

CCN BUSINESS COMMITTEE MEETING

CONFIRMED MINUTES OF THE CCN BUSINESS COMMITTEE MEETING HELD ON TUESDAY 7 DECEMBER 2021 AT 4:00PM, VIA MICROSOFT TEAMS

Committee Members:

Noel Bartram (Chair) (NB), Andrew Barnes (AB), Corrienne Peasgood (Principal) (CP), Jonathan Barnard (JB)

In attendance:

Jon Bonham (Director of Estates and Facilities) (JBo) – agenda item 6.1 only, Martin Colbourne (NES MD) (MC), Jerry White (Deputy Principal) (JW), Jodie Mitchell (Director of Governance and Legal) (JM)

6.1 Facilities and Estates Update including Digi-tech

The Facilities and Estates Update was previously circulated and presented to the Committee by JBo:

Digi-tech update

- JBo discussed the final contract costs and variations (instructed and anticipated) all implemented now and completed.
- Allowances outside of contract costs such as IT, equipment, professional fees are all shared as actual cost.
- The confirmed completion was on 20 August 2021.
- The defect liability period will end of 19 August 2022 - 1.5% of the fee has been retained until then.
- Commissioning works for the digital studios finished by IT and designs for VR and Lego rooms is still on-going.
- Fitout for the foyer and break out areas will be completed in Spring 2022 and all costs have been allowed for; these are not additional.
- JBo noted Carters have been very responsive to snagging requests; there are a few still being resolved.
- The Governors noted what an excellent achievement the entire process and completion of the building has been.

Accommodation Estate Strategy Update

- The strategy was last reviewed in April 2021 as part of the application for the FETCF funding.
- The application for £7m is for works across Ipswich Road and Easton and is currently being considered by the DfE. A decision is expected around February 2022 and CCN have since supplied supplementary information to support the application.
- The Accommodation Strategy will be developed over the next few months with the target of being presented to CCN Business Committee on 22nd March 2022.
- JBo outlined the Proposed Accommodation Strategy Content.
- Governors will be attending site tours for each location to provide feedback to JBo.

It was queried how the review of the Residential accommodation at Easton will be carried out?

The Principal confirmed some short-term work had already been carried out on the accommodation. A site walk-round was completed by CP and MC with Estates colleagues which has outlined some requirements. Painting and decorating students are currently updating rooms as a trial and decisions around the demolition of some small outbuildings nearby is being reviewed. An upgrade of the staff flats is required, and the residential office will need to be moved closer to the accommodation. Building condition such as windows will all come in the final proposal of the Estates Strategy.

It was queried how the College benchmark against other providers in terms of facilities. CP and MC have visited other Colleges and viewed all the accommodation available at different pricing rates. If the planned upgrades can be achieved, the College would match the facilities provided by other institutions.

The Governors asked if the configuration and/or footprint is adequate and if we can do anything around this? The Principal confirmed the footprint and room sizes are good. MC noted that with the redevelopments within the rooms, good accessibility to bathrooms and improved 'student village' feel and security the accommodation will be good quality.

ACTION 1: JBo to present the Accommodation Strategy to CCN Business Committee on 22nd March 2022.

Compliance/Planned Maintenance Live Status

- Ipswich Road and Paston
JBo confirmed there are four late maintenance tasks outstanding, these have been started but not finalised. The completion of the works has been scheduled and are in hand.
- Easton
JBo confirmed there are eleven late maintenance tasks outstanding. These are relating to processing and planning tasks set for the Estates team and not related to actual contracting work.

Contractor KPIs

- Cleaning, catering and security (Norse) KPI's and Service Level Agreements are monitored across all sites and currently all RAG rated Green so no concerns
- JBo also outlined the type and number of incident calls that the security team are called to assist with

The Governors queried the nature of the physical incidents the team are called to? The Principal confirmed these are not all violent/concerning incidents, these will include first aid, supporting the duty Principal, supporting anxious students, monitoring the smoking shelters etc. There is no escalation in worrying incidents on site. The Principal noted that improvements have been seen in the working relationship with security staff.

