CCN BUSINESS COMMITTEE MEETING

CONFIRMED MINUTES OF THE CCN BUSINESS COMMITTEE MEETING HELD ON TUESDAY 12 OCTOBER 2021 AT 4.00 PM, VIA MICROSOFT TEAMS

Committee members:
Noel Bartram (Chairman), Andrew Barnes, Corrienne Peasgood (Principal), Jonathan Barnard

In attendance:
John Pollitt (Assistant NES MD) – agenda item 7.3 only, (Martin Colbourne (NES MD), Jerry White (Deputy Principal), Jodie Mitchell (Head of Legal and Governance), Sue Millions (Administrator)

Following discussions between Noel Bartram, the Principal, CCN Board Chairman and Jodie Mitchell, it was noted that Noel Bartram has agreed to become the Chair of the Business Committee and this will be recommended to the full Board at their meeting taking place on 19 October 2021. Please see Action 6.

1. **Apologies for Absence**

   There were no apologies received for today's 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**

   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.

   It was noted that Andrew Barnes and Corrienne Peasgood were appointed as Directors of NES, as of 11 October 2021.

   There were no further declarations of interest given at today's meeting.

3. **Unconfirmed Minutes of the Meeting held on 29 June 2021**   (Paper 02)

   The unconfirmed minutes of the meeting held on 29 June 2021 were amended slightly and agreed as a true record of the meeting and will be signed by the Chairman at the next available opportunity.

4. **Unconfirmed Confidential Minutes of the Meeting held on 29 June 2021**   (Paper 03)

   The unconfirmed confidential minutes of the meeting held on 29 June 2021 were agreed as a true record of the meeting and will be signed by the Chairman at the next available opportunity.

5. **Matters Arising from the Previous Minutes**   (Paper 04)

   Action 5 (13.10.2020): *The Principal to contact Bree Sherwood to ascertain the skills she requires from additional Audit Committee members and then contact appropriate Governors*

to attend the meeting taking place in November. *Membership is agreed as Bree Sherwood. Philip Richardson and Jill Lanning. The Principal is in discussion with one further Governor. The action will be discussed further as part of Governance Strategy review.* The Principal informed the Committee that she has been contacted by a potential governor with audit experience who would be interested in joining the Board and it was agreed that the Principal will forward his CV to both Andrew Barnes and Bree Sherwood for review and discussion. It was noted that Bree Sherwood and Andrew Barnes are meeting with a potential new governor on Wednesday morning. Governor induction has been completed and awaiting paperwork to be approved by HR. It was noted that one vacancy remains on the Audit and Risk Committee. Please see agenda item 6.4.2. **Action completed.**

Action 2 (02.02.2021): *Governors' role descriptions to be reviewed and refreshed after the TEN Group strike-off to remove references to them in the document. Scheduled for review at the meeting taking place on 29 June 2021.* Following the recent consultation further amendments are required to the document and will be presented to the full Board on 6 July 2021. **Action completed.**

Action 3 (18.05.2021): *Further Education Capital Transformation Fund (FECTF) update to be provided at the full Board Meeting taking place on 25 May 2021. The FECTF confirmation, was due on 21 May 2021, is still awaited. Martin Colbourne will update the full Board, when received.* Update provided to the Board on 7 September 2021. **Action completed.**

Action 1: *Going forward, Health and Safety Group minutes to be uploaded to Business Committee agendas for information.* Health and Safety update has been included on the Schedule of Business for once a term. **Action completed.**

Action 2: *Health, Safety and Well-Being Policy to be recommended to the full Board for approval at their next meeting taking place on 6 July 2021.* **Action completed.**

Action 3: *The LIBOR proposal from the Committee to be recommended and approved at the full Board Meeting taking place on 6 July 2021.* **Action completed.**

Action 4: *Finance Regulations to be presented to the Board on the 6 July 2021.* **Action completed.**

Action 5: *Commercial Settlement for Digitech to be agreed by the full Board at the meeting taking place on 6 July 2021.* This was discussed at the Board Meeting under the Business Committee update. **Action completed.**

Action 6: *The current detailed narrative of the draft budget for 2021/22 to be forwarded to all Business Committee governors for information.* **Action completed.**

Action 7: *Business Committee to recommend the 12-month extension to the Grounds Maintenance (Horticulture) Contract to the full Board at their next meeting.* **Action completed.**

Action 8: *Jodie Mitchell to ascertain the reasons why two suppliers visited the site but did not submit tenders for the cleaning contract.* Jodie Mitchell confirmed that it was staffing capacities that was the primary reason for not submitting a tender. **Action completed.**

Action 9: *Business Committee to recommend to the full Board that Churchill Contract Services be appointed as the new Cleaning Services incumbent with effect from 1 September 2021.* **Action completed.**

6. **Section A**

6.1 **Finance Reports** (Papers 05-08)

Please see the confidential minutes.

