

CCN BUSINESS COMMITTEE MEETING

CONFIRMED MINUTES OF THE CCN BUSINESS COMMITTEE MEETING HELD ON TUESDAY 11 OCTOBER 2022 AT 4:00PM, in THETFORD BOARD ROOM

Committee Members:

Noel Bartram (Chair) (NB), Andrew Barnes (ABn) *until 6.15pm*, Jerry White (Principal) (JW)
Lewis Pepperell (SU President) (LP), Seth Harvey (Student Governor) (SH)

In attendance:

Martin Colbourne (Deputy CEO) (MC), Jodie Mitchell, (Director of Governance & Legal) (JM),
Jo Kershaw (Vice Principal Curriculum & Quality) (JK), Sebastian Gasse (Vice Principal Student
and College Services) (SG), Nick Sainton-Clark (Health and Safety Manager) (NS-C), from
4.37pm *until 5:25pm*, Barbara Ashby (Governance and Legal Administrator) (BA), Hilary Bright
(HR Director) (HB) (remote) until 4.37pm

1. Confidential Item presented by Hilary Bright

Please see confidential minutes.

SECTION A and reminder from Chair re identifying items for Board

NS-C joined meeting at 4:37pm.

7.1 Annual Health and Safety Report - Review of Health and Safety Report

Nick Sainton-Clark, presented his report and the following were noted:

Accidents and Incidents

- Number of accidents to date were 407 equating to a 74% increase compared with previous years.
- This reflects normal operation of CCN.

NB commented it would be useful to have figures from previous years as a comparison. NS-C agreed and noted this for future reporting.

Nature of Incidents

- Under RIDDOR there were 4 incidents reported
- Easton had the highest number of incidents. The causes have either been addressed or are being managed so they do not occur again.
- There was nothing significant to report in relation to any fall from height incidents, especially falls from ladders.

Root Cause

There were 5 main areas to focus on:-

- Equipment Failure due to failure/ deterioration of a range of items. No trends are noticeable and there were 24 related incidents.
- Human Behaviour/Error - where the main issue occurred with high needs students in relation to learning difficulties of this group. A new category will be introduced to reflect any incidents of actual violence which may occur with behaviour. There were 239 related incidents, the highest number of the 5 areas.
- Illness/Medical Condition – Largely Covid related. There were 48 related incidents.

- Lack of Competence (Training and Experience) due to student actions not staff. There were 73 related incidents.
- Management Failure. There were 23 related incidents most of which relate to incidents connected with poorly planned activities.

First Aid

The College appears to have good provision; however efforts are being made to interrogate the information on numbers and location of first aiders. It's also been noted that Norse staff have been overly relied upon to deal with first aid at Ipswich Road, however this is being addressed. No major concerns reported. It has become clear that CCN needed to have a First Aider at the Aviation Academy which is underway.

Audit

The recent External Audit report gave a 'Significant Assurance' rating but stated there were 5 areas requiring further improvement:

| | Action | Status |
|---|---|--------------|
| 1 | Progress proposal to create central record of all CCN risk assessments | Underway |
| 2 | Staff to be reminded to report accidents and incidents in a timely manner | Underway |
| 3 | Options should be explored to streamline the recording and analysis of accident and incident data | Partial Hold |
| 4 | Staff should be reminded to undertake their H&S training | Underway |
| 5 | Options to better integrate the role of H&S Leads with the Safety team should be undertaken | Underway |

NSc stated that most of these are already underway or have been completed.

Easton Farm

- There have been significant improvements since the last major inspection and regular meetings are taking place with the Farm Manager to facilitate actions and initiatives.
- Progress continues to be made working through the action list with the cattle management system being the main area of concern.
- There are 'Safe System at Work' processes in hand with agriculture being concentrated on currently.
- NFU visit early 2022 compiled a list of actions and recommendations and these were compiled into a single action tracker.
- Progress has focused on the high priority areas with all either complete or well underway.

Fire Risk Assessment

- These have been carried out for all sites and premises.
- We had a recent visit by Norfolk Fire Brigade to Easton halls of residence
- New software requested as an action by Norfolk Fire Brigade so that building specific fire zone maps and exit plans can be created in-house
- Consultation around new fire provision in Easton halls of residence
- New external fire marshal training package agreed and being set up
- New range of Evacuation chairs purchased for all sites to improve and extend CCN provision.
- Evac chair train the trainer session has been carried out with the Safety team who will roll out training to users as required.
- Revised PEEP form being implemented to better target training needs

Fire Marshals – (FM)

- Still a differential in numbers across all CCN sites. Ipswich Road has the largest shortfall and is impacted by the lack of a consistent staff presence in CAB, Digi Tech, Happisburgh and Norfolk Building.
- The figures for FM numbers are based on maximum capacity of buildings plus 25% contingency as this is best practice approach.
- The nature of previous FM training over the past couple of years has not helped the situation.

Fire Marshal Training

A new course has been lined up to include specific CCN content as follows:

- Training in fire prevention, fire marshal duties and practical extinguisher use
- Completion of a single session instead of two sessions will deem staff as being 'trained'
- Re-training those who have been nominated as a FM will potentially allow us to 'unlock' 50 plus staff
- The process of contacting staff for attending courses will highlight those not wishing to be FM allowing CCN records to be more current.

Fire Marshals – Next Steps

- Run new courses as planned and re-train everyone associated with the role
- Consider ways to increase FM numbers particularly in high-risk areas. It may be required to offer some form of incentive.

Governors discussed their concern on FM numbers at CCN specifically around issues surrounding adequate cover for when an incident occurs.

ABn commented that it seems to be an ongoing issue with no easy resolution.

NS-C confirmed that it is not only the responsibility of FM to check if a building is empty but that individuals also have a responsibility in evacuating a building if the alarm sounds. It is also important that staff know where the location of the fire assembly point.

NB queried what the fire evacuation process for visitors was and JW confirmed that normally there would be a member of staff with them so not a concern.

JW added that Norse security also check to make sure buildings are empty if an incident occurs.

JW acknowledged Governors concerns but assured them that the issue would be resolved and that incentives were something to consider.

Fire Drills

NS-C had no concerns to report relating to fire drills.

Inspections and Reports

- A rolling inspection has been set up which will be worked in conjunction with H&S Leads walkabouts.
- Progress has been made with the site inspection actions list.
- A new MS form has been created that enables the H&S team to input actions from work mobile phones into a spreadsheet instead of entering manually.
- A recent traffic study has been carried out to provide management control, but a Risk Assessment needs to be produced for this.

Policies

Several policies and procedures have been approved or due to be finalised as follows:

- CCN Fire Policy – Approved
- Work Placement Policy and Procedures – Final Approval Stage
- Easton Firearms and Shotguns Policy – Final Draft
- Health, Safety and Welfare Policy – in approval process

Health, Safety and Welfare Policy

Amendments have been made in the various areas to this policy

- COSHH
- Driving for Work
- Electrical Equipment
- Firearms
- Hot Works
- Radiation
- Stress
- Snow and Ice (no previous plan was in place)

LP and SH were asked by Governors whether they checked if the electrical equipment they use is working? Both confirmed that they did, especially if it was obvious. JW confirmed that in general staff are aware they should do this. NS-C added refresher sessions for staff to keep up to date in relation to these matters are carried out.

Training

- A New core training module has been created.
- A new more targeted H&S refresher presentation has been created, delivered by the Safety team via Blackboard, completion every 2 years.
- During the last year the Core H&S training presentation was delivered by the team to 468 staff across 22 sessions.

