

CCN BUSINESS COMMITTEE MEETING

CONFIRMED MINUTES OF THE CCN BUSINESS COMMITTEE MEETING HELD ON TUESDAY 21 MARCH 2023 AT 4:00PM, IN THETFORD BOARD ROOM

Committee Members:

Noel Bartram (Chair), Andrew Barnes (Governor), Jerry White (Principal), Lewis Pepperell (SU President), Seth Harvey (Student Governor), Shirley Barker (Staff Governor)

In attendance:

Martin Colbourne (Deputy CEO), Sebastian Gasse (Vice Principal), Nick Sainton-Clark (Health and Safety Manager until 4:39pm), Jon Bonham (Director of Estates and Facilities until 5:14pm), Lana Jackman (Interim Clerk to the Corporation), Barbara Ashby (Governance and Legal Administrator)

1. Health and Safety Update

The Health & Safety report was previously circulated and presented to the committee by NS-C and the following key points were noted:

- Accident reporting was working well and a new '*dashboard*' system is being created to enable quicker reporting of incidents
- First aid training is being delivered on a need's basis, but some improvement will be required in terms of contact with first aiders as the setup is complex. First Aid boxes required independent checks to make sure they were positioned in the correct location
- A revised version of the fire policy is being drafted
- Fire Marshals training for all staff to be considered to provide wider cover on sites and future consideration to be given to incorporating this aspect as part of certain job roles
- A safety report for the ACE center will be provided before the end of March. It was reported by a visit from the Norfolk Fire Brigade Service that the College have good plans in place for fire safety in these workshops
- Good progress is being made with the outstanding actions on the Easton farm assisted by the Estates Operations Officer
- Core training remains a key focus for SMT. A different approach is being considered for implementation next Academic year as the current system could be improved.

Work Placement Employment:

- This is a separate team that book in placements requiring H&S checks prior to a work placement starting.
- The system has been streamlined to reduce duplication of data with Health & Safety Officers booking their own inspections.
- Other teams also book placements and are being encouraged to use the Grofar system
- Any problems with booking inspections are referred back to the workplace team to resolve

The number of H&S requests received is similar to last academic year with the exception of November 2022 where an increase was noted due to the level of school requests made. Completion rates are currently good but with the level of requests expected to increase next term this will become more challenging.

Contractor management:

- A four-stage approach is being adopted which estates are helping to monitor what contractors are doing while on site
- A revised permit to work system has been created and already rolled out to sit alongside contractor management
- A training package will be created to support users going forward

Other:

- H&S Connect - is a sharepoint site being created to act as a one stop shop for H&S information but there are some technical issues to resolve before being able to go live. It is a long-term project
- Site Inspections continue to be carried out as per the department schedule
- H&S leads- This has been an area affected by staff leaving and changes in organization so vacancies will be looked at to consider incentives for these roles. It is a pivotal role in providing key contact between H&S and Heads of Departments in the College

NS-C left the meeting at 4:39pm.

JBn joined the meeting at 4:25pm.

2. Facilities and Estates Update

The Estates and Facilities report was previously circulated and presented to the committee by JBn and the following key points were noted:

- Norwich Building Roof
The discussion was confidential and is recorded within the confidential minutes
- Capital funding
The discussion was confidential and is recorded within the confidential minutes
- An overview of the scheduled works was provided for all sites and confirmed that no tasks are currently late
- Grounds Maintenance – Service delivery okay with no concerns
- Caretaking and Security at CCN - Due to staff sickness, cover has been a challenge but otherwise no concerns
- Cleaning - Coverage of the work had been affected by staff sickness and recruitment issues causing a challenge in prioritizing workload. Reports had been received regarding the level of cleanliness of the dance studio at the Norwich site but, feedback was provided advising that the cleaning at both Easton and Thetford Building was good
- Catering - It had been reported earlier this year that some improvement had been seen by the company but more recently there had been a decline in the consistency of service delivery across all sites, in particular Paston. Staffing and sickness had also affected Caterlink, impacting the provision of service and there continue to be issues with the provision of gluten free and vegan products
Several of the companies' managers had left and there is concern regarding management compliance, potentially putting the contract delivery at risk. The question was asked if the College has contact with a key person within the company to discuss these issues. This is a matter that will be examined by JW and MC going forward

ACTION 1: JW and MC to investigate whether the College has contact with a key person at Caterlink regarding contract issues.

The Chair noted this was the last meeting JBn was attending due to his pending retirement. Governors joined the Chair in thanking him for his attendance and wished him well for the future.

JBn left meeting at 5:14pm.

Meeting broke at 5:14pm resuming at 5:20pm.

3. Apologies for Absence

No apologies were received for this 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.

4. 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.

No new declarations were made.

5. Unconfirmed Minutes of the meeting held on 31 January 2023

The unconfirmed minutes of the meeting held on 31 January 2023, were agreed as a true record of the meeting, and will be signed by the Chair at the next available opportunity.

6. Unconfirmed Confidential Minutes of the meeting held on 31 January 2023

The unconfirmed confidential minutes of the meeting held on 31 January 2023, were agreed as a true record of the meeting, and will be signed by the Chair at the next available opportunity.

7. Matters Arising

22/23 Bus 1 Action 5: JW to update Governors with the staff survey outcomes at the Business meeting on 22 November 2022. Added to agenda 22 November 2022. *JW will provide an update at the next Business meeting on 31 January 2023.* JW advised this is not completed, would like feedback on how well they work and HB is already researching options. *To provide an update at the next Business meeting on 21 March 2023 – agenda item 8.3.* ACTION COMPLETE

22/23 Bus 2 Action 1: JBn to provide trