

## CCN BUSINESS COMMITTEE MEETING

### CONFIRMED MINUTES OF THE CCN BUSINESS COMMITTEE MEETING HELD ON TUESDAY 10 OCTOBER 2023 AT 4:00PM, IN HB0-04

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#### Present:

Noel Bartram	NB	Chair
Andrew Barnes	ABn	Governor
Jerry White	JW	Governor / Principal
Shirley Barker	SB	Staff Governor
Lewis Pepperell	LP	SU President

#### Attendees:

Wayne Easlea	WE	Governor
Nikki Gray	NG	Governor
Marcus Bailey	MB	Governor
Sean Green	SG	Governor
Phil Gormley	PG	Governor until 6:00pm
Martin Colbourne	MC	Deputy CEO
Nick Sainton-Clark	NS-C	Health and Safety Manager until 5:25pm
Jodie Mitchell	JM	Director of Governance and Legal
Clare Johnson	CJ	Governance and Legal Assistant until 6:00pm

#### Apologies:

Sebastian Gasse	SG	Vice Principal
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#### 1. Health and Safety Update

The report was circulated prior to the meeting and taken as read. The following points were highlighted by NS-C:

- The Health, Safety and Wellbeing Policy requires recommendation by the Committee to the Board for approval, following minor amendments.
- Going forward, H&S data will be presented over three periods (termly) in line with each governance meeting and H&S Group Meetings.
- NS-C highlighted that a new data analysis and reporting tool is in place which will help develop the work of the H&S team going forward.
- NS-C confirmed several training events have been held and improvements in reporting have been seen.
- YTD and Prior year data was reviewed and discussed; governors queried if NS-C could provide sector benchmarking for incidents numbers. WE will introduce NS-C to the H&S manager at KLM. JW will contact other Principals also.
- All RIDDOR reported cases are now closed and insurance broker notified, currently no outstanding claims.
- All cases are discussed at regular site safety meetings to implement any changes.
- Reporting has been changed for 'violence / aggression' cases which have been separated from 'Inclusive Behaviour' cases.
- Norwich Building A-Corridor was attributable to a number of incidences and alternative arrangements have been implemented; improvements have been seen.
- The reporting system is now being used to highlight incidents that could be related to onsite facilities and the Director of Estates informed to ensure improvements.
- Areas with high accident rates were highlighted as;
  - Animal Care and Equine

- Curriculum Services
- Hospitality, Catering, Tourism, Health and Beauty
- Inclusive Learning / MINT
- Sport and Public Services

These areas are explainable due to the nature of the activity however the team are ambitious to reduce the number of incidents.

- Reporting queries – Governors queried if Students could report incidents and near misses? Students are encouraged to tell staff, who in turn report on a student's behalf. Governors felt it might be useful for students to have access to reporting, or a function within the reporting to highlight if the report came from a student.
- NS-C confirmed that deep dives for higher risk areas are a focus going forward.
- NS-C confirmed for the Committee that the presence and quality of risk assessments are a concern at present, however the implementation of the H&S Connect site will drive improvements going forward.
- NS-C confirmed for the Committee that an H&S Manager at Easton would be beneficial, to have a permanent presence at Easton and to drive improvements further. The Committee requested this be considered.
- Work continues around the recruitment and mobilization of first aiders on all sites.
- Fire Risk Assessments (FRAs) have been conducted for Easton and Paston and the result of these incorporated into our FRA action list.
- Progress is underway to move to an all-staff approach to cover fire marshal duties with allocated training time at the January TLA day to ensure completion.
- Work is still underway for the recruitment, training and management of H&S Leads.

ABn highlighted the improvements that have been made, especially at Easton since merger, and thanked the H&S team for their hard work. However, the Committee are aware that further improvements are still required across all sites.

With the support of the Estates department, MB asked for a project timeline and expenditure details for H&S improvements to be made available to the Committee.

