

CCN BUSINESS COMMITTEE MEETING

CONFIRMED MINUTES OF THE CCN BUSINESS COMMITTEE MEETING HELD ON TUESDAY 20 MARCH 2018 AT 5.30 PM IN ROOM D21A, IPSWICH ROAD, NORWICH

Committee members:

Andrew Barnes (Chairman), Ian Webb, Matt Colmer, Luke Mitchell, Denise Troughton

In attendance:

Martin Colbourne (NES MD), Jerry White (Deputy Principal), Steve Thorpe (Assistant Principal), Sue Millions (Assistant to the Company Secretary)

1. Apologies for Absence

Apologies were received from Corrienne Peasgood (Principal) and Clare Johnson (Clerk to the Corporation).

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

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

3. Unconfirmed Minutes of the Meeting held on 23 January 2018 (Paper 02)

The minutes of the meeting held on 23 January 2018 were 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 23 January 2018 (Paper 03)

The confidential minutes of the meeting held on 23 January 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): *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. **Action on-going.**

6. Section A

6.1 Finance Report (Paper 05)

Please see confidential minutes.

6.2 Draft Paston Annual Report and Accounts (Paper 06)

The draft Paston Annual Report and Accounts, were previously circulated and presented to the Business Committee and the following noted:

- Martin Colbourne informed the Committee that the Audit Committee has scrutinised the Report and Accounts and is broadly content with them.
- The Accounts are subject to audit with no corrections.
- A clean opinion has been received from KPMG.
- The letter of representation will be made available to the full Board Meeting taking place next week.

Following agreement, the Business Committee agreed the recommendation for the full Board to sign off the Accounts at their next meeting taking place on 27 March 2018.

Action 1: Paston Annual Report and Accounts to be presented to the full Board at their next meeting taking place on 27 March 2018 (CJ).

6.3 Governance Update

In the absence of the Clerk to the Corporation there was no Governance Update available at the meeting.

6.3.1 Updated Skills Audit 2017/18 (Paper 07)

The completed Skills Audit for 2017/18, previously circulated, was presented and it was agreed that the audit shows a fairly strong range of skills across the Committee members.

It was agreed that the document would support search functions, if required, at a later date.

6.4 Fees Policy for 2018/19 (Paper 08)

The draft Fee Policy for 2018/19, previously circulated was presented to the Committee to consider the document's proposals.

Jerry White explained that the document outlines the key proposals for the setting of fees for the 2018/19 academic year (FE) and the 2019/20 academic year (HE).

The following proposals are recommended:

- A standard 2.5% increase in most FE related fee categories.
- Freezing of HE fees for a further year.
- Apprenticeship fee policy continuing to follow the national fee band system (currently at the top of the band).
- Included for completeness the nursery fees are included and an operational increase suggested.

Jerry White explained that there has been no increase in nursery fees for the last two years, and only once in the last five. The rates have been reviewed against competitors and it was agreed that they are value for money against local competitors. The fee types have been changed from three fee types to two and, if a current attendee will move to a higher fee band, their current fee will be honoured for an additional year.

Following lengthy discussions, all suggestions were agreed, and will be recommended to the full Board at their next meeting taking place on 27 March 2018.

Action 2: Jerry White to amend the Fee Policy for 2018/19 and present to the full Board Meeting taking place on 27 March 2018 (JW / CJ).

7. Section B

7.1 Merger Update

The Vice Principal gave a verbal update to the Committee on the current position at Paston and the following was noted:

- The restructuring has been completed and all staff who accepted redundancy have now left.
- Technology is working well with meetings being held on both sites via Skype and by conference calls.
- Curriculum development will be going public, via the media, shortly.
- All systems will be integrated over the summer months, e.g. Blackboard, portals, etc.
- All staff are working well together.

The Chair thanked Jerry White for the very positive feedback.

7.2 Workforce Development Report

(Paper 09)

The Workforce Development Report was presented as previously circulated, received and noted.

It was noted that the full report has been scrutinised at the Executive Meetings and the following highlighted:

- CCN sickness has reduced by 13% from the previous month.
- 14 members of staff are currently absent due to stress and anxiety and with only one member of staff attributing their absence to work.
- Outstanding return to work interviews have increased due to sickness of relevant managers who would undertake the process.
- Core training compliance in Safeguarding and Prevent is lower than expected and it is hoped to see an increase in March when Paston will be working on their core training compliance. The Chair expressed his concern about the outstanding compliants and it was agreed that this will be reviewed with an aspiration that every member of staff who can complete their core training does so.

The full content of the report was noted.

7.2.1 CCN Gender Pay Report

(Paper 10)

The CCN Gender Pay Report was presented as previously circulated, received and noted.

Jerry White informed the Committee that all organisations employing 250+ staff are required to publish statutory calculations each year which illustrate the pay gap between male and female employees on their websites. All the data in this report is based on the snapshot date of 31 March 2017 and calculated using the standard methodologies used in the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

The following was discussed and agreed:

- Jerry White informed the Committee that no member of staff is paid differently because of their gender at CCN, in any role.
- It was agreed that the College should upload additional information on the contextual data to provide clarity.
- The word “currently” to be included in the sentence “roles that are largely part-time and attract only female applicants”.
- Governors asked that the graphics are changes to reflect a less stereo-typical colour scheme. Jerry White agreed to review the graphics before producing the document for the full Board.
- It was agreed that following the changes suggested the document will be prepared for the full Board Meeting taking place next week.
- Governors asked for the following sentence to be removed from the documents: “but recognises that its scope to act in some areas is limited, e.g. it has no direct control over the career choices that individuals make”.
- Denise Troughton noted that there is no reference in the document to those who are not gender identified and Jerry White agreed to check with colleagues how they are represented and change the statement accordingly. It was suggested that the statement could be included in the written underlying section of the report.

Action 3: Jerry White to amend the Gender Pay Gap Report and present to the full Board Meeting taking place on 27 March 2018 (JW / CJ).

7.3 Campus Services Update (Paper 11)

Martin Colbourne presented the Campus Services Update, previously circulated to everyone present and the full content of the report was noted.

7.4 Update on SA, IA and EA Targets (Paper 12)

It was noted that the Update on SA, IA and EA Targets, previously circulated, contains two areas of challenge (SA5 and SA6) and it is hoped that they will be in a stronger position by the next meeting. Both are amber and not a risk at the present time.

The full content of the report was noted.

8. Section C

8.1 Staff Forum Minutes (Paper 13)

The Staff Forum Meeting took place last week and the minutes will be presented at the next meeting.

8. Other Urgent Business

There was no urgent business tabled at the meeting.

9. Confidentiality

Please see confidential minutes for information with regard to agenda item 6.1,10.2 and 10.3.

10. Confidentiality

10.1 Union Meeting Minutes (Paper 14)

The Union Meeting minutes, from the meeting held on 23 January 2018, were presented as previously circulated, received and the content noted.

10.2 Remuneration Paper

(Paper 15)

All staff members left the meeting.

Please see the confidential minutes.

10.3 Debt Write Offs

(Paper 16)

Please see confidential minutes.

11. Date of Next Meeting

Business Committee 8 May 2018 at 5.30 pm

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

CHAIRMAN: **DATE:**

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