

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

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| COMMITTEE | FINANCE, POLICY AND RESOURCES |
| Time and Date of meeting | 7.00pm Wednesday 17 March 2010 |
| MINUTES | Enfield Centre |

MEMBERS

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

(* denotes absence)

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'Neil (Vice Principal Curriculum and Learner Support); Mr C. McCutcheon (Vice Principal Finance and Resources); Mr D. Mathieson (Secretary to the Corporation)

F/1/0310 APOLOGIES FOR ABSENCE

1.1 There were no Apologies for absence.

F/2/0310 Urgent Business

2.1 There was no urgent business.

F/3/0310 DECLARATION OF RELEVANT INTERESTS

3.1 Messrs K. Brown; M. Cooke; P. Head, S. Wright; as Directors of College Subsidiaries.

F/4/0310 Minutes of the Meeting held 20 January 2010

FPR018

4.1

The Minutes of the meeting held on 20 January 2010 were **CONFIRMED** and signed by the Chairman as a correct record subject to one amendment:

Mr S Wright's name to be added to 'Declaration of Relevant Interests'.

F/5/0310

Matters Arising

5.1 There were no matters arising.

F6/0310

FPR019

HUMAN RESOURCE ISSUES

Human Resources Stratgey Group

- 6.1 The Chair of Human Resources Sub Group gave a verbal report on the meeting held earlier in the day. Ms Sullivan updated on a range of HR issues including progress with harmonisation of staff conditions of service across the two centres, and redundancy proposals.
- 6.2 The Group also considered the existing voluntary redundancy schemes operated buy the College. Two schemes were currently in operation one for ex-conel staff, which was enhanced on the statutory minimum, and one for ex-Enfield staff, which was the statutory minimum. The Finance, Policy and Resources Committee had agreed that the two schemes during harmonisation, however as potential redundancies were now being considered as a consequence of budget planning for 2010-2011 it was agreed that a single scheme be considered on grounds of equity of treatment and cost effectiveness. The Group had considered options on possible combined schemes and agreed to recommend to Finance, Policy and Resources that Corporation should receive a recommended single scheme for implementation to come into operation after 1 April 2010. The determination of the redundancy scheme is the responsibility of the Corporation and is not negotiated however the college would consulting with staff and unions about replacing both schemes with a single voluntary redundancy scheme. It was recommended that Principal present a report on this issue to the Corporation and that delegated authority be sought from Corporation for the Chair and Vice Chair of the Corporation, Chair of Human Resources Group and Chair of Finance, Policy and Resources Committee to agree the final scheme to be adopted.
- 6.3 Ms Sullivan requested that the date of the next HRSG be rescheduled.

RESOLUTION

The Committee AGREED that:

- i) The Principal presented a report on this issue to the Corporation and that delegated authority be sought from Corporation for the Chair and Vice Chair of the Corporation, Chair of Human Resources Group and Chair of Finance, Policy and Resources Committee to agree the final scheme to be adopted.**

Health and Safety

- 6.4 Mr Jakubowski presented an update report advising that the college had yet to appoint to the post of Health and Safety Manager but shortlisting would be completed the next day. An interim manager is currently covering the vacancy.

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| RESOLUTION |
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| i) The Committee Noted the report. |
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F/7/0110
FPR020

