



357 PRELIMINARY PROCEDURAL MATTERS

357.1 Attendance & Apologies for Absence

Members Present: Warren Gordon (Chair)
Tony Medhurst (Principal)
Jo Howell (Chair)
Mike Carver

In Attendance: Andrew Clare (Deputy Principal Finance & Resources)
Jayne Chaplin (Clerk to the Corporation)

Apologies: Karen Fleet (Director of HR & OD)

357.2 Declaration of Interests and Part 2 Agenda Items

Declarations of interest were received from:

- Mike Carver, as a Director of CK & Training Assessment Ltd and HRC Cubed Ltd
- Warren Gordon, as a Director of HRC Cubed Ltd
- Andrew Clare, as a Director of Hertvec, CK Assessment & Training and Ltd HRG Ltd
- Tony Medhurst as a Director of CK Assessment & Training and Ltd HRG Ltd

Observing the dormant nature of HRC Cubed Ltd there was question of its continued listing as a company, requesting for the matter to be looked into and brought to a conclusion.

It was **RESOLVED** for Item 2 to be taken as a Part 2 Confidential Item.

357.3 Minutes of the Resources Committee, 15 March 2019 & Matters Arising Minutes

The Minutes of the Resources Committee Meeting held on 15 March 2019 were agreed as a correct record for application of the Chair's signature.

Matters Arising

There was consideration of Matters Arising:

Land Registration of College Estates/Assets (Minute 339.3)

Questioning progress with the land registration of the College estates/assets, it was confirmed that action to resolve the situation had not yet been undertaken with the need for other matters to be prioritised. It was acknowledged however that the issue of land registration would require attention as developments in the plans for the College estate progressed, agreeing that the matter should remain as an agenda item for periodic review.

358 2018/19 IN-YEAR PERFORMANCE MONITORING & UPDATE REPORTS

358.1 College

Reports were received comprising:

358.1a May 2019 Management Accounts

The Financial Report for the period to 31 May 2019 was presented confirming an operating position of a group surplus of £62k against a profiled surplus of £475k with year to date income £727k less than budget and total expenditure £468 less than budget.

Reviewing the position in more detail, it was noted that:

- The forecasted income for Adult skills was 98% of the allocation, therefore no clawback was anticipated but the shortfall in our full-time 16-18 student number would reduce the funding for 2019/20.
- The tight control of staff costs linked to the shortfall in full time recruitments had resulted in savings of 98k.
- The figures included CK Assessment and Training Limited (CKAT) but excluded HERTVEC pending formal confirmation of its position to date.

Discussion included performance of Apprenticeship provision in the context of original expectations for its development, observing with disappointment how growth had not materialised as anticipated, acknowledging the challenges that had inhibited progress.

After consideration, the report was noted.

358.1b Sub-contracting Update

A report was presented updating the Committee on the status of the College AEB/EFA and Apprenticeship subcontracting activity and contract variations put forward for approval

There was review of:

- The 2018/19 year to date activity, noting the variations to and rationale for the proposed changes,
- Proposals in respect of the 2019/20 AEB Budget and the recommendations not to offer a contract to Herts Fire and Rescue for the Princes Trust programme following a reduced national reduction in the AEB allocation; but following completion of due diligence, to engage Go Train Ltd, an entry level employability specialist to develop progression pathways for their learners to partner institutions.

After consideration, it was **RESOLVED** to **RECOMMEND** for the Corporation to:

- **APPROVE** the 2018/19 contract variations.
- **APPROVE** the proposal for 2019/20 not to offer a contract to Herts Fire and Rescue for the Princes Trust programme; but following completion of due diligence, to engage Go Train Ltd.

359 2019/20 Financial Arrangements

359.1 College

Reports were received comprising:

359.1a Fees Policy 2019/20

The Fees Policy for 2019/20 was presented.

Outlining the College's approach to the setting and operation of fees associated with academic provision for the period 1 August 2019 to 31 July 2020 and prepared in-line with the Education Skills Funding Agency (ESFA) recommendations for fees, the Policy was reviewed. Points of detail then were answered and clarification provided as necessary

Following discussion, it was **RESOLVED** to **RECOMMEND** to the Corporation:

- **APPROVAL** of the Fees Policy for 2019/20.

359.1b Draft Three-year Financial Plan & 2019/20 Budget

The Draft Three- year Financial Plan was presented along with the Budget for 2019/20.

Based on the principles for the Group approach and the key budget assumptions discussed and agreed at the last meeting, the Financial Plan was reviewed:

- Noting a 2019/20 budget of a year-end position of (£354k) for the College and an overall Group position of £324K, subject to any audit adjustments; and the maintaining of an ESFA Financial Health Rating of "Good".
- Reflecting on and discussing with Management the factors underpinning the planned financial recovery and the proposed, improved budget position for 2020/21 with a £226k surplus for the College and an overall Group position of a £226K surplus, subject to any audit adjustments; and an ESFA Financial Health Rating of "Outstanding".

Points of detail were answered and clarification provided as necessary. Discussion with Management included:

- The Plan in the context of the recently revised College Strategic Plan welcoming confirmation that it would be amended to reflect the final version to be presented at the Corporation's next meeting with the Property Strategy also to be updated in due course.
- Welcoming assurance of the emphasis on the continued compliance with Bank Covenants throughout the Plan.
- The provision for pay awards of 0.50% and a £250 one-off payment for per permanent staff member in 2018/19, payable in July 2019 to ensure the incurring of the cost in-year, and 1% for 2019/20, payable in January 2020.

Following consideration, it was **RESOLVED**:

- To **RECOMMEND** for the Corporation to **APPROVE** the Three-Year Financial Plan and Budget for 2019/20.

360 In-year Performance & Policies

Reports were received comprising:

360.1 Human Resources (HR) Reports

The HR Report was presented

After summarising activity to date, review with management included:

- Performance against the HR Key Performance Indicators noting in particular the vacancy lead time to be above benchmark for the month due to recruitment in hard to fill roles such as Science Lecturer and Electrical Assessors.
- Employment Relations, reporting on progress with three claims reported on previously, noting, the continued defence of one claim, the settlement of another and the settlement and awarding of costs to the College in the third;
- Noting confirmation of the completion of the recent restructuring and the continuing dialogues regarding the amendment of the Lecturer contract from 828 to 864 hours.
- The results of the Staff Management Survey, observing the overall positive feedback and noting those areas identified for follow-up by Management.
- Reflecting on the Gender Pay Gap Comparator data, observing where like for like data would be most helpful to inform future discussions, particularly in the matter of equal pay.

There was response to points of clarification, following which the report was noted.

346.2 Policies: Transgender Policy

A report was received presenting for approval the College Transgender Policy.

Outlining the College's commitment and the arrangements for supporting transgender employees, learners and customers to prevent discrimination and ensure fair treatment, the Policy was reviewed.

Points of clarification were addressed and following discussion, it was **RESOLVED**:

- To **RECOMMEND** for the Corporation to **APPROVE** the updated Transgender Policy.

361 Other Business & next Meeting

361.1 Any Other Business

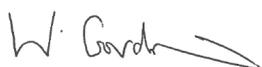
There was no other business.

361.2 Date of Next Meeting

Wednesday 9 October 2019

The Meeting moved to the Part 2 Confidential agenda at this point.

Signed:



Dated: 9 October 2019

Chair

