

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

COMMITTEE	FINANCE, POLICY AND RESOURCES
Time and Date of meeting	7.00pm Wednesday 30 September 2009
MINUTES	

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

F/1/0909 APOLOGIES FOR ABSENCE

1.1 Apologies for absence were received from Mr S. Wright and Mrs J. Bax.

F/2/0909 Urgent Business

Three items of urgent business were accepted by the committee:

- 2.1 Apprenticeship Company (taken at item 8c)
- 2.2 London Capital Colleges (taken at item 8d)
- 2.3 Redundancy Terms (taken at item 13)

F/3/0909 DECLARATION OF RELEVANT INTERESTS

3.1 Messrs K. Brown; M. Cooke; P. Head declared interest in item 8 External Providers, as Directors of College Subsidiaries.

F/4/0909 MINUTES

FPR001

Minutes of the Policy and Resources Committee

The Minutes of the meeting held on 24 June 2009 were **CONFIRMED** and signed by the Chairman as a correct record.

Minutes of the Enfield Finance and General Purposes Committee
The Minutes of meeting held 24 June 2009 were **RECEIVED**.

F5/0909

Matters Arising

There no matters arising from either set of minutes.

F6/0909
FPR002

HUMAN RESOURCE ISSUES

a) Update on Human Resource Issues

- 6.1 The Principal advised that Mr P Brady had resigned from his position as Director of Human Resources. An interim Director of HR has been appointed until the permanent position is filled.
- 6.2 Mr Jakubowski presented the report highlighting key issues. He advised that two barring lists will be administered by a single regulatory authority, the Independent Safeguarding Authority (ISA), from 12 October 2009. The meeting discussed implications of the changes including cost, and potential impact on volunteering, and employer engagement.
- 6.3 It was noted that a formalised agreement had been reached in respect of the Hourly Paid Lecturer dispute and that litigation had been avoided.

RESOLUTION

The report was NOTED

b) Review of Procedures

- 6.4 The Principal outlined the consultation undertaken with trade unions regarding proposed changes to key HR Policies/procedures. It was noted that the changes are in line with the 2008 Instrument and Articles of Government, the new ACAS Guidelines, HR best practice and statutory requirements. He drew attention to key changes that are mainly concerned with the level at which issues are dealt with, and the time limits and stages.
- 6.5 In the ensuing discussion the following points were considered
 - * The importance of using ACAS guidelines was recognised as an important factor as a protection to both staff and management;
 - * A difference of opinion with the trade unions as to whether procedures are contractual or not. Legal advice was taken by the college before commencing the consultation process to ensure compliance with employment law;
 - * The need to consider the implications of changing the levels at which issues are dealt with and impact on future harmonisation discussions;
 - * The role and accountability of senior post holders in exercising their authority;

- * The importance of maintaining separation of governance and management in dealing with matters concerning individual staff;
- * It is important to try and bring staff on board with the changes but need to move matters forward.
- * The Principal advised that the procedures will be reviewed by the new Director of HR prior to being put before the Board for approval.

RESOLUTION

The Committee RESOLVED to RECOMMEND to the Corporation (15 December) that the revised procedures, subject to any amendments, be approved and implemented from 1st January 2010.

F7/0909
FPR003

FINANCE AND RELATED REPORTS

- a. **Management Accounts:**
 - i) **CONEL**
 - ii) **Enfield College**

7.1 It was reported that the management accounts for both of the former institutions were in line with expectations and previous reports. It was however noted that the deficit of Enfield College had come out lower than forecasted earlier in the year following firm action to reduce spending in the second half of the year. Taking account of a CONEL's forecast surplus of £474k the overall combined deficit for the two colleges is £105k. A number of points were clarified relating to pension contributions, and merger costs.

RESOLUTION

The report was NOTED

b) Learner Recruitment Progress Report

7.2 Recruitment numbers are overall slightly up on the same time last year. The main area of concern is under recruitment of 16-18's and the college is implementing strategies for ongoing recruitment throughout the year. These include increasing franchise and partnership provision, and introducing training opportunities in construction at the Enfield centre where there is extra capacity and the recruitment gap is greater. Resources will be transferred from areas where recruitment is exceptionally poor to those where demand is greater, or when new opportunities have been identified. Ms O'Neill spoke of the greater competition from schools and stressed the need to identify gaps in provision that might provide opportunities for the college. The Principal advised that the College is recognised as a key player by Enfield in addressing local training needs.

RESOLUTION

The report was NOTED

c) Risk Management Plan Update

- 7.3 Mr McCutcheon reported that the risk management plan was for the whole college and had been considered in detail by the SMG. One change was noted being the reduction in level of risk associated with the employment of hourly paid lecturers. This is a consequence of the resolution of the dispute.

