

Preston's College

**Redacted and abridged¹ Minutes of the Resources Committee Meeting held on 26th November 2020
at 5.30pm
via Zoom**

Present:

Mr J Taylor	Chair
Dr E Smith	Principal and Chief Executive
Mr J Boydell	
Mr S Browne	
Mr S Edwards	
Ms J Jones	

In attendance:

Mr S Nixon	Executive Director Resources
Mrs C Rayner	Clerk to the Board
Ms G Thornton	Head of Human Resources

Apologies:

Ms K Williams

1. Welcome and Apologies

The Chair noted that apologies had been received from Ms Williams.

It was noted that a quorum was present.

2. Declarations of Interest

No declarations of interest were made.

3. Minutes of the previous meeting - 8th October 2020

The Committee agreed the Minutes of the Resources meeting on 8th October 2020 as a correct record.

Resolved: The minutes of the meeting held on 8th October 2020 were approved.

4. Matters arising

The Chair referred members to the report on progress of actions from the previous meeting which was noted.

a) Minute 6 - Bank Loan Arrangements

Mr Nixon, Executive Director Resources, provided an update on the bank loan arrangements. The Committee discussed the options and agreed its recommendation to the Board.

b) Minute 11 - Staff Satisfaction Survey

Ms Thornton, Head of Human Resources, referred to the additional information provided in response to queries on the Staff Satisfaction Survey at the previous meeting. She referred to:

- further details of the bottom 10 scoring questions, including information relating to Staff Survey questions 1 and 3;
- increased satisfaction was evident in all but one question for the 2019/20 survey.

The Committee commended College management for the survey results which improved year on year and evidenced continued improvements in the College's culture. Management confirmed they intended to continue the positive momentum and further improve on the results going forward. It was noted the results could also be used as part of the College's Self-Assessment Review.

During discussion the Committee noted that the response rate was slightly increased on the previous year. Members noted initiatives which had taken place in 2019/20 to increase the staff response rate and suggested that for the 2020/21 survey this continued as an increased response rate would give a clearer indication of staff views.

Resolved: The Committee:

- **noted the report on progress of actions from the previous meeting;**
- **agreed its recommendation to the Board regarding the bank loan arrangements;**
- **noted the additional information on the staff satisfaction survey.**

5. Health and Safety Annual Report and Policy

a) Health and Safety Annual Report 2019/20

Mr Nixon presented the Health and Safety Annual Report 2019/20. He reported that due to reduced numbers of staff and learners on campus during 2020, comparative data should be treated with caution. He reported:

- on the two Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2012 (RIDDOR) reportable incidents which took place during the academic year 2019/20;
- compared to National and Regional statistics taken from the Health and Safety Executive, the College was currently operating well below the accidents/incident levels; compared of other businesses both locally and national;
- an interim external 3rd health and safety officer had been appointed.

Mr Nixon reported on addition health and safety activity during the year and made reference to:

- development of comprehensive Covid-19 risk assessments;
- devising and implementing a Covid-19 secure system of controls to enable safe re-opening of the College following lockdown;

- development of a longer term health and safety action plan to be monitored by the new Health and Safety Committee, which comprised of both management and trades unions.

In response to queries from members, the Committee noted further information on the two RIDDOR incidents.

b) Section 1 General Statement of Intent

Mr Nixon referred members to the Section 1 General Statement of Intent at Appendix B. The Committee confirmed the 2020/21 General Statement of Intent at Appendix B

Resolved: The Committee noted and approved the draft Annual Health and Safety Report 2019/20 and confirmed commitment to Health and Safety by approving the 2020/21 General Statement of Intent.

6. Impact of Covid 19

Mr Nixon presented his report on the Impact of Covid 19 on the budget for 2020/21. Management discussed the report with the Committee including reference to risks to funding streams during 2020/21 and worst case scenario planning. It was noted that a full budget review would take place with budget holders in December 2020.

The Committee discussed the report with management, noted the report as the first stage in wider discussions about the financial scenarios that would be acceptable in 2020/21 and agreed its position going forward.

Resolved: The Committee noted the report on the Impact of Covid and the financial scenarios for 2020/21 and agreed its position in terms of red lines for the 2020/21 budget ahead of further discussion at the Board.

7. Annual Report and Financial Statements

Mr Nixon referred to the draft Annual Report and Financial Statements for 2019/20. He referred to management's intention to present the Annual Report and Financial at the next Board meeting on 10th December 2020. However, there were some external matters which might cause delay including confirmation of actuarial assumptions in the pension scheme, valuation of assets and the receipt of the ESFA reconciliation statement. He explained that the ESFA had extended the deadline due to Covid which meant the Financial Statements could be submitted up to 31st January 2021 if required.

The Committee approved the Financial Statements for 2019/20.

Resolved: The Committee approved the Financial statements for 2019/20 and recommended formal adoption by the Board at its meeting on 10th December 2020.

8. Investors in People – Triennial Assessment

Ms Thornton presented her report on the Investors in People (IiP) – Triennial Assessment. She reported:

- that the IiP triennial assessment, which was originally scheduled for April 2020, had commenced in October 2020 had been completed and the College awaited the outcome;

- on how liP made assessments including discussions with management and staff, staff surveys, on-line focus groups and other metrics;
- that the new 6th edition liP framework contained 27 themes. The outcome of the College assessment in 2017 was that the College demonstrated performance at silver level against 52% of the themes and gold level against 41% of the themes. The College had been advised during the monitoring reviews that evidence required to demonstrate progress in performance from one level to another was exponential. However, the College's aspiration was to become an liP gold level employer by 2020.

The Committee noted the Investors in People – Triennial Assessment report.

Resolved: The Committee Investors in People – Triennial Assessment report.

9. Financial Regulations Review

Mr Nixon presented his report on the Financial Regulations Review. He referred members to the Financial Regulations at Appendix A, with a small number of proposed amendments shown as track changes. He outlined the proposed changes:

- updates to reflect current practice i.e. the College's Whistleblowing policy is published on the College website and the Board also review the Risk Register;
- a number of proposed governance amendments, including extending the scope of references to Code of Conduct, bribery and expenses to also apply to Corporation Board members.

The Committee noted the report and agreed the proposed changes should be recommended to the Board.

Resolved: The Committee noted the report and agreed the proposed changes should be recommended to the Board.

10. Any other business

The Chair reported that Ms Williams, the staff governor (Business support) would leave the Board in December 2020. The Committee recorded thanks to Ms Williams for her contribution to the Resources Committee during her term of office.

11. Date of Next Meeting:

The Committee noted that the date of the next meeting was 11th February 2021.

The meeting closed at 6.38pm.