**The Committee recommended the Health, Safety and Wellbeing Policy for Board approval.**

**ACTION 1: NS-C / JW to provide the Business Committee with sector benchmarking relating to incident numbers on 19 March 2024.**

**ACTION 2: WE to introduce NS-C to the H&S manager at KLM.**

**ACTION 3: LP / NSC to reflect on students having access to accident / near miss reporting on blackboard or an option to be added within the reporting to highlight the origin of the report.**

**ACTION 4: JW / MC / NS-C to review the H&S Manager at Easton role and provide an update to the Committee on 19 March 2024.**

**ACTION 5: MC / NS-C / MP to provide a project timeline and expenditure details, for H&S improvements to the Committee on 19 March 2024.**

**ACTION 6: The Health, Safety and Wellbeing Policy to be presented to Board on 17 October 2024 for approval.**

*NS-C left the meeting at 5:25pm.*

**2. Apologies for Absence**

Apologies were received and noted as above.

It was noted that a quorum was present, and the meeting had been convened in accordance with the Articles of Association of the company.

**3. Declarations of Interest**

No new declarations were made.

**4. Unconfirmed Minutes of the meeting held on 27 June 2023**

The unconfirmed minutes of the meeting held on 27 June 2023 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

**5. Unconfirmed Confidential Minutes of the meeting held on 27 June 2023**

The unconfirmed confidential minutes of the meeting held on 27 June 2023 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

**6. Matters Arising**

22/23 Bus 2 Action 10: ACTION COMPLETE

22/23 Bus 5 Action 1: ACTION COMPLETE

22/23 Bus 6 Action 1: ACTION COMPLETE

22/23 Bus 6 Action 2: ACTION COMPLETE

22/23 Bus 6 Action 3: ACTION COMPLETE

SG raised that Office 365 A1 Plus licenses are also due to expire in February 2024 and storage will be reduced.

**ACTION 7: JP to investigate the expiry of the Office 365 A1 Plus licenses and potential impact and to provide an update to the committee on 28 November 2023.**

**7. CONFIDENTIAL ITEM - Finance Reports**

The discussion was confidential and is recorded within the confidential minutes.

*PG and CJ left the meeting at 6:00pm.*

**8. CONFIDENTIAL ITEM – Income Generation Update**

The discussion was confidential and is recorded within the confidential minutes.

**9. Staff Satisfaction Survey Results**

The report was circulated prior to the meeting and taken as read. The responses have contributed significantly to the development of the 'valuing our staff' measures and communications were sent out to all staff in October 2023. It was noted that the survey took place during the industrial dispute.

JW advised Governors that currently the Staff Forum (which operates across all three sites) is not quorate and there are insufficient numbers of staff representatives. JW will bring to the next Business Committee proposals for an alternative forum to seek the staff voice.

**The Committee approved the proposal relating to staff satisfaction developments.**

**ACTION 17: Staff Satisfaction Proposals and Dashboard to be added to the Business agenda on 28 November 2023 (JW).**

**ACTION 18: JW to confirm the staff survey response rate for CCN together with response rates for other colleges for comparison.**

**ACTION 19: JW to bring proposals for an alternative to the Staff Forum to the next Business Committee on 28 November 2023.**

**10. Core Training Update**

**ACTION 20: JW to bring Core Training Update to Board on 17 October 2023.**

**11. Governance Matters**

JM advised that there were no specific governance matters which needed consideration at present.

**12. Link Governor Scheme**

The report was circulated prior to the meeting and taken as read.

**The Committee recommended the Link Governor Scheme for Board approval.**

**ACTION 21: Link Governor Scheme Proposal to be added to the Board agenda on 17 October 2023.**

**13. Strategy Document Update**

See Agenda Item 8.

**14. GDPR Compliance Report**

The report was circulated, for information, prior to the meeting and taken as read. No further points were raised, other than that the process appears to be well managed.

**14.1 Freedom of Information Model Publication Scheme**

The report was circulated, for information, prior to the meeting and taken as read.

**15. CONFIDENTIAL ITEM – Union Colleagues Minutes**

The discussion was confidential and is recorded within the confidential minutes.

**16. Health and Safety Group Minutes**

The minutes were circulated, for information, prior to the meeting and taken as read.

**17. Other Urgent Business**

See Confidential Minutes.

**18. Date of Next Meeting**

The next Business committee meeting will take place on 28 November 2023 at 4:00pm.

All business having been concluded; the meeting closed at 6:52pm.

**SIGNED:** ..... **DATE:** .....

(Chair)