RESOLUTION

The report was NOTED

d) LSC Financial Status Report

- 7.4 Official confirmation of the 'Outstanding' grade for financial status is still awaited from the LSC.

RESOLUTION

The report was NOTED

e) IT Infrastructure Update Report

- 7.5 The report provided an update on the Enfield Campus network upgrade that will provide essential improvements in reliability and robustness. It was confirmed that the associated resources had been accounted for within the merger costs. It is proposed to merge the two separate centre systems in the summer of 2010.

RESOLUTION

The report was NOTED

f) Contracts Position Report

- 7.6

RESOLUTION

The report was NOTED

g) Lloyds TSB Account

- 7.7 Mr McCutcheon explained that the Lloyds TSB required the bank mandate details to be reported formally to the Corporation. In response to questions he advised the committee on the current position relating to interest on bank deposits.

RESOLUTION

The report was NOTED

h) Property Strategy Update

- 7.8 The report confirmed fees expended on the property strategy professional team in 2008-09 as £627,255 (inc. VAT). The team were stood down in May 2009 when it became clear that LSC funding would not be available. The professional team led by Turner Townsend has been reformed to prepare an affordable property strategy for the merged college.
- 7.9 Priority action is required to address some of the poorer aspects of the Enfield Centre Estate including the Learner Enrichment Centre.
- 7.10 The Property Strategy Group will consider detailed proposals from the professional team as they emerge.

RESOLUTION

The report was NOTED

F8/0909
FPR004

External Providers

a) Partnerships and Franchising Annual Report

- 8.1 Mr McCutcheon advised that there were only a few minor changes to the details presented at the end of last term.

RESOLUTION

The report was NOTED

b) Joint Enterprises – Annual Report

- 8.2 The Principal drew attention to the closure of the Open Learning Partnership (OLP).

RESOLUTION

The report was NOTED

c) Apprenticeship Company

- 8.3 The report presented a proposal to establish a ‘not for profit company’ to enable the college to benefit from funding bids in support of the drive to increase number of apprenticeships nationally. A successful bid was submitted by The College of Haringey, Enfield and North East London and Lewisham College as lead partners and also including City and Islington College and CONEL subsidiaries. There are long term financial benefits to partner colleges with a potentially large number of trainees likely to find the scheme attractive. Mr McCutcheon responded to questions clarifying the role of the National Apprenticeship Service, and risk issues.

RESOLUTION

The Committee RESOLVED to RECOMMEND to the Corporation the creation of a ‘Not for Profit’ Apprenticeship company, and the appointment of 1 Executive Director, and a college governor

as representatives on the board of the company.

d) London Capital Colleges

- 8.4 A proposal was considered for the establishment of Joint Venture Company by the London Capital Colleges Group (LCC) that would facilitate bidding for contracts from government agencies and large sub regional commercial contract holders. The LCC at its meeting 29 September 2009 agreed that Principals recommend the proposal to their Corporations.

RESOLUTION

The Committee RESOLVED to RECOMMEND to the Corporation the setting up of a Joint Venture Company with the LCC

F9/0909
FPR005

Health and Safety

a) Review of Health and Safety Annual Report 2008-09 (Tottenham and Enfield Centres)

- 9.1 Reports covering the two Centres were received noting progress in both over the last academic year.

RESOLUTION

The report was NOTED

b) LSC Review of Health, Safety and Welfare Quality Assurance Visit to the Tottenham Centre.

- 9.2 The outcomes of a health and safety audit on the Tottenham Centre by the LSC have been considered by the PLG and action plan and target dates agreed.

RESOLUTION

The report was NOTED

c) Strategic Review and Recommendations for Continuous Improvement in the Management of Health and Safety at the Tottenham Centre.

- 9.3 The report describes the outcomes of an independent strategic review of health and safety management at the Tottenham Centre commissioned by the Corporation. It identifies significant emerging risks if action is not taken to address policies, procedures and management issues. A management response to each action has been made and a timeline for actions is under preparation.
- 9.4 The report is seen by management as a sound critical appraisal the actions from which will be applied across the whole institution. A key recommendation highlights the need to 'ensure that line management ownership of health and

safety is established and consistently discharged throughout the college'. The lead senior manager for health and safety is the Vice Principal Human Resources and Development. The Health and Safety structure will be reviewed during current academic year.

- 9.5 In discussion a number of points were identified;
- * Need to ensure that the Health and Safety Committee is used effectively;
 - * FPR Committee needs regular updates on progress;
 - * The need to embed health and safety with all managers;
 - * Risk assessment process to be revamped and related training provided;
 - * Audit planning for next year to include a health and safety monitoring by IAS.

RESOLUTION

The Committee RESOLVED to:

- i) RECOMMEND the Policy Statement to the Corporation;**
- ii) Request that the Audit Committee include an internal audit of Health and Safety in the 2010 – 2011 work programme**

F10/0909
FPR006

Merger Implementation

- 10.1 The Principal summarised the key actions taken since the date of merger 1 August 2009 and advised that this would be the final report on merger matters as all actions and issues would become part of normal business reporting.

RESOLUTION

The report was NOTED

F11/0909
FPR007

Governance Issues

a) Modifications to the Instrument of Government

- 11.1 The Secretary advised that report set out the approvals required by the Corporation to comply with the Modification Order granted by the DBIS in response to the final merger proposal document.

RESOLUTION

The Committee RESOLVED to RECOMMEND that the Corporation approve the following;

- i) That the composition of the Corporation includes 3 Staff Governors until 24 November 2009;**

- (a) one shall be a former member of the academic or non-academic staff of Enfield College, nominated and elected by all staff at the former Enfield College, and
 - (b) two shall be members of staff of the (former) College of North East London, of which one shall be a member of the academic staff, nominated and elected only by academic staff; and the other shall be a member of the non-academic staff, nominated and elected only by non-academic staff.”
- (ii) That with effect from 25 November 2009 the composition of the Corporation includes 2 Staff Governors;**
- (a) one shall be a former member of the academic or non-academic staff of Enfield College, nominated and elected by all staff at the former Enfield College, and
 - (b) one shall be a member of the non-academic staff of the College of North East London, nominated and elected only by non-academic staff.”
- (iii) That the position of Academic Staff Governor is deleted at the end of the incumbent’s (Ms G Ortanca) term of office November 24 2009;**
- iv) That the composition of the Corporation will reduce from twenty-five to twenty-four members with effect from 25 November 2009**
- V) That Corporation Policy 2.3 Composition of the Corporation is amended to take account of these changes**

b) Senior Post Holders

11.2 The Corporation of the merged college is required to confirm its senior post holders.

RESOLUTION

The Committee RESOLVED to RECOMMEND that the Corporation approve the following:

- i) That the five Senior Post Holder positions of the Corporation of the College of Haringey, Enfield and North East London are:
 - Principal and Chief Executive**
Paul Head
 - Vice Principal Human Resources and Development**
Steve Jakubowski
 - Vice Principal Curriculum and Learner Experience**
Jane O’Neil
 - Vice Principal Finance and Resources**
Chris McCutcheon
 - Secretary (Clerk) to the Corporation**
Derek Mathieson

c) Management Attendance at Corporation and Committee Meetings

11.3

RESOLUTION

The report was NOTED

d) Governor Development Activities

11.4

RESOLUTION

The report was NOTED

e) Revised Standing Orders

11.5

RESOLUTION

The Committee RESOLVED to RECOMMEND that the Corporation approve the Standing Orders for the Board and its Committees

f) Governor Attendance 2008-09

11.6 It was noted that attendance at the CONEL Corporation was 68% against a target of 70%. This shows a small year on year decline since 05/06. This will be brought to the attention of the Board. All committees are above target.

RESOLUTION

The report was NOTED

g) Revised Committee Work Plan 2009-10

11.7

RESOLUTION

The report was NOTED

h) Performance Against Work Plan 2008-09

11.8

RESOLUTION

The Committee NOTED all actions had been completed

F12/0909

Date of Next Meeting

7.30pm 25 November 2009 at the Enfield Centre.

F11/0909

AOB Redundancy Terms

FPR008

11.1 The Principal clarified the different redundancy schemes at the two former institutions and the need for a review and harmonisation process to be implemented in 20010-11. For the current year it was recommended that the separate

schemes were retained with options to apply on a discretionary basis the conditions of the CONEL scheme to Enfield staff leaving the college as part of the restructuring process.

- 11.2 Ms Sullivan advised caution regarding the use of specific ages in the schemes and how this might be seen as discriminatory. It was agreed that this would be looked at by management but it was noted that the LGPS makes specific reference to age in its scheme. An update on the outcomes of the Heyday age discrimination case regarding compulsory retirement was given by Ms Sullivan. It was noted that the Government is proposing new age discrimination legislation next year in respect of workers aged 65+.

RESOLUTION

The Committee RESOLVED:

- i) That the College continues to operate the CONEL and Enfield Schemes for this academic year and staff made redundant at either centre as part of restructuring will be dealt with under with the terms of the scheme associated with their respective centre.**
- ii) That the Chair of the Corporation be given delegated authority to vary the Enfield Centre Scheme if necessary and on recommendation from the Principal's Leadership Group but not to exceed the Tottenham Centre Scheme.**
- iii) That the redundancy scheme to be used across the new college be reviewed to establish a single scheme, benchmarked against other colleges in London and options considered by the committee.**

Signed:.....
(Chairman)

Date: 25 November 2009