.

This item was recorded as a confidential minute.

b) Update on financial plan and banking discussions

This item was recorded as a confidential minute.

c) Final revised financial plan 2018-2020

This item was recorded as a confidential minute.

d) ESFA confirmation of financial health

This item was recorded as a confidential minute.

964 CAPITAL PROJECT - DIGITAL WORKPLACE

The Vice Principal, Finance and Resources, confirmed that a new round of skills capital funding had been announced by the YNY&ER Local Enterprise Partnership (LEP). He confirmed the College was seeking to make a significant investment in the ICT infrastructure called "digital workplace" and tabled a bid for a grant of £161,206 towards a total project value of £286,206 with £125,000 coming from College funds which had been budgeted for.

An outline of the project and its benefits were presented and it was acknowledged the proposal would greatly enhance the digital skills deliver that learners and employers would benefit from in the future.

The Committee agreed to recommend the proposal for a capital project "digital workplace" for approval to the Board of the Corporation at its meeting to be held on 24 October 2018.

VP, F&R

24.10.18

965 SENIOR POST HOLDER (SPH) POLICIES

The Clerk presented SPH policies relating to capability, disciplinary, grievance and employment and pay which had been revised and consulted upon with SPHs.

Members agreed to recommend the revisions to the Board of the Corporation for approval at its meeting to be held on 24 October 2018.

Clerk

24.10.18

966 REVIEW OF SAFETY, HEALTH AND ENVIRONMENT (SHE) COMMITTEE TERMS OF REFERENCE

The Director of Human Resources presented proposed revisions to be made to the SHE Committee terms of reference.

Members approved the revised terms of reference for the SHE Committee.

Dir of HR

immediately

ITEMS FOR INFORMATION

967 MARKETING PLANS 2018-2019

The Marketing and Communications Manager presented the marketing plan for 2018-2019 outlining the progress made against the marketing strategy 2017-2020 and the key priorities for 2018-2019.

Members thanked the Marketing and Communications Manager for an excellent summary and through discussion it was confirmed that:

- There was no single USP promoted by the college as this changed dependent on the audience.
- The College was becoming the “go to” organisation for some areas such as apprenticeships and clinical services. Direct sales and the role of business development unit continued to be key.
- Members had seen an increase in local coverage of the College activities and successes which was welcomed.

Members noted the report.

968 FACILITIES REPORT

The Facilities Manager presented the facilities report providing detail of the structural change that had taken place alongside an overview of site works, costs and utilisation.

Members thanked the Facilities Manager for a thorough report, particularly noting the refurbishing of lighting at St Mary’s Walk was 90% complete and welcoming the introduction of disposable compostable products within the refectories and the introduction of internal letting of facilities in the College to increase commercial income.

Members noted the report.

969 BUSINESS DEVELOPMENT REPORT (CONFIDENTIAL)

This item was recorded as a confidential minute.

970 GIFTS AND HOSPITALITY REGISTER FOR 2017-2018

The Clerk presented the gifts and hospitality register for 2017-2018 which was received and noted.

971 ANNUAL TREASURY REPORT 2017-2018 (CONFIDENTIAL)

This item was recorded as a confidential minute.

972 ANNUAL REPORT ON OVERSEAS ACTIVITIES 2017-2018

The Head of Finance presented the annual report on overseas activities 2017-2018 which was received and noted.

973 ANNUAL REVIEW OF SAFETY, HEALTH AND ENVIRONMENTAL (SHE) ACTIVITIES 2017-2018

The Facilities Manager presented the annual review of SHE activities during 2017-2018, confirming that she had picked up responsibility for this area as a result of the recent management restructure.

Through discussion it was confirmed that the Facilities Manager could seek external support via the AOC regional group and the insurers help line.

It was suggested that a pairing arrangement with Jim Harris would provide useful in the future in addition to the current Co-opted External Member representation on the SHE Committee.

A discussion would be taken forward regarding the possibility of introducing Mental Health First Aiders.

Members thanked the Facilities Manager for an excellent summary of SHE activities and noted the report.

974 ANNUAL REPORT ON PROCUREMENT AND EFFICIENCIES 2017-2018 (CONFIDENTIAL)

This item was recorded as a confidential minute.

975 HR REPORT SUMMER 2018

The Director of Human Resources presented the highlights of the Human Resources report for the summer 2018. It was confirmed that the completion of appraisals would improve as the window for completion was from May to October each year.

Members NOTED the report.

976 ANY OTHER BUSINESS

It was agreed that Managers in attendance to present reports for approval or information would be programmed to present the

Clerk

Oct 18

Dir of HR/
VW

Feb 19

papers at the beginning of meetings in future allowing them to leave after their item.

All senior post holders and members of staff left the meeting at this point

977 RESTRICTED CONFIDENTIAL MINUTES OF THE MEETING HELD ON 21 JUNE 2018

The restricted confidential minutes of the meeting held on 21 June 2018 were approved and signed by the Chairman.

978 CLOSE

There being no further business the Chair thanked those present for attending and closed the meeting at 8.10 pm.

Janice Sunderland
Clerk to the Corporation

Signed as a correct record on 21/11/18 (Date)

.....  (Chair)