6.2 **ESFA Letter to Corporations – September 2021** (Paper 09)

The ESFA Letter to Corporations, dated 22 September 2021, was previously distributed and the following highlighted:

The new interim accounting officer and chief executive of ESFA, John Edwards, sets out in the letter his thoughts and expectations concerning a number of themes and in the context of the pandemic's impact on everyone's day-to-day work issues. The themes include: the Supplementary Bulletin to the College Accounts Direction and the Post-16 Audit Code of Practice; Maintaining the integrity of ILR data; Related party transactions; Audit committees; Governance professionals; The Further Education CFO Programme; changing auditors; Compliance with OfS accounts direction disclosures; and Consultation on further education funding and accountability.

It was agreed to share the letter with the full Board.

Action 1: ESFA Letter to Corporations – September 2021 to be shared with the full Board at their meeting being held on 19 October 2021 (CJ).

6.3   Staff Satisfaction Survey Results

The Principal informed governors that all results are down on the year before and this data is being used to drive the new Strategy actions. It was agreed that comparisons with other AoC colleagues will be sought by the Principal at the next AOC Meeting.

It was noted that the results are being reviewed by HR and will be brought to the next Business Committee Meeting for analysis and discussion.

Action 2: Staff Satisfaction Survey Results to be brought to the next Business Committee Meeting, taking place on 7 December 2021, for discussion (CJ).

6.4   Governance Matters

Jodie Mitchell informed governors that she is currently reviewing the newly updated Code of Good Governance and will provide an update to all governors as soon as possible, via the Remuneration Committee and then the full Board.

Action 3: Jodie Mitchell is reviewing the new Code of Good Governance and will update all governors as soon as possible (JM).

6.4.1 Insurance Report   (Paper 10)

Please see the confidential minutes.

6.4.2 Governor Appointments

Jodie Mitchell asked governors to recommend the appointment of Mark Eastwood to the full Board and Audit and Risk Committee.

Mark Eastwood has held discussions with both Andrew Barnes and Bree Sherwood and it was agreed that a summary of his CV would be forwarded to Business governors for information and formal approval will be sought at the next full CCN Board Meeting.

Action 4: Jodie Mitchell to arrange for the Business Committee governors to view a summary of Mark Eastwood's CV (JM).
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 (JM / CJ).

Action 6: Full Board to approve the appointment of Noel Bartram as Chair of Business Committee, with effect from 12 October 2021 (JM).

7. **Section B - papers presented in Section B are for discussion only if requested by Governors.**

7.1 **Workforce Development Report and Annual HR Report** (Papers 11-12)

The Workforce Development and Annual HR Reports were previously circulated for information.

The Principal informed governors that the overall compliance with core training was the same as at the end of July last year (92%) but Health and Safety and Safeguarding are better this month and all training required has been booked.

Appraisals were discussed and it was noted that 51.6% of initial reviews were completed but this figure could potentially have risen to over 77% if managers and staff had completed the post-meeting forms. Only 23.2% of mid-year reviews were completed, which means only 23.2% of appraisals were fully completed, although this could have risen to 35.3% had managers and staff completed the forms. It was noted that the new appraisal cycle has just opened, and senior managers will be pushed harder now the majority of staff are back to face to face working. It was agreed that staff deserve an appraisal and it is critical to review the data to ensure full compliance.

Vacancies for the year 2020/21 increased by 66% from the previous year to 171. As in previous years, over 50% of these vacancies were support roles regularly being advertised for Curriculum Services roles and some roles in Apprenticeships. The Principal clarified that unfilled vacancies are not affecting delivery of teaching and learning as, although not ideal, the work is covered by agency and existing staff.

The first slide of the Annual HR Report was discussed, and it was agreed that the tables data contradicts the information on vacancies within the workforce development report. The Principal agreed to check the figures with HR.

The full content of both reports was noted.

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).

7.2 **Annual Health and Safety Report** (Paper 13)

The Annual Health and Safety Report was previously circulated for information.

Corrienne Peasgood informed the committee that Julie Jarvey has left City College to take up a new role for Anglian Water and a new appointment has recently been made. It was noted that currently the two assistant managers are working well and continue to review the strategy put in place by Julie Jarvey.

7.3 **IT Update** (Paper 14)

The Chair welcomed John Pollitt to today's meeting.

The IT Update was previously circulated, and the following information highlighted and discussed:

Digitech – John Pollitt informed the committee that the Digitech building was completed on 20 August 2021 and the building handed over for occupation and IT fit out, including the installation of 322 PCs, CAD, VR, break fix and some standard desktops', 538 monitors, some laptops, wired and wireless networks and break fix networks into local cabinets. Certain items of IT equipment are still awaited but the building has been used by students since the middle of the first week of term. A new technician has been appointed and is based in the Digitech building. The official, formal opening of the building is due to take place on Wednesday 20 October 2021.

Development & Business Systems - it was noted that the Passport to Enrol (P2E) for September was successfully completed and preparation is already underway for enrolment in 2022. The work underway was discussed, including EBS Oracle to SQL conversion. 72 'systems' have been identified to audit and re-code and numerous reporting output to review and recode as required. The Chair asked John Pollitt how many Code Writers the college employed, and it was confirmed that there are four working alongside the Tech Managers. It was confirmed that this is a difficult area to recruit to. It was agreed that more communication is needed as the majority of the work the IT team conduct is invisible and staff and students need to be aware that the team are working flat out to complete these as a priority.

Security – John Pollitt informed the committee that the IT team is currently preparing for re-accreditation of Cyber Essentials and Cyber Essentials Plus in early 2022. The MFA for students has been challenging and improvements for annual onboarding cycle are being considered, alongside the process becoming part of enrolment. The decommissioning of all TEN Services domain continues, alongside the upgrading or decommissioning of other non-compliant services, with offsite access restricted or removed. It was noted that the migration of the Q drive is nearing completion with 365 usage improving. Martin Colbourne informed governors that this migration has been a success across all sites.

Infrastructure – the implementation of Teams has been completed for collaboration. Skype for Business has been retained for telephony due to high annual costs of Teams. New remote access (VPN) has been completed, networks switch rollout (LAN) completed including WOL and the wireless rollout is to be completed. The Windows 10 re-build on over 3500 laptops is being undertaken site wide and will be in before the Cyber Essentials plus accreditations is sought in February 2022. The Committee was informed that the College is unlikely to migrate to Windows 11 in the near future, due fundamentally to cost. The connectivity issues around the site were discussed and it was confirmed that the network switch rollout (LAN) will help. The Principal highlighted that the priority is now to get better Wi-Fi across all sites. Andrew Barnes noted the issues regarding connectivity for Ofsted Inspectors recently and Jerry White informed the committee that he has included in his Ofsted feedback that a minimum specification for connectivity is required to ease the pressure on those colleges being visited by Ofsted.

Desktop Estate – the review of equipment and utilisation with regard to refresh priorities will be completed and the delayed 2020/21 refresh remains a priority.

Risks – as discussed earlier, the worldwide market supply issues are worsening in the IT sector and other sectors reliant on microprocessors and stock ordered pre-summer has still not been delivered. It was agreed that staffing and recruitment is a challenge across all areas.

The Chair thanked John Pollitt for his full and comprehensive report.

John Pollitt left the meeting at 4.30 pm.

7.4   GDPR Compliance Report   (Paper 15)

The GDPR Information Compliance Team previously circulated the data protection information requests and the Incidents Report from 30 April to 12 October 2021 for information and the following was highlighted:

Governors noted that the number of data breaches for the period was low at five and thus there was a concern that there may be underreporting. Jodie Mitchell reassured Governors that good mandatory training is in place and staff are aware that they need to report if there has been a breach and with the rollout of Office 365 there are now more protective steps in place to mitigate against any risk of data being sent to an incorrect recipient.

The question was raised as to whether there should be any GDPR training for students. Jodie Mitchell and Corrienne Peasgood informed governors that they could not think of any instances where students would have access to personal or sensitive data and so could not see this as a risk. The Principal added that she did not think that the UEA had anything specific to students either. Following discussion, it was agreed that further research is undertaken on the matter.

The full content of the report was noted.

Action 8: Jodie Mitchell to check on whether students would have access to personal or sensitive data and therefore require GDPR training (JM).

7.5   Digitech Update from Steering Group Meetings   (Paper 16)

The minutes from the Steering Group Meeting held on 24 August 2021 were previously distributed and the full content noted.

8.   Section C - papers presented in Section C are for information only.

8.1   Union Colleagues Minutes   (Paper 17)

Please see the confidential minutes.

9.   Other Urgent Business

NES Board – the Principal informed governors that the NES Board have now concluded any known business and appointed Corrienne Peasgood and Andrew Barnes to the Board. Four Directors have resigned as of 11 October 2021 and two, Martin Colbourne and Chris Maw, will remain as Directors until the integration of NES to CCN.

All NES employees have been informed of the proposal and timeline following today's communication from Martin Colbourne.

10.   Confidentiality

It was agreed that agenda items 6.1, 6.4.1 and 8.1 would be tabled as confidential.

13.   Date of Next Meeting

The next Business Committee is scheduled to take place on Tuesday 7 December 2021 at

4.00 pm, via Microsoft Teams.

All business having been concluded; the meeting closed at 6.05 pm.

CHAIR: …………………………………..   DATE: ……………………………
**   (signed)**