Work Placement Visits

- There is better communication and co-operation between the H&S and the work placement team that has resulted in a higher number of visits being carried out and getting through the backlog of approximately 150 visits reported previously.
- A new employer checklist form is being used where possible to reduce visits to low-risk placements.
- Appointments are being added directly into Health & Safety Officers (HSO) calendars and is working well.
- Next month will be particularly challenging with the H&S team down to one HSO whilst recruitment takes place for a second HSO.
- CCN have ended 2021/22 with no backlog and some visits already undertaken.

Looking Ahead

- Implementing a Risk Assessment database
- COSHH training planned for November
- Working with newly expanded Estates team to sort fire risk assessment actions
- Continue to work with and integrate H&S leads

NB asked what the reporting line was at Easton Farm in relation to lone working. NS-C confirmed that it is planned to have a check point in place if staff cannot phone in.

NB asked if amended policies should be recommended to the Board for main approval? All present agreed they should be.

ACTION 2: Health Safety and Wellbeing Policy presented at Business on 11.10.2022 to be presented to Board - JM.

Nick left meeting at 5:25pm

2. Apologies for Absence

Apologies were received from John Pollitt.

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

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.

JW declared he is a Director of Food and Farming Discovery Trust.
No other declarations were made.

4. Confirmed Minutes of the meeting held on 28 June 2022

The unconfirmed minutes of the meeting held on 28 June 2022 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

5. Confirmed Confidential Minutes of the meeting held on 28 June 2022

The unconfirmed confidential minutes of the meeting held on 28 June 2022, after a slight amendment, were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

6. Matters Arising

Bus 1 Action 7 - The Principal to check the figures in the Workforce Core Data as of 1 August 2020 and 31 July 2021 table for accuracy with HR (CP). *This action is rolled on to next meeting as incorrect data provided. A revised document with relevant data to be brought to autumn meeting. JW, HB & JM to amend. Action Complete.*

Bus 5 Action 6: JW/CP to check details concerning Data Incident no.9 and investigate.
JW stated it will be brought to Board meeting on 18 October for finalising. ACTION ON-GOING

Bus 6 Action 1: JM to check details of Caterlink original tender proposal document in terms of the offer for apprenticeships work experience and to report findings at next meeting 12 October 2022. Update from JM: *Within the successful tender proposal, Caterlink committed, once the service has settled and the right vacancy arises, to employ at least three apprentices over the term of the contract (one every other year) and provided within their tender documents an Apprenticeship Guide which contains further information. Action Complete*

Bus 6 Action 2: JM to circulate minutes of the union meeting on 11 July 2022 to all Governors for information. Added on OnBoard Resources: *Resources / Business Committee / Union Meetings / UCU Meetings 21/22. Action Complete.*

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

7.2 IT Update

MC presented the update in JP absence and noted the following:

Cyber Security

Please see confidential minutes.

Other Information Security - General

Please see confidential minutes.

Activity

MC commented that the change of database from Oracle to SQL has been a success overall but was challenging, impacting on IT teams and business operations, and affected the reporting function which is still a work in progress. Other areas are also requiring work that involve student performance and is dictated by the academic year cycle. Going forward these factors would need to be considered for any other updates required for a smoother process.

Meeting break at 5:34pm and resumed at 5:39pm

7.3 Finance Reports

MC discussed his reports as followings:

7.3.1 Management Accounts March to May

Please see confidential minutes

7.3.2 Easton Land Report

Please see confidential minutes

SEN school development

Please see confidential minutes.

FEP Pylon

CCN are waiting for draft to finalise for Pylon Point of Connection to review and sign.

FEP Overage

Please see confidential minutes

RNNA - Agreement to supply water

Please see confidential minutes

Equinor

Please see confidential minutes

Orsted

Please see confidential minutes

RNAA shared road

This is ongoing with enquires being made to RNAA before consideration can be given to the agreement.

