

CCN BUSINESS COMMITTEE MEETING

CONFIRMED MINUTES OF THE CCN BUSINESS COMMITTEE MEETING HELD ON TUESDAY 08 MAY 2018 AT 5.30 PM IN ROOM D21A, IPSWICH ROAD, NORWICH

Committee members:

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

In attendance:

Martin Colbourne (NES MD), Jerry White (Deputy Principal), Steve Thorpe (Assistant Principal), Clare Johnson (Clerk to the Corporation), Sue Millions (Administrator)

1. Apologies for Absence

There were no apologies received 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

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

3. Unconfirmed Minutes of the Meeting held on 20 March 2018 (Paper 02)

The minutes of the meeting held on 20 March 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 20 March 2018 (Paper 03)

The confidential minutes of the meeting held on 20 March 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.* 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 4): *Paston Annual Report and Accounts to be presented to the full Board at their next meeting taking place on 27 March 2018.* Action completed.

Action 2: (Business 4): *Jerry White to amend the Fee Policy for 2018/19 and present to the full Board Meeting taking place on 27 March 2018.* Action completed.

Action 3: (Business 4): *Jerry White to amend the Gender Pay Gap Report and present to the full Board Meeting taking place on 27 March 2018.* Action completed.

Action 4: (Business 4): *Matt Colmer to liaise with Clare Johnson to request additional information on salary comparisons.* Information has been forwarded to Matt Colmer by Clare Johnson. Action completed.

Action 5: (Business 4): *Remuneration Paper to be brought to the next Business Committee Meeting for further discussion.* Please see agenda item 10.1. Action completed.

6. Section A

6.1 Finance Report

(Paper 05-07)

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

- Operating surplus / deficit for the month March 2018 - a deficit of £54k compared to a budgeted surplus of £32k, producing an adverse variance of £86k.
- Surplus / deficit for the year to March 2018 – a deficit of £233k compared to a budgeted surplus of £129k, producing an adverse variance of £362k.
- It was noted that the emerging picture for March shows an improved position and with more work it was agreed that the position will be even better.

The NES MD gave a verbal update on the latest emerging picture which currently stands at £265,000, against the original figure of £845,000. The Committee was informed of the savings made and the following highlighted:

- Non-payroll – savings seen in most areas.
- The biggest area of risk is staffing costs where the use of agency staff, to deliver HE and Apprenticeships was noted. The best guess is that there will be a slight increase.
- ALS Income – more confidence is being seen on the high needs line.
- Income 16-18 – more increased activity was noted and it was agreed that further growth is possible.
- Paston transfer – further discussions with the auditors are to follow.

The Chair thanked staff for their hard work and collaborative working and asked if they were comfortable with what they have seen to date and it was agreed that the figures are as accurate as they believe they can be.

Thoughts are now on next year's budget which will be a challenge, but everyone is clearer about what is being done and when.

The College will be looking at the whole estate to develop curriculum in 2019 and 2020, with open and transparent plans being put in place.

A medium / long term IT replacement strategy is being reviewed by Jerry White and John Pollitt and it was agreed that a Student Poll would be carried out to ascertain which equipment students currently use. Ian Webb requested that any IT Strategy does not disadvantage the true ethos of the College and this suggestion was noted and agreed by everyone present.

Action 1: Student Poll on IT equipment to be carried out by Jerry White (JW).

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

- £1.7m has been removed from the debtors' balance which now stands at £1.5m (May 2018).
- The student debt total now stands at £195,000, which is within £37,000 of the original end of year target.
- The employer, nursery and other debts all remain broadly static.
- The SLC debt was discussed and it was noted that a letter has now been drafted with regard to the pre-2012 debt, following legal input from Jodie Mitchell. A conversation will be held with the Student Loan Company before the letter is sent and if no response, it was agreed that the level will be escalated by writing to the Contract Manager. The Principal agreed that she would contact the CEO to make it a top line issue, if required.

The weekly CCN cash flow forecast was presented as previously circulated and the full content noted for information.

The In-Year Budgetary Actions Report - please see the confidential minutes.

The full content of the Finance Report was noted.

6.1.1 College Finance Letters and Dashboard

(Paper 08-09)

The College Financial Statements from the Education and Skills Funding Agency and the finance dashboard were presented as previously circulated and the full content noted for information.

The dashboard gives a high-level overview of the college's financial performance and shows how close CCN is to outstanding.

It was noted that the dashboard has been reviewed fully by the C&S Committee.