Strategic Budget and Curriculum Implications of Funding 2101-11

- 7.1 The report from the Principal's Group summarised the extent and potential impact of the total cash reduction of £2.55million in the budget for 2010-11 confirmed by the LSC.
- 7.2 Some savings have already been identified through the freezing of vacant posts where this is possible and deletion of those considered non essential to delivery of the business plan. Targeted savings on management roles at all levels throughout the college are being considered. Other savings have been made from merger restructuring, and on roll forward costs from 2009-10 to 2010-11.
- 7.3 Further savings could be made by reducing or deleting the projected surplus of £500k. This however could adversely affect the 1% financial surplus score under Framework for Excellence (FFE) and, affect the level of contingency available for 2010-11. The committee indicated that management should ensure that a surplus is retained but suggested that this might be at a lower level. It was recognised that the sector will continue to be hard hit in future years highlighting the importance of maximising savings in the current year.
- 7.4 Ms O'Neill clarified issues relating to the criteria underpinning the review of curriculum and teaching costs. She stressed the objectivity and rigour in the process and gave examples and rationale for reducing provision in specific areas. Some year one unfunded provision has been retained where this is an essential factor in progression. Sustainable progression routes are regarded as key areas to be protected.
- 7.5 The Chairman suggested that the Corporation needs to have a clear and consistent understanding of the rationale for continuing with non target bearing courses, and greater clarity in the college's overarching strategy. It is important that staff and governors are clear on what the college is being centrally funded for and the potential of alternative funding streams. Detailed information on the areas of provision and numbers of learners likely to be affected by the funding cuts was requested. Governors need to have a clear understanding of the issues to enable them to articulate them to stakeholders.
- 7.6 In response to questions on the variables in reducing staff numbers, the Principal explained the importance of retaining the skills necessary in delivering the future curriculum, and how reductions in staff would be achieved through a mix of vacancy deletions and redundancies.
- 7.7 The meeting discussed issues relating to Employer Responsiveness provision. There are no growth assumptions for next year but there is optimism regarding opportunities for the coming year.
- 7.8 In summing the Chairman highlighted the following points:

- The Corporation needs to have a clear explanation of the financial position of the college;
- The College should record a surplus and contingency for the year – the exact level to be recommended by management;
- Decisions must take account of the long term viability and sustainability of the College;
- The overarching curriculum strategy needs to be clear and identify details of learner numbers affected.

RESOLUTION
The Committee Noted the report.

F/8/0310
FPR21

FINANCE AND RELATED REPORTS
Management Accounts

8.1 Mr Pitumpe advised that there were no significant changes to those reported at the last meeting. In response to a question he advised that the accounts do not include provision for redundancies.

RESOLUTION
The Committee Noted the report.

Risk Register

8.2 A draft of a new reporting format emerging from the Audit Committee was considered. This will be worked up into a full document for the next meeting.

RESOLUTION
The Committee Noted the report.

Fraud Policy

8.3

RESOLUTION
The Committee recommended that the Corporation APPROVE the Fraud Policy.

F/9/0310
FPR022

Property Strategy

9.1 The report provided an update on progress with the property strategy and details of the discussions with the college’s professional advisors. The Principal clarified issues relating to proposed developments with the Enfield NHS, and local authority regarding proposals for joint developments at the Enfield Centre.

9.2 The Principal advised that the college is reviewing the use of its property at 266 High Road Tottenham.

RESOLUTION

The Committee Noted the report.

F/10/0310
FPR023

Governance Issues
Performance against Work Plan

10.1

RESOLUTION

The report was noted

Corporation Policies

10.2 The Secretary advised that the policy review was nearly completed and E-Copies would be circulated to members for consideration and comment ahead of the next meeting.

RESOLUTION

The Committee Noted the report.

Progress on Outcomes of the Corporation Conference

10.3 The report identified key points from the report and actions being taken to progress them. A meeting of committee chairs, The Chairman and Vice Chairman of the Corporation, and the Principal will be convened to consider actions as part of the Corporation business and meetings scheduling for 2010-11.

RESOLUTION

The Committee Noted the report.

Review of Governance and Strategic Leadership in English Further Education

10.4 The Secretary advised members that an executive summary of the LSIS report had been circulated to governors earlier in the year together with a link to the full report. It was noted that the response mechanisms include opportunities for governors to contribute to the process individually or collectively.

10.5 The committee were minded that the review of governance was ill timed and not a priority at the present time with other key challenges facing colleges.

10.6 The Secretary agreed to draft a response to the survey to be circulated to governors for comment before submission.

RESOLUTION
The Committee Noted the report.

F/11/0310
FPR024

External Providers
Partnerships and Franchising
11.1

RESOLUTION
The Committee Noted the report.

Joint Enterprises
11.2

RESOLUTION
The Committee Noted the report.

Apprentices First Ltd
11.3 In response to questions the Principal clarified the financial
arranges between the partners.

RESOLUTION
The Committee Noted the report.

London Capital Colleges
11.4

RESOLUTION
The Committee Noted the report.

F/12/0310 **Date of Next Meeting**

7.00pm Wednesday 12 May 2010 at the Tottenham Centre

F/13/0310 **Urgent Business**

There was none.

Chair..... Date.....