Fire Drills

JBo confirmed the target is to complete a fire drill in each building every term and shared the schedule of those complete and planned.

Norwich Building Roof

Please see confidential minutes.

JBo left the meeting at 4:32pm.

1. Apologies for Absence

Apologies were received from Julia Bates.

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. Declarations of Interest

Governors and Committee members are requested to make known any relevant pecuniary interests relating to any items on the agenda and it was noted that all declarations will be recorded.

NB noted for item 6.2.4 his work with Place UK and potential implications with Easton.

3. Unconfirmed Minutes of the meeting held on 12 October 2021

The unconfirmed minutes of the meeting held on 12 October 2021 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

NB requested that further to the report from JP at the last meeting, if an update could be provided relating to the 'Desktop Estate' detailing the potential replacement of equipment.

ACTION 2: JP to provide an update to the Business Committee regarding the strategy and schedule for replacement of IT equipment on 1 February 2022.

4. Unconfirmed Confidential Minutes of the meeting held on 12 October 2021

The unconfirmed confidential minutes of the meeting held on 12 October 2021 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

5. Matters Arising

Bus 1 Action 1 - ESFA Letter to Corporations – September 2021 to be shared with the full Board at their meeting being held on 19 October 2021. **ACTION COMPLETED**

Bus 1 Action 2 - Staff Satisfaction Survey Results to be brought to the next Business Committee Meeting, taking place on 7 December 2021, for discussion. **ACTION COMPLETED**

Bus 1 Action 3 - Jodie Mitchell is reviewing the new Code of Good Governance and will update all governors as soon as possible. Remuneration committee to discuss on 7 December 2021 (JM). **ACTION ON-GOING**

Bus 1 Action 4 - Jodie Mitchell to arrange for the Business Committee governors to view a summary of Mark Eastwood's CV. **ACTION COMPLETED**

Bus 1 Action 5 - The appointment of Mark Eastwood to the Board and Audit and Risk Committee to be formally approved at the next CCN Board Meeting taking place on 19 October 2021. **ACTION COMPLETED**

Bus 1 Action 6 - Full Board to approve the appointment of Noel Bartram as Chair of Business Committee, with effect from 12 October 2021. **ACTION COMPLETED**

Bus 1 Action 7 - The Principal to check the figures in the Workforce Core Data as at 1 August 2020 and 31 July 2021 table for accuracy with HR (CP). *JM to follow up with HB.* **ACTION ON-GOING**

Bus 1 Action 8 - Jodie Mitchell to check on whether students would have access to personal or sensitive data and therefore require GDPR training. **ACTION COMPLETED**

JM confirmed the Information and Compliance team have reviewed examples where students have access to personal or sensitive data and where students may have had access to members of the public's details such as through the restaurant or in childcare. Students do have data protection training provided within the course. Information and Compliance have confirmed they can produce a general guidance note for students.

Bus 1 Action 9 - Martin Colbourne to present the updated end of year finance report to the full CCN Board Meeting taking place on 19 October 2021. **ACTION COMPLETED**

Bus 1 Action 10 - The committee to update the full Board on their decision to allow Martin Colbourne to agree the Lloyd's five-year fixed deal loan offer. **ACTION COMPLETED**

Bus 1 Action 11 - Corporation Tax and Commercial Trading Report, from KPMG, and the college report to be brought to the next CCN Business Committee meeting, taking place on 7 December 2021, for discussion. **ACTION COMPLETED**

Bus 1 Action 12 - Jodie Mitchell to check with Hugh J. Boswell as to whether a claim against the college will impact financially or on future premiums. *Hugh J Boswell have advised that any such claim would not impact on any future premiums for CCN. The high-risk activities undertaken at Easton are disclosed to the insurers and the premium will reflect this.* **ACTION COMPLETED**

