



351 PRELIMINARY PROCEDURAL MATTERS

351.1 Attendance & Apologies for Absence

Members Present: Warren Gordon (Chair) *via conference call*
Tony Medhurst (Principal)
Jo Howell
Mike Carver
Nicky Stone

In Attendance: Andrew Clare (Deputy Principal Finance & Resources)
Jayne Chaplin (Clerk to the Corporation)
Karen Fleet (Director of HR)

351.2 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 Ltd and HRG Ltd
- Tony Medhurst as a Director of CK Assessment & Training Ltd and HRG Ltd
- Karen Fleet, as Director of HRG Ltd

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

351.3 Minutes of the Resources Committee, 26 June 2018 & Matters Arising

Minutes

The Minutes of the Resources Committee Meeting held on 26 June 2018 were agreed as a correct record for application of the Chair's signature.

Matters Arising

After noting those items presented elsewhere on the agenda (Minute 349 refers), there was consideration of Matters Arising:

HE Provision (Minute 348.3)

Following discussion at the previous meeting of the continuing negotiations with the University of Hertfordshire Consortium of its fee, members were advised that a meeting was arranged for mid-December 2018 and that an update would be provided at the Committee's next meeting.

352 2017/18 IN-YEAR PERFORMANCE MONITORING & UPDATE REPORTS

352.1 College

Reports were received comprising:

352.1.1 Financial Year-end 31 July 2018:

352.1.1a Financial Statements & Management Letter for the year-end 31 July 2018

Following discussion of the draft position at the previous meeting, reports were presented confirming the audited financial position for the year-ended 31 July 2018 along with the Audit Management Report, Regularity Self-Assessment & Letter of Representation.

The key financial issues for the period were reviewed and members noted:

- A group profit of £488K before pensions and asset sales
- An increase in overall cash balances from £7.1m to £8.4m
- The significant actuarial gain recorded for the LGPS pension scheme

Confirmed to have been reviewed by the Audit Committee, the Audit Management pack was then considered comprising the Management Report, the Letter of Audit Representation and the Regularity Audit Letter, presenting the findings of the external auditors review and report on the College's Financial Statements.

On the basis of the audit work undertaken, it was reported that it was considered that the Financial Statements:

- Gave a true and fair view of the state of the affairs of the College as at 31 July 2018 and of the College's income and expenditure, recognised gains and losses and cash flows for the year then ended
- Had been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice and prepared in accordance with the Statement of Recommended Practice: Accounting for Further and Higher Education.

The EAS Management Report:

- Confirmed that all the control points raised in the 2016/17 Management Letter had been resolved.
- Highlighted three internal control issues for the year under review and confirmed that the Regularity Audit had been completed with no observations to make.

On that basis members were advised of an unqualified opinion.

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

- The **APPROVAL** of the Financial Statements for the year-ended 31 July 2018.

352.1.1b Education & Skills Funding Agency (ESFA) – Financial Health Letter

Following its review of the College Financial Plan 2018 to 2020, the ESFA Financial Health Rating Letter was presented along with its financial dashboard.

Members were advised that its financial record for 2017/18 confirmed the financial health for the College to be Good; and outstanding for 2018/19. There was review both of the ratios used to assess financial health and the benchmark data comparing performance against other colleges.

The report was noted.

352.1.2 2018-19 in-Year Financial Monitoring

352.1.2a October 2018 Management Accounts

The Management Accounts for October 2018 were presented.

Members were advised of an operating position of a surplus of £508k against a profiled surplus of £477k of at the end of October 2018 with year to date income £2k less than budget and total expenditure of £29k less than budget.

The report was noted.

352.1.2b Sub-contracting: Update

A report was presented summarising the year-to-date position and contract variances for the College's AEB and EFA subcontracting arrangements.

Considering the report, the contract values were reviewed, noting these to remain unchanged from those previously reported.

Following review, it was **RESOLVED** to **RECOMMEND** for the Corporation to:

- **APPROVE** the sub-contract arrangements and contract values as presented.

352.1.2c Other Performance Monitoring Reports

Other College performance was reviewed via reports on:

i Health & Safety 2017/18: Annual Report

The Health & Safety 2017/18 Annual Report was received.

Providing an overview of the arrangements, developments and activities for the year, the report was reviewed.

After consideration, the report was noted

ii Human Resources: HR Update

The HR Update Report was presented.

After summarising activity to date, review with management included:

- Current Employment Relations matters discussing the employment tribunal claims lodged and the action being taken in defence of the claims.
- The Equality and Diversity Staffing Profile discussing the profile overall and age profile in particular, along with the College arrangements for succession planning; and requesting for future reports to also include prior year and student profile data to facilitate monitor and review of any changes.

Following review, the report was noted.

350 Other Business & next Meeting

350.1 Any Other Business

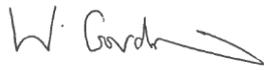
There was no other business.

350.2 Date of Next Meeting

Friday 15 March 2019

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

Signed:

A handwritten signature in black ink, appearing to read "W. Gordon", with a long horizontal flourish extending to the right.

Dated: 15 March 2019

Chair