RNAA Golf club

Please see confidential minutes

Phone Mast – Upper farm
Please see confidential minutes

7.3.3 CONFIDENTIAL – CCN Base Station Installation

Please see confidential minutes

7.4 Work Force Development Report and Annual HR Report

JW presented the report and noted the following:

- payroll and budget have been challenging compared with previous years.
- Mental health was the most significant category relating to staff sickness post pandemic with Covid the next significant reason.

NB asked how staff are being helped and JW confirmed that the College provides advice and counselling and there are occupational drop-in clinics available as well. In addition, JW mentioned that although the College is providing support, external services are impacting on this support due to the difficulty in staff being able to book a GP appointment, so the College will need to provide more assistance in this respect.

- Curriculum Support Services is the largest area being affected by staff sickness and recruitment issues affecting turnover figures.
- JW emphasised that staff turnover was due to several factors.
- JW confirmed that the College Rewards scheme has been promoted more recently to assist with cost of living.
- Job vacancies are currently a main concern, especially in HE and with Apprenticeships. JW acknowledged improvement is needed in recruiting staff and to provide support to existing staff to retain them as leavers were moving into industry led establishments and not onto other FE providers as higher salaries being paid.

ABn left meeting at 6:15pm

7.5 Governance Matters

JM confirmed there was nothing to update at this meeting.

7.6 CONFIDENTIAL ITEM – Insurance and Potential Claims

Please see confidential minutes.

7.7 Strategic Priorities

JW provided an overview and stated these will also be brought to board on 18 October.

- Priority 7 - The survey outcome noted that staff feel valued, are supported and are empowered to do their job. There is also a Staff Forum in place for staff to raise matters of concern.
- Priority 11 – JW stated this was covered earlier in item 7.2 (IT update) but emphasised that the College has a process in place to manage cyber security and staff are provided with the required training to know how to report any incidents of this nature.

ACTION 5: JW to update Governors with the survey outcome at the business meeting on 22 November 2022.

8. SECTION B

8.1 GDPR Compliance Report

JM stated that no concerns were noted in the report which was done prior to the incident with an external provider, previously discussed in item 7.2.

8.2 FE Commissioner Letter – July 2022

MC presented an overview of the letter received from the FE Commissioner and noted the following:

- The document contains important information and the promotion of a more collaborative approach.
- MC confirmed of the six national KPI's listed in the letter, CCN meets four of them with the other two not currently met.
- JW confirmed a visit has been arranged with FEC Shelagh Legrave and Deputy FEC Andrew Tyley in March 2023 in relation to the Easton merger and improvements to the sector. It was noted that the FE Commissioner might also be using this visit to see how well the College is operating since the merger.
- JW stated that the FE Commissioner will be visiting Suffolk New College first, so spending one day with them and one day at CCN.
- NB commented that there will be a lot to advise the FE Commissioner about in relation to the merger process.
- JW added that it was important to give a good impression of how well CCN are operating since the merger has taken place. JW stated that ABn had already been informed of the pending visit.
- NB stated that CCN needed to focus on obtaining more income, as the college will be expected to solve some of the current financial problems themselves going forward.
- JW confirmed that 'other income' will be a focus going forward.

ACTION 6: JW / MC to present report on 'other income' streams to the business committee on 22 November 2022.

9. SECTION C

9.1 Confidential Item – Union Colleagues Minutes

No minutes were presented under this item.

9.2 Confidential Item – Health and Safety Group Minutes

Minutes for three previous meetings were distributed to the committee.

10. Other Urgent Business

No items were discussed under this section

11. Confidentiality

No items were discussed under this section.

12. Confidential Items

Please see confidential minutes for items 1, 7.2, 7.3.1, 7.3.2, 7.3.3, and 7.6.

13. Date of Next Meeting

The next Business Committee is scheduled to take place on 22 November 2022 at 4:00pm, in Thetford Boardroom

All business having been concluded; the meeting closed at 6:33pm.

CHAIR: **DATE:**
(signed)