The financial health grade, based on the outturn forecast, was Good and the ESFA identified no significant financial control concerns from their review.

6.1.2 Update on SA, IA and EA Targets

There was no update on SA, IA and EA Targets tabled at the meeting.

6.1.3 Security and Caretaking Contract

(Paper 10)

Please see confidential minutes.

7. Section B

7.1 Merger Update

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

- Dual systems will be on line ready for September 2018.
- Adult leisure learning is now taking place at Paston.

- New timetabling systems are being put in place using a two block system and a single A level timetable will be drawn up.
- Good engagement has been seen at Paston with regard to the Student Voice and Paston students were involved in the recent Student Union elections.
- Many changes have been undertaken ready for September and the real changes can be seen in teaching and the impact on day to day working was noted.
- Students experiences on both Paston sites are being drawn up to broaden students' experiences.
- Luke Mitchell has obtained discounts in local businesses for students.
- The Heritage Open Day will be running again this year across the local community.

The Chair thanked the Principal for the very positive feedback.

7.1.1 Paston Staff Forum – Terms of Reference

(Paper 11)

The Principal informed the Committee that it has been agreed to set up a separate Staff Forum at Paston which will be jointly chaired by Matt Colmer and the Principal. Union Meetings will be combined across both sites.

The proposed Terms of Reference, currently used by CCN, have been amended for Paston and the full content was noted.

Following discussion, the following was agreed by the Business Committee:

- The Staff Forum Meetings will take place twice each term, going forward
- All minutes will be tabled at CCN Business Committee Meetings for reference and comment.
- At least one CCN and one NES manager will be nominated and up to four will be appointed to the Committee.
- One nominee from each trade union recognised by CCN, Paston and NES.
- The quorum for the Staff Forum will be 50% of its membership (5 members).

The Clerk to the Corporation agreed to make the changes to the Paston Staff Forum Terms of Reference.

Action 2: The Clerk to the Corporation agreed to make the changes to the Paston Staff Forum Terms of Reference (CJ).

7.2 Workforce Development Report

(Papers 12-13)

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:

- Core Training - overall compliance with core training in March was unchanged from the previous month for all staff.
- Sickness Absence - March 2018 saw the seasonal minor illnesses that had been prevalent since November start to decrease. Sickness overall decreased by 11% from the previous month.
- Return to work interviews - CCN average performance was unchanged from the previous month at 73.6% and remained in line with the TEN Group average.

- Staffing – the Principal informed the Committee that staffing remains the No 1 worry and, when looking at Risk, recruitment and retention are always the main concerns. It was agreed that retention needs to be reviewed as a priority and the Principal agreed to ask Hilary Bright to lead from a HR perspective and undertake a competitive analysis to give a clear timeline for the workforce of the future and recruitment at CCN. Ian Webb suggested that a two to three-year period would have a good impact. Ian Webb offered to share papers on the workforce of the future with the Principal. Denise Troughton asked what CCN is doing to re-skill staff, perhaps using the Levy, and the Principal informed the Committee that she hasn't seen anything that would work, to date. Steve Thorpe informed the Committee that technical support is being reviewed to ensure CCN has the skills if needed in the future and how it supports the learning experience for students.

Action 3: Ian Webb to share “workforce for the future” papers with the Principal (IW).

The full content of the CCN HR Information Report was noted.

7.3 IT Update (Paper 14)

Martin Colbourne presented the IT Update, compiled by John Pollitt, previously circulated to everyone present and the full content of the report was noted.

The Business Committee agreed that increased development can be seen throughout the report.

8. Section C

8.1 Staff Forum Minutes (Paper 15)

The minutes from the Staff Forum Meeting which took place on 14 March 2018 were presented as previously circulated and the full content noted.

9. Other Urgent Business

The Principal informed the Committee that originally the decision was made not to sub-contract apprenticeship provision, but as a result of the Levy, the higher apprenticeship course is delivered by Norfolk County Council.

The Principal asked the committee for official agreement for the apprenticeship course for the next group of higher science practitioners to also be sub-contracted.

Following discussion, the Committee agreed to this request.

10. Confidentiality

Please see confidential minutes for information with regard to agenda item 6.1, 6.1.3 and 10.2.

10.1 Union Meeting Minutes (Paper 16)

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 17)

All staff members left the meeting.

Please see the confidential minutes.

11. Date of Next Meeting

Business Committee 26 June 2018 at 5.30 pm

All business having been concluded, the meeting finished at 7.30 pm.

CHAIRMAN: **DATE:**