

CCN BUSINESS COMMITTEE MEETING

CONFIRMED MINUTES OF THE CCN BUSINESS COMMITTEE MEETING HELD ON TUESDAY 27 NOVEMBER 2018 AT 5.30 PM IN ROOM D21A, IPSWICH ROAD, NORWICH

Committee members:

Andrew Barnes (Chairman), Ian Webb, Corrienne Peasgood (Principal), Luke Mitchell

In attendance:

Martin Colbourne (NES MD), Jerry White (Deputy Principal), John Bonham (Director of Estates and Facilities) – agenda item 6.5, 6.5.1, 7.1 and 7.2 only, Stephen Geraghty (Information, Compliance and Policies Officer) – agenda item 6.1 only, Jacky Sturman (Interim Clerk to the Corporation), Sue Millions (Administrator)

1. Apologies for Absence

Apologies were received from Denise Troughton for the meeting.

It was noted that a quorum was present and the meeting had been convened in accordance with the articles of association of the company.

2. Declaration of Interests

The Principal declared that she is a Trustee of the Forum Trust.

There were no further new declarations of interest received at the meeting.

3. Unconfirmed Minutes of the Meeting held on 2 October 2018 (Paper 02)

Agenda item 7.1, bullet points 1 and 2 should read: "... surplus and not deficit and the third bullet point should read, £671k".

The minutes of the meeting held on 2 October 2018 were then agreed as a true record of the meeting and will be signed by the Chairman at the next meeting.

4. Unconfirmed Confidential Minutes of the Meeting held on 2 October 2018 (Paper 03)

The confidential minutes of the meeting held on 2 October 2018 were agreed as a true record of the meeting and will be signed by the Chairman at the next meeting.

5. Matters Arising from the Previous Minutes (Paper 04)

Action 1 (Business 3 – 23.01.2018): *The Principal agreed to use the Code of Governance to check Terms of Office renewals. The Clerk to the Corporation and Principal are meeting on 27 March 2018 and it was agreed that this will be carried forward to the next CCN Business Committee meeting taking place on 8 May 2018. The Principal has asked the Head of Professional Services to speak with the TEN Chair regarding a TEN Group Policy confirming length of service. This will be presented to CCN Board when available. Action on-going.*

Action 1 (Business 1): *Martin Colbourne and Andrew Barnes to discuss the financial year end position before the full Board Meeting taking place on 9 October 2018.* Action completed.

Action 2 (Business 1): *The Principal to review the Return to Work interview target of seven days with Hilary Bright.* The Principal has reviewed with Hilary Bright and the new Return to Work interview target data is now available via a monthly HR Report to the Executive Team and via the HR Report to the Business Committee. Action completed.

Action 3 (Business 1): *Appraisal data for 2017/18 to be made available for the next Business Committee Meeting taking place on 27 November 2018.* The new appraisal cycle for 2018/19 is now underway. Action completed.

Action 4 (Business 1): *Update on the Campus redevelopment bidding process to be delivered to the next Business Committee Meeting taking place on 27 November 2018.*

Please see agenda item 6.5.1. Action completed.

6. Section A

6.1 Data Sharing with UEA for NEACO

(Paper 05)

The Chair welcomed Stephen Geraghty, Information, Compliance and Policies Officer to the meeting and explained the detail of the data sharing request made by the UEA and the work and actions undertaken. The following information was highlighted:

- Jerry White explained how the request from the UEA had come about and how their request to share data on CCN students is to support NEACO and the widening participation activities.
- The data requested includes personal details, e.g. address, date of birth and includes special category data.
- Jerry White and Stephen Geraghty have worked closely together to narrow down the student groups, resolve key issues on the data sharing protocol and to establish that the purposes under which the UEA is collecting the data are legally sound and compliant under GDPR regulations. The process has cut the detail down to approximately 2,000 students.
- Data sharing protocols have been reviewed and key issues have been resolved to help manage the request going forward. It was noted that the request still needs to be signed off.
- Jerry White informed the Committee that at an Executive level they have struggled with the concept of sharing this information when it has been agreed that many students, whose data will be shared, will not engage with the process.

The following recommendations were made to the Committee:

- The data will be shared as required by the UEA, but the College will formally record their disquiet about the proposed approach which the College feels is outside the spirit of GDPR.
- Letters will be posted to each student in the target group explaining that they can “opt out” of sharing their data and they will receive the full privacy notice explaining the way the UEA will treat their data.
- It was noted that any cost incurred will be charged to the UEA.
- The CCN privacy notice will be updated and uploaded onto the College’s website and enrolment forms.
- Stephen Geraghty explained that he is contacting other Colleges to ascertain how they share data and the Principal informed the Committee that the UEA were surprised by the College’s concerns and is hoping to receive all the reassurances requested from the UEA in the next couple of days.

Following discussions, all Governors present gave their support for the College to write formally to the UEA and the NEACO Project team to express the College's disquiet.

The Chair thanked Stephen Geraghty for his support and input, and he left the meeting at 6.00 pm.

6.2 Finance Reports

(Papers 06-09)

The monthly management accounts for the two months to September 2018, as previously circulated, were discussed and the full content noted, with the following highlighted:

- Operating surplus for the month September 2018 - a surplus of £125k compared to a budgeted surplus of £117k, producing a favourable variance of £8k.
- It was noted that staffing costs as a percentage of total income is 1% below target compared to budget.
- The emerging picture was explained by Martin Colbourne and the content and amendments noted.

The Audit Committee will meet on Friday to complete the accounts for the year ending 2017/18 and to date no audit adjustments have been made by KPMG.

The weekly CCN debtor's report was presented as previously circulated, the full content was noted for information and the following was highlighted by Martin Colbourne:

- The total debtors' balance as at 22 November 2018, stands at £4,645,184, this is approximately £300,000 lower than the same period last year.

The weekly CCN cash flow forecast was presented as previously circulated and the forecast indicates a closing cash flow balance of £87m as at 30 September 2018, and actual cash of £8m. The full content noted for information.

Budget KPIs were discussed, and it was noted that 80% of the financial health checks are graded Green. A full update and conclusion will be provided through the Annual Report to the CCN Audit Committee. The Committee agreed that the Debtor Days were lower than last year but had not hit the proposed target of 80%. It was therefore agreed that a review of how Debtor Days are measured will take place before next year's budget is set. The cash and operating surplus were marginally close and rated as Good.

The Loan Covenants Update was previously distributed and discussed. The Committee informed Martin Colbourne that they were comfortable with all covenants as there are no concerns and they are all well within boundaries set.

The full content of the Finance Report was noted.

Action 1: A review of how Debtor Days are measured to take place before next year's budget is set (CP / MC).

6.2.1 Education and Skills Funding Agency Dashboard

(Papers 10-11)

It was noted that in accordance with the Education and Skills Funding Agency approach to assessing the financial health of Colleges, the assessment grades, based on the College's Financial Plan submitted were graded as Good for 2017/18 and Good for 2018/19.

It was noted that the majority are very close to Outstanding and the comparisons with national figures were discussed and the full content of the Dashboard noted.

6.3 Annual Accountability Return to the Office for Students

(Paper 12)

The Annual Accountability Return, previously circulated, was presented to all Governors to seek their approval for the Principal, as Accountable Officer for City College, to sign the Annual assurance return required by the Office for Students by 1 December 2018.

This return relates to the Higher Education work and confirms that the Governing Body have a strong oversight of the quality of the HE provision and student experience. It was noted that this is managed and thoroughly scrutinised by the Curriculum and Standards Committee throughout the year.

The Principal asked for agreement from all Governors present, and it was noted that each Committee will have viewed the return before signing takes place.

The Assurance Statements will be signed by the Principal and it was agreed that when agreement is given by the Curriculum and Standards Audit Committees on the 29 and 30 November, voting will be made available, via Passageways, to ensure the document is signed and returned by the deadline.

Following discussion, the Annual Accountability Return to the Office for Students was supported by all members of the Business Committee present.

Action 2: Agreement to be voted upon, via Passageways, to the Annual Accountability Return to the Office for Students before signing by the Principal (JS / Governance).

6.4 Governance Update

- The Clerk informed the Committee that a new HE Student, studying Hospitality and Events Management, has been appointed and they will be attending both Business Committee and the Board, going forward.
- Toby Wilson will attend the next Business Committee Meeting and will also attend the next CCN Board Meeting taking place on 11 December 2018.
- The Principal informed the Committee that Mills and Reeve have no one who is able to join the CCN Board / Committees at the present time, so she proposed that someone with property experience could be appointed. The Committee gave agreement for the Principal to explore possibilities.
- It was noted that Andrew Barnes has enrolled on the Leadership Programme for Chairs.
- Following the AoC Conference, the Principal informed Governors that new regulatory guidance for Governors has been electronically published and it was agreed that she will review the document before the next Business Committee Meeting.

Action 3: The Principal to explore the appointment of a new Governor with property experience (CP).

Action 4: The Principal to review the new AoC Guidance for Governors before the next Business Committee Meeting taking place on 22 January 2019 (CP).

6.5 Estates and Facilities Update

(Paper 13)

The Estates and Facilities Update was previously circulated, and the current headlines discussed.

The full content of the report was noted.