Bus 1 Action 13 - Jodie Mitchell to seek confirmation as to whether the liability should be shared with Suffolk New College. *JM confirmed Hugh J Boswell it would not be shared.* **ACTION COMPLETED**

Bus 1 Action 14 - Jodie Mitchell to update governors on the progress of the insurance claim relating to a former Easton and Otley student at the next Business committee meeting taking place on 7 December 2021. **ACTION COMPLETED**

Bus 1 Action 15 - A public relations holding statement will be prepared to cover any future interest from the media regarding the insurance claim. *Richard Steer has been instructed and has prepared a PR holding statement.* **ACTION COMPLETED**

ACTION 3: NB requested for the PR holding statement to be shared with the business committee (JM).

JW temporarily left meeting (4:40pm).

6. SECTION A and reminder from Chair re identifying items for Board

6.2. Finance Reports

All finance papers were previously distributed, and MC presented the following to the committee:

6.2.1. Month 12 20/21 management accounts – last year outturn

MC confirmed this is a finalised set of management accounts so therefore include the subsidiary companies. MC noted page 23 of the meeting pack details final figures for the financial year.

MC highlighted the following areas within the accounts:

- Income was down on budget affected by funds or grants that could not be used due to the impact of Covid. Tuition fees were down due to lower than expected HE students and commercial fees. Also, trainee nursing associates being lower than expected.
- Payroll across both CCN and NES came in on budget.
- Non-pay – catering and cleaning costs went above budget due to Covid impacts. Areas such as exams, utilities, marketing and printing are all below budget.
- There have been some ‘one-off’ impacts last year, such as the incorporation of NES back into CCN and the Easton Land Sale which has been detailed in the accounts.

The Governors noted that the Grant funding information (page 25) should not be coded green. MC agreed and would speak to the finance team to amend the colour coding.

6.2.2. Lloyds loan covenant compliance - 31 July 2021 assessment

MC confirmed following the completion of the annual accounts the College must declare compliance with the loan covenant. Page 31 of the packs gives the details of the declaration details for 19/20, 20/21 results and 21/22 forecast. At present the College is meeting all areas of the covenant compliance.

MC provided a copy of the declaration that will be sent to Lloyds for Governors information.

6.2.3. Month 3 21/22 management accounts, including latest emerging picture
Please see confidential minutes.

6.2.4. Easton land legal – summary update
Please see confidential minutes.

JW re-joined the meeting (5:38pm).

6.2.5. Corporation Tax and Commercial Trading Report - KPMG report + management self-assessment paper
Please see confidential minutes.

6.2.6. ESFA Financial Dashboard – October 2021 letter
Please see confidential minutes.

6.3. CONFIDENTIAL ITEM - Easton Insurance Update
Please see confidential minutes.

6.4. Insurance Update - Renewals and Potential Claims
Please see confidential minutes.

6.5. HR Matters

6.5.1. Foundation Living Wage increase
Please see confidential minutes.

6.5.2. Staff Satisfaction Survey Results

Please see confidential minutes.

6.5.3. Modern Slavery Statement

JM reported that last year it was highlighted changes would be required to the Statement. There has been a Government Consultation and the Government have committed to making changes to support the Statement, but these changes are not yet included within the legislation. Having reviewed all the Government recommendations, JM reported that the College is undertaking these recommendations.

The College has also considered additional actions to strengthen processes, which were set out in the papers, particularly in relation to supply chains and procurement.

There is free training available for any members of staff involved in the buying of items within the College, through Crescent Purchasing Consortium. There will be a focus on training with those relevant members of staff and a copy of the College's Modern Slavery Statement, will be circulated to those staff with confirmation required that they have read and understood the Statement.

Other tools available include procurement planning checklist and a modern slavery assessment tool. This will provide reassurance that our suppliers are assessing their own supply chains.

JM noted that the risk in higher value procurement contracts is generally lower as these tenders are undertaken through a procurement framework and therefore due diligence checks are completed on all applicants by the consortium. As part of the procurement process, the team also use the UK Find a Tender Service in order to comply with the UK Procurement Regulations. The College has in place a Contractor Management Policy which was recently reviewed and updated. This Policy includes a pre-approval questionnaire which covers modern slavery.

