

**The Corporation of the College of Haringey, Enfield and North
East London**

DRAFT

COMMITTEE	FINANCE, POLICY AND RESOURCES
Time and Date of meeting	7.00pm Wednesday 12 May 2010
MINUTES	Tottenham Centre

MEMBERS

Mr M. Cooke (Chairman), Ms E. Mould (Vice Chair), Mr S Wright,
Ms C. Sullivan, Mr P. Head. Mrs J. Bax.

In attendance

Mr. W. Pitumpe (Director of Finance)
Mr S Jakubowski (Vice Principal Human Resources and Development)
Ms T Carter (Director of Human Resources)
Ms J. O'Neill (Vice Principal Curriculum and Learner Support)
Mr C. McCutcheon (Vice Principal Finance and Resources)
Mr D. Mathieson (Secretary to the Corporation)
Mr K. Brown

F/1/0510 APOLOGIES FOR ABSENCE

1.1 There were none.

F/2/0510 Urgent Business

2.1 Retirement of Clerk and Recruitment of Successor.

F/3/0510 DECLARATION OF RELEVANT INTERESTS

3.1 Messrs K. Brown; M. Cooke; P. Head, Mr S Wright declared
interest in item 8 External Providers, as Directors of College
Subsidiaries/Joint Ventures

F/4/0510 MINUTES

FPR030

Minutes of the Finance, Policy and Resources Committee

The Minutes of the meeting held on 17 March 2010 were **CONFIRMED** and signed by the Chairman as a correct record.

F/5/0510 Matters Arising

5.1 There were no matters arising.

F/6/0510 Human Resources Issues
FPR031

a. Minutes of the HR Strategy Group

6.1 It was noted that these minutes had not been circulated due to an oversight and would be sent out with the Board papers. The draft has been approved by the Chair of the Group.

b. Update on Progress with HR Issues

6.2 Ms Carter drew attention to key points from the report advising that section 188 notices had been issued to 90 staff at risk of redundancy due to overall staffing reductions, and to approximately 130 HPLs where it is intended to cease their fixed term contracts from the end of the current academic year. Consultation meetings for permanent staff affected by redundancies have taken place. Meetings are scheduled for HPLs in mid June.

6.3 The College is unable to guarantee that there will be no compulsory redundancies and the College UCU branch along with a number of other colleges held a one day strike on 5 May in protest. A further strike is to take place Tuesday 18 May.

6.4 Ms O'Neill advised on the range of services provided to learners on the day of the strike to ensure they had access to the college, support and resources to enable them to continue their studies at this crucial time. She advised that these facilities would be available to learners on the next strike day and that this would be publicised widely to ensure all learners are aware. It appears that some learners did not attend the college on 5 May due to misinformation believed to have been spread by a number of striking staff. The Principal has written to UCU about this issue.

6.5 Ms Carter updated the Committee on progress with the new systems for recording and monitoring utilisation of HPLs and arrangements with Protocol.

6.6 The College is seeking to appoint a new provider of Occupational Health Services. This will undertaken through a formal tendering process.

c. Health and Safety Report

- 6.7 The College has appointed a Health and Safety Manager effective May 2010 who will report to the Director of HR. Discussions are ongoing with the two Health and Safety Officers currently working at the college about their positions.
- 6.8 A new duty manager system has been implemented and appears to be working well.

RESOLUTION

The Committee NOTED the report.

F7/0510
FPR032

Finance and Related Reports

a. Strategic Budget and Curriculum Implications of Funding for 2010-11.

- 7.1 The Principal reported on potential implications for colleges post election. He felt that the sector was vulnerable to further budget reductions and identified 'at risk' provision including Train to Gain. He projected a worst case scenario represented by a 15% cut and what this might look like for the college.
- 7.2 Mr McCutcheon highlighted key points in the proposed budget advising that there was little change in the underpinning assumptions since the report to the last meeting of the committee.

RESOLUTION

The Committee AGREED to:

- i) Note the draft budget and agree this as a basis for presenting a detailed budget paper in June.**
- ii) To confirm the budget for pc replacements and interactive whiteboard installations.**

b. Management Accounts

- 7.3 Mr Pitumpe advised that the college remains on track to achieve a surplus of £513k.

RESOLUTION

The Committee NOTED the report.

c. Risk Register

- 7.4 Mr McCutcheon explained the changes in the new reporting format requested by the Audit committee. He advised that some risks had been merged where appropriate and went on to respond member's questions.
- 7.5 The committee welcomed the new format which was seen as a big improvement. The Chairman advised of the need for greater clarity regarding risk tolerance, and identification of action points.

RESOLUTION

The Committee NOTED the report.

d. London Colleges Financial Performance 2008-09

- 7.6 The report summarised the performance of London Colleges showing that CONEL prior to the merger was the second highest performer in terms of delivering a surplus. The figures for the top college however were inflated by capital receipts from a property sale.

RESOLUTION

The Committee NOTED the report.

e. Financial Regulations Update

- 7.7 Mr Pitumpe explained and clarified the amendments.

RESOLUTION

The Committee AGREED to recommend the updated Financial Regulations to the Corporation for approval.

f. Fraud Policy

- 7.8 A number minor amendments were reported. The committee considered the position of governors and the role of the Audit Committee.

- 7.9 Management agreed to look into the existence of anti corruption policies in the sector and whether the College should adopt such a policy.

RESOLUTION

The Committee AGREED recommend the Fraud Policy to the Corporation for APPROVAL.

F8/0510
FPR033

Property Matters

- 8.1 Mr McCutcheon presented an update on the property strategy drawing attention to paragraph 14 which showed the breakdown of the total costing of professional fees associated with the construction centre project. In response to questions he advised that an application had been put in to the SFA for authorisation of the Student Centre project and that this is likely to receive approval. It is proposed to start the work in July after the Board have approved a tender.

RESOLUTION

The Committee AGREED to:

- i) APPROVE the updates to the Property Strategy**
- ii) APPROVE proceeding to the design stage up to and including planning permission with the construction centre on the Enfield Centre**
- iii) APPROVE proceeding to tender for the construction of the Student Centre at the Enfield Centre and Collinwood façade.**

F9/0510
FPR034

External Providers

a) Partnerships and Franchising

- 9.1 Mr McCutcheon reported that the college is seeking the approval of the committee to extend the Silvertrack apprenticeship contract at a new facility in Clapham. This will involve a further 60 starts but will be subject to satisfactory outcomes of the first cohort.

RESOLUTION

The Committee AGREED to:

- i) Extend the apprenticeship contract with Silvertrack for a further 60 new starts at a new facility in Clapham.**

b) Joint Enterprises

9.2 There were no specific issues arising from the report.

RESOLUTION

The Committee NOTED the report.

c) Keeping It Simple Training Ltd (KIST)

9.3 The report presented an update of the financial position of KIST and compliance advice from the College solicitors in relation to gift aided profits from subsidiary companies to the college. The advice clarified the circumstances where the college might grant a loan to the company. It was noted that the KIST Board had met earlier in the day and had considered options for its future. These were reported to the Committee and it was explained that a decision would have to be taken about the long term viability of the company. There is scope for KIST to be financially viable dependant on its ability to win and deliver new contracts. Mr Mccutcheon advised members that further discussion with the College external auditors(who are also KIST's auditors) had confirmed that the gift aid from KIST to the college could be rescinded which negated the need for a loan from the college of £237k for the time being.. A new CEO will need to be identified soon to take over from the interim manager. The second option identified would see KIST become a virtual company with all contract delivery being undertaken through the college.

9.4 The Secretary advised that the Audit Committee had considered the matter and raised the issue of the company directors all being members of the FP&R committee.

9.5 The committee also received an update on CIS Ltd. The company is trading with a surplus however there are a number of issues of concern. A second opinion on the legal issues associated with the charitable status of the college potentially supporting loss making companies is to be sought

from Bates Wells and Braithwaite. The facility being provided by the College to CIS needs to be formalised and a report was requested for the next meeting.

RESOLUTION

The Committee;

- i) NOTED the report.**

F10/0510
FPR035

Governance Issues

- a) Performance against Work Plan**

RESOLUTION

The Committee NOTED the report.

- b) Corporation Policies**

RESOLUTION

The Committee AGREED that the policies be referred back to management for final drafting changes and deferred to the July meeting of the Corporation.

- c) Draft Agenda for Chair's Meeting**

RESOLUTION

The Committee APPROVED the agenda and that the meeting take place at 7.00pm Monday 7 June 2010 at the Tottenham Centre.

F11/0510

Date of next Meeting

7.00pm Wednesday 30 June 2010.

F12/0510

Urgent Business

Retirement of Clerk and Recruitment of Successor.

The Committee noted that the vacancy had progressed to advertising with a closing date of 4th June.

RESOLUTION

The Committee AGREED:

- i) That the Secretary liaises with governors by email to arrange a date for the interviews, and Corporation meeting to appoint the new Clerk.**
- ii) That the Panel comprise the Chairman and Vice Chairman of the Board, and Ms E Mould,**
- iii) That prior to the interviews with Board members, shortlisted candidates will meet with VP(CLE) and VP(F&R) and a learner representative.**

Signed.....
(Chairman)

Date 30 June 2010

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CONFIDENTIAL MINUTES	Tottenham Centre

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F13/0510 Confidential Minutes of the Meeting held 17 March 2010

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F14/0510 Matters Arising

There were no matters arising

F14/05/10 Learner Complaint

The Principal updated the meeting about the ongoing issue of regarding the former learner who has sent a number of emails to the college and governors. Following the letter sent to him 9th April, he initially accepted an offer to meet with a College Advice and Guidance manager to look at alternative options to continue his training but cancelled at the last moment. His subject access data request is being actioned by the College Data Protection Officer.

RESOLUTION

The Committee NOTED the update.