



MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE

Held on Thursday 14 June 2007 at 4:30pm in the Boardroom , Lakes College

PRESENT: Graham Kennedy, Cath Richardson, Neil Smart and William Southward

APOLOGY: Mike Davidson

IN ATTENDANCE: Karen Wilson (Director of Finance and Business Development), Jennifer Foote (Clerk to the Governors) and Clare Gray (student observer)

In the absence of the Chair it was agreed that Neil Smart would act a Chair for the duration of the meeting.

124. CONFIRMATION OF MINUTES

The Committee received the minutes of it meeting held on 8 March. At Minute No. 92 it was confirmed that the site of the new school academy was understood to be South Copeland not Cleator.

RESOLVED that, subject to the amendment as detailed in Minute No 92, the minutes be approved as an accurate record and signed by the Chair.

125. UPDATE ON PAY AWARD 2006 AND 2007/08

With reference to Minute No. 87 the Committee received the report of the Personnel Manager on the progress in the implementation of the 2006 pay award and modernising pay arrangements. The report also set out the current position in respect of the 2007/08 pay award. The Committee discussed the potential flexibility of staffing arrangements in College. It was confirmed that whilst the college structure had undergone some restructuring recently, flexibility had been retained as part of the modernising pay negotiations.

The Committee queried the number of posts in College on a protected salary following the restructuring and introduction of modernising pay and was assured that the revisions were affordable.

It was anticipated that consultation with business support staff would commence shortly in respect of the implementation of modernising pay.

RESOLVED that the contents of the report be noted.

126. STAFF DEVELOPMENT - SPRING TERM REPORT

The Committee received the report of the Personnel Manager on the implementation of the 2006/07 staff development plan during the spring term. The Committee was pleased to note that the percentage of staff and governors who had attended "Every Child Matters" training had reached 100%. The Committee queried the amount of provision of staff training by external providers

and it was confirmed that some external delivery was included as part of the management development programme. It was expected that staff attending external courses would disseminate any best practice throughout the college upon completion of the course. It was confirmed that the College was exploring the possibility of continuing CEL management courses next year.

The Committee discussed issues surrounding the need for compliance training, in order to meet the College's statutory requirements and development training, which moved the college forward in achieving its aspirations. It was noted that, although figures giving details of staff still to be trained were included in the HR impact and outcome report at the end of the year, these statistics would be a useful standard addition to the staff development report. The Committee felt that a comparison between figures detailing staff trained and staff awaiting training would allow a further degree of monitoring of staff development. The Principal undertook to ensure that these would be incorporated in future reports.

RESOLVED that the contents of the report be noted.

127. JOINT STAFF CONSULTATIVE AND NEGOTIATING COMMITTEE

The minutes of the meeting of the Joint Staff Consultative and Negotiating Committee held on 15 February 2007 were submitted for information.

RESOLVED that the minutes be noted.

128. AMENDMENTS TO HR POLICIES AND PROCEDURES

The Committee received the report of the Director of Finance and Business Development on amendments to or completion of four HR policies and procedures.

No Smoking

This had been developed through staff consultation in anticipation of the countrywide ban on smoking in public places to commence 1 July 2007. The Committee queried the logistics involved in policing a whole site ban. It was explained that consideration had been given to the provision of a smoking shelter on the edge of the College estate but that the consultative process had revealed that it was unlikely to provide a satisfactory solution. The Committee voiced its concern that smokers going off site would affect the College's reputation as a "good neighbour" but was assured that a full risk assessment had been carried out and that robust monitoring of the situation would take place. Consultation meetings would take place on a quarterly basis with a full review after the first year.

Health and Safety

This policy had revisions to include reference to the no smoking policy.

Disciplinary Procedure

This procedure had been revised to bring it in line with current guidance and best practice.

Flexible Working Procedure

This procedure had been revised to comply with current legislation. The Committee queried the provision of flexible working for teaching staff and it was

explained that this method of working was feasible outside timetabled hours. The Committee commended the procedure and was assured that its existence would be fully communicated to all staff.

RESOLVED that the policies and procedures as set out be approved and adopted

129. TERMLY FINANCE REPORT

The Committee received the report of the Director of Finance and Business Development on the financial position of the College as at 30 April 2007. Information was included on:

- summary of income and expenditure account
- reconciliation of forecast movements
- balance sheet
- capital expenditure
- treasury management
- key financial ratios
- Cumbria Colleges Ltd

It was stated that prudent assumptions had been made in respect of the College's financial position as stated in the report. An action plan to increase learner activity had been adopted and College management were confident that the outturn would be an improvement on the current position. It was confirmed that the College did anticipate a marginal surplus at the end of the year.