JM and MC have discussed further works to look at certain areas of work that are more susceptible to modern slavery and to consider where the College could potentially be exposed.

ACTION 6: JM to present the finalised Modern Slavery statement to Board on 14 December 2021.

6.6. Governance Update

JM confirmed the review of the Code of Good Governance is continuing and the Terms of Reference for Business and Remuneration will be discussed and presented in early 2022.

6.7. Strategic Priorities

The Principal noted 4 strategic priorities due to be presented to Business are as follows:

2. Reintegration of the College and NES

The TUPE process is underway, and all NES staff are aware of payroll / finance implications. Contracts will be novated from 1 January 2022.

IT and HR potential risks include loss of access to systems and loss of historical data. The IT team have confirmed they have fixed any potential faults with the online systems and confident it should be a smooth transition.

9. Have a plan for achieving Investors in Diversity (or similar)

A discussion with the National Centre for Diversity (NCFD) who run the Investors in Diversity (IiD) Award has provided information on cost, progress and standards. The Award is assessed against FREDIE (the NCFD 6 Pillars of an Inclusive Workplace) and ISFACTS.

The College would be assessed against the 10 Destinations of the IiD standard, which include how FREDIE is embedded, organisational culture, the importance to the organisation of mental health and wellbeing, good recruitment practices, performance management and career progression and procurement practices.

An initial assessment is undertaken, which is described as a 360-degree cultural audit and a baseline is established against the 10 destinations of the Investors in Diversity standard. We could complete the award in parts by undertaking the audit first and reviewing the results.

The College are proposing not to implement the review until the Creative Excellence programme has been delivered.

The Governors queried whether there were any alternatives? The Principal confirmed that the College could have taken the 10-point plan from the Black FE Leaders Group. This has been discussed with the Director of Diversity Equity and Inclusion (which is a joint role across AoC and ETF) and his recommendation is the IiD scheme.

The Principal confirmed that the College has signed up for the Student Commission for Racial Justice, which is a student led review. It was queried if this has been shared with the students. The Principal confirmed that she has emailed out the details of the review, however the College have only filled 1 out of 4 student commissioner places. This will be raised with Julia Bates.

ACTION 7: CP to discuss with Julia Bates the communication of the Student Commission for Racial Justice with all students and recruiting student commissioners.

10. Deliver a programme of staff well-being activities

Current activity

- Menopause
- Flu Vaccinations
- Benenden Healthcare
- Occupational Health Self-Referral Appointments
- Information sharing on Themed Days

Future activity currently being explored

- Mental Health First Aid
- Health Champions and Mental Health Champions
- Blackboard Polls
- Wellbeing Fairs
- Easton: alpaca/goat walks / mobile petting zoo.
- Tennis Ball Boxes: The creation of boxes in public spaces containing used tennis balls from the Easton Tennis Centre for visitors to use whilst on the beach or park and then return to the box for others to enjoy.

- On-Site Therapies

12. Prepare a new Estates Strategy with sections for each site
Details included in section 6.1.

7. SECTION B

No items were discussed under this section.

8. SECTION C

8.1. AOC CSR slide pack

Shared for governors' information.

8.2. Health & Safety Group Minutes

No items were discussed under this section.

8.3. CONFIDENTIAL ITEM - Union Colleagues Minutes

Shared for governors' information.

9. Other Urgent Business

No items were discussed under this section.

10. Confidentiality

No items were discussed under this section.

11. Confidential Items

Please see confidential minutes for items 6.1, 6.2.3-6.2.6, 6.3, 6.4, 6.5.1 and 6.5.2.

12. Date of Next Meeting

The next Business Committee is scheduled to take place on Tuesday 1 February 2022 at 4:00 pm, via Microsoft Teams.

All business having been concluded; the meeting closed at 6:30pm.

CHAIR:.....
(signed)

DATE: