



**Minutes of a Meeting of the Resources Committee held on
Thursday 8th March 2007 at 4.30 pm in the Boardroom**

Present: J Holliday (Chairman)
M Davidson
P Glenday
G Kennedy (a)
N Smart (a)
W Southward

Officers: C Richardson, A Wallbank and K Wilson. (Also in attendance Mrs J Foote – who will be acting Clerk to the Governing Body)

Apologies/Quoracy: Apologies for absence was submitted on behalf of Mr. G Kennedy and Mr. N Smart. The meeting was deemed to be quorate.

85. Minutes of Last Meeting

The minutes of the last meeting held on 30th November 2006 were **AGREED** as a correct record and signed by the Chairman.

86. Staff Development Plan 2006/07- Autumn Report

The Deputy Principal on behalf of the Personnel Manager submitted a report setting out the progress of staff development plan for the current academic year (2006/07) based on the College key objectives and set against the College Self Assessment Report and the College Ofsted Inspection Report.

The Deputy Principal indicated that the Ofsted Inspectors had been of the opinion that the College had “well planned staff development opportunities which were extensive and closely aligned to strategic and quality improvement plans”.

The report set out the manner and mode of delivery and provided details of performance indicators, learning methods and detailed priorities for the year, set against the key objectives of focussed development, quality improvement sustainable operations and risk management.

It was **AGREED** that the report be noted.

87. Pay Award – Update

The Deputy Principal submitted a report updating the committee on the two discussions with UCU since the last meeting and also two rounds of staff consultation meetings to keep staff informed of progress. The net result was a draft agreement and implementation plan which had been submitted to a meeting of staff and the UCU at the end of February and then formally accepted.

87. cont.

The report explained the detail, the cost this year, the issue of affordability for future years together with the implementation timetable (end of May) and the forthcoming discussions on an incremental salary scheme for Business support staff.

It was **AGREED** that the agreement be accepted and implemented forthwith and congratulations be extended to the officers for all their hard work resolving this issue.

88. Joint Staff Consultative & Negotiating Committee

The minutes of a meeting of the Joint Staff Consultative and Negotiating Committee held on 19th November 2006 were submitted for information.

It was **AGREED** that the minutes be received and noted.

89. Implementation of HR Strategy 2006/07- Update

The Deputy Principal on behalf of the Personnel Manager submitted a report on the progress of the implementation of the priorities identified for HR Strategy during 2006/07.

The report set out in detail the progress made within the overall strategic developments of the HR strategy in the current year to date against the background of identifying the priorities for 2007/08 as part of the college strategic planning process and review.

In answer to a question from a governor, the Officers indicated that 3 or 4 further priorities had already been identified for the next review.

It was **AGREED** that the report be accepted.

90. HR Policies – Amendments

The Deputy Principal on behalf of the Personnel Manager submitted two revised policy documents, on Maternity Pay & Conditions and Adoption Pay & Conditions, as a result of changes in legislation under the Work and Families Act 2006.

The report set out the revised detail of the existing policies of the college and identified the actual changes. The revised policies had been discussed and agreed within the Joint Consultative framework.

It was **AGREED** that the revised policies be approved.

91. **Finance Report – August 2006/January 2007**

The Finance Director submitted a report outlining the financial position of the College, at the end of January 2007, on the basis of the income and expenditure account, cash flow statement/forecast, capital programme, balance sheet, treasury management, key financial ratios (including financial health indicators) and the position of Cumbria Colleges Ltd in the current financial year.

At this stage in the financial year there were indications that there was a shortfall in the level of the college's main funding contracts. However, in recent weeks, action had been taken to increase levels of activity under both the FE and WBL contracts, which were now beginning to show improvement.

The committee discussed the situation at some length, including the reduction in number of students in the 16-19 age groups, an increase in 19+ age group numbers, competition from schools for students, and changes in school curriculum, together with changes in the school planning process. The committee also discussed WBL recruitment, LSC consideration of changing priorities to the 19+ age group, the impact of pay escalation, impact of the inspection on the recruitment process and the detail of the recruitment action plan which if achieved, could correct the under-performance currently identified within the accounts.

It was **AGREED** that the reports be received and noted with particular concern that the action plan targets for increasing student activity levels, be achieved.

92. **Student Enrolment 2006/07 and Yield year-to-date**

The Director of Finance reported on the current level of student recruitment in both full and part time categories, which showed, in terms of total student numbers that the number of learners was currently 25% less than target.

The committee discussed the issues at some length, partially as a result of the previous discussion, noted the change in the funding rules, the long term impact of competition for a reducing number of students overall, from the new academy at Cleator and the Nuclear Academy. They also discussed the potential for increases in full time student numbers at 16-18, and 19 plus, as well as in adult part time students. It was noted that, at this time of year, only part time numbers would increase.

The Director also indicated that as a result of the changes in the course additionalities offered, the student yield had fallen by approximately 5%. This brought the actual yield close to that allocated by the LSC, although the college figure was still higher than the LSC allocation.

It was **AGREED** that the report be noted.

93. Risk Register Review

The Director of Finance submitted a termly report by exception on a review and update of the College Risk Register as it impacted on this committee. One risk identified as low, in respect of the affordability for future pay awards had been added to the report, set against the continuing need to include the concept within any pay negotiations.

It was **AGREED** that report be noted and the risk register amended.

94. Franchise Activity

The Director of Finance on behalf of the Business Development Manager submitted a report on the current level of performance and the financial status of College franchise activity.

The Director explained the current contracts with three firms, the levels of activity, income, learner numbers, retention and achievement, self-assessment and review of contracts. Governors questioned the details of the current contract with ASSA and noted the continuing concerns both for the learners and the College reputation. The Director advised that a lesson observation was now planned for March, within the college deadline, which had only been arranged after significant representations to ASSA.

The Director explained that as a result the ASSA contract had effectively been transferred to GEN II to deliver Business Improvement Techniques to replace the training. In the meantime the LSC had agreed a small contract with ASSA in order to complete their existing contract. On completion, the college intended to terminate the contract on the grounds of poor performance.

The Director also indicated that the LSC had agreed to fund the Learning First activities for students with learning difficulties, and indeed had in fact increased the amount of funding.

It was **AGREED** that the report be noted.

95. Fees Policy 2007/08

The Director of Finance submitted a report setting out a fees policy for 2007/08 in pursuance of the Financial Memorandum between the College and the LSC and in compliance with government guidelines to move to 37.5% of the actual costs.

The report detailed the level of fees, the current position on income levels, the remissions policy and its impact on the college budget, the waiving of fees system for those on low income etc. and the refunds process and system, together with the inter relationship with the fees charged both by other FE Colleges and UCLAN.

It was **AGREED** that the Fees Policy for 2007/08 be approved.

96. Facilities Management Termly Report

The Director of Finance on behalf of the Facilities Manager submitted a report primarily on developments within facilities management for the period September 2006 to February 2007.

The report included health and safety, room utilisation, estates & premises, procurement, incidents, technician support and an update on the capital programme. The report detailed accident statistics, staff training, new policies and procedures, risk assessments, emergency evacuation, safety audits, planned safety inspections, the stress survey, benchmarking, European Safety Week, and sustainability.

It was also noted that the Department had just had a relatively successful report from the Internal Auditors on Health and Safety.

The report also covered the operation of Activ Zone including use, membership, community use, coaching sessions, the open day, marketing activities and staffing arrangements. The report concluded with a risk analysis, a planned maintenance schedule and an appendix of the progress of the capital programme.

It was **AGREED** that the report be noted.

97. Meeting Schedule 2007/08

The Clerk submitted a draft schedule and programme of committee and Corporation meetings for the forth coming academic year 2007/08.

It was **AGREED** that the programme be approved.

98. Cumbria Colleges Limited – Audited Accounts

The Officers submitted for information a copy of the audited accounts of Cumbria Colleges Ltd for the period May 2005 to July 2006. The Director reminded the committee that the relevant detail of the impact of these accounts (a share of the profits) had been included in the College's own accounts.

It was **AGREED** that the accounts be noted.

99. Next Meeting – 14th June 2007.

(The meeting closed at 6.00pm)