In response to a query the Director of Finance explained how various college budgets impacted on the revenue account and how this, in turn, was set according to targets for learner numbers laid down by the LSC. It was confirmed that the College was in plan led funding which meant that, whilst the LSC did not "claw back" funding, failure to achieve one year's targets could have a significant impact on the following year's allocation. However, the Committee was assured that the College's targets for 2006/07 would be achieved.

RESOLVED that the contents of the report be noted.

130. STUDENT NUMBERS AND YIELD TO DATE

The Committee received the report of the Director of Finance and Business Development on current levels of student recruitment in respect of both 16-18 and 19+. It was explained that LSC funding dictated that the College required a growth of 14% in 16-18 learners but a reduction of 9% in 19+ learners. It was stated that for the current year the LSC had agreed to the virement of funding between 16-18 to 19+. Progress against the action plan to increase learner numbers was being closely monitored by College management. Graphs detailed the progress towards learner number targets together with a comparison for 2005/06 were submitted as part of the report and scrutinised by the Committee.

It was stated that the targets for 19+ learners had been re-negotiated with the LSC and currently stood at 2,300.

RESOLVED that the contents of the report be noted.

131. DRAFT ANNUAL REVENUE AND CAPITAL BUDGETS 2007/08

The Committee received the draft revenue and capital budgets for 2007/08 for scrutiny and debate prior to recommending their approval to the Corporation Board as part of the three year financial plan. The Committee queried the analysis of risk undertaken in respect to the proposed budgets. It was stated that a sensitivity analysis had been built in to assumptions and would be monitored through the monthly management accounts. Following a request for further explanation it was stated that the advantage of self-assessing as financial health category "B" over category "A" was to highlight the College's prudent financial assumptions and retain the confidence of external bodies in the College's careful assessment of its financial status. It was also confirmed that developments in adult apprenticeships had been built in to the budget. The Committee understood the significant future potential of employer engagement.

RESOLVED that the draft budget for 2007/08, having been duly scrutinised, be recommended to the Board for approval.

132. TERMLY FRANCHISE REPORT

The Committee received the termly College franchise report detailing the current level of performance and financial status of College franchise activity. The report detailed on-going quality issues which had arisen as part of the franchise arrangements with ASSA. It was affirmed that the College would not be renewing the ASSA contract next year due.

RESOLVED that the contents of the report be noted.

133. RISK REGISTER REVIEW

The Committee received the report of the Director of Finance and Business Development containing updates to the College Risk Register. A number of changes had been highlighted in the report due to the recent restructuring and the impact of the strategic focus on employer engagement. It was reported that a Risk Management Group would be set up with effect from the start of the next academic year to review the risk register at an operational level.

RESOLVED that the contents of the report be noted.

134. PROGRESS REPORT – ACTION PLAN FOR SUSTAINABLE DEVELOPMENT

The Committee received an annual update on the progress of the action plan for sustainable development at Lakes College. Benchmarking on sustainable development had been undertaken against other Cumbria Colleges and Lakes

College compared favourably with these. It was confirmed that the College was working closely with interested external bodies in the furtherance of sustainable development. The Principal undertook to look into the feasibility of introducing waste paper recycling bins in all college classrooms.

RESOLVED that the contents of the report be noted.

135. TERMLY FACILITIES MANAGEMENT REPORT

The Committee received the facilities management report for the period March to May 2007. The Committee discussed the monitoring of safety performance and agreed that statistics showing year on year performance would be a useful addition to the report in order to establish and analyse trends. It was reported that the findings of a recent survey on staff stress had been analysed. The results of the survey had been encouraging and an action plan would be produced to address issues highlighted by the survey.

The Committee queried the painting work currently being undertaken in College during term time. It was explained that the work was being undertaken at present due to contract slippage. The Principal assured the Committee that comments made would be accommodated.

The Director of Finance explained that the College's insurance contract was due for renewal on 1 August 2007. As college insurance was a highly specialised area with a limited number of providers it was proposed to dispense with the College's tendering procedure on this occasion and instead to use the Crescent Purchasing Consortium (CPC). The College was a member of CPC which had an existing framework for the purchase of insurance and associated services.

RESOLVED that

1. the contents of the report be noted
2. the decision to procure insurance services via CPC be approved.

The Principal requested a steer from the Committee on the presence of officers of the college, other than the Executive, at Committee meetings to support the delivery of papers to governors. The Committee indicated it was happy for this to be undertaken.

The meeting closed at 6:05pm