6.5.1 Update on Campus Redevelopment Bidding Process

(Papers 14 & 15)

An update from Estates and Facilities regarding DigiTech Project was given by Jon Bonham and the following highlighted:

- CCN, alongside NES, is preparing an application in response to the New Anglia Local Enterprise Partnership £19m call for capital projects which drive business growth and productivity.
- It was noted that projects must respond to the game changers identified for the Local Industrial Strategy: e.g. Agri Food, ICT and Clean Energy.
- CCN has submitted an expression of interest and a site has been identified on the Ipswich Road Campus for the proposed Big-Tech Building which will form the next phase in the CCN Estates Strategy. The building will replace the existing Southwell Building and complete the two-stage development of the Creative Arts Building.
- The scheduled timeline was discussed for information.
- A procurement process had been completed to select an Architectural Consultant to lead the Project Team and it was noted that Pro-Works, a Norwich based company, has been awarded the Contract as they met the key criteria in the limited timescale.
- A final decision will be made by the LEP in March 2019 and funding spent / committed by January 2021.
- Support has been received from both the UEA and NUA and discussions will follow to assure a common understanding dovetail.

Ian Webb asked the question - are the College being ambitious enough with their bid and perhaps should they be asking for more in anticipation of being knocked back a bit? Jerry White explained that throughout the process, the College will bear this in mind.

The Accommodation Strategy Update 2018 was presented and the background and options going forwards discussed. The skills and needs matrix explains the drivers, key outputs, key target groups and secondary target groups.

7. Section B

7.1 Annual Health and Safety Policy

(Paper 16)

The draft Health and Safety Policy was distributed prior to the meeting for information.

It was noted that the Policy has been re-written from scratch and approved by the Health and Safety Group and NES. The Policy now complies to the current and most up-to-date Health and Safety regulations and follows a simple structure with common language used throughout.

Discussions followed and those present informed the Chair that they were happy with the content.

The Chair asked Jon Bonham how the risk assessments are tracked, and it was noted that the risks on the register are tracked and discussed on a monthly basis through Executive Team Meetings and annually by the External Auditors, Scrutton Bland.

Ian Webb asked that as it is a 27-page document perhaps it could be indexed and linked, and it was agreed that the content will be indexed and hyperlinks added before publication.

It was noted that all policies referred to throughout the Health and Safety Policy are also up-to-date.

The draft Policy will be presented to the Board for approval and reviewed annually.

Action 5: Health and Safety Policy to be indexed and hyperlinked before publication (JB / JW).

Action 6: Health and Safety Policy to be presented to the next full Board Meeting for approval (JS).

7.2 Annual Health and Safety Report (Paper 17)

The Annual Health and Safety Report was previously circulated for information and the full content noted.

The Chair thanked John Bonham for his input into the meeting and he left the meeting at 6.30 pm.

7.3 Modern Slavery Statement – Annual Review (Papers 18 & 19)

Pursuant to Section 54 of the Modern Slavery Act 2015, CCN needs to review and update their Modern Slavery Statements for this financial year. Both short and full Statements, previously circulated need Board approval.

The Business Committee are asked to approve the Statements and full approval by the Board will be sought at the next full Board Meeting taking place on 11 December 2018.

Following discussions, the Business Committee agreed that the recommendations will be sent to the full Board for approval.

Action 7: Modern Slavery Statements to be discussed at the next full Board Meeting and approval sought from Board members (CP / Governance).

8. Section C

8.1 Staff Forum Minutes (Paper 20)

The minutes from the Staff Forum Meeting which took place on 20 June 2018 were presented as previously circulated and the full content noted.

9. Other Urgent Business

The Principal informed the Committee that a power outage took place recently when a fire panel went down and the UPS took down the central server. Lessons have been learnt and the College carried on as normal.

10. Principal's Summary for the next Full Board Meeting

The Principal informed the Committee that a brief paper will be written following today's Committee Meeting and presented at the full Board Meeting. This will include an update on the following:

- HE Accountability Return
- Digi Tech / Science Labs / Windows
- Data Sharing Request from the UEA
- Compliance Report
- Health and Safety Report
- Financial Health Check rating
- September Management Accounts.

11. Confidentiality

Martin Colbourne, Jerry White and Luke Mitchell left the meeting at 7.15 pm.

Please see the confidential minutes regarding agenda items 11.1, 11.1.1, 11.1.2 and 11.2.

11.1 Senior Post Holder Targets

Please see the confidential minutes.

Corrienne Peasgood left the meeting at 7.30 pm.

11.1.1 Principal - Assessment of 2017/18 Targets

Please see the confidential minutes.

11.1.2 Principal - 2018/19 Targets

Please see the confidential minutes.

11.2 Union Meeting Minutes

(Paper 23)

Please see confidential minutes.

12. Date of Next Meeting

Business Committee Tuesday 22 January 2019 at 5.30 pm

All business having been concluded, the meeting finished at 7.45 pm.

CHAIRMAN:
(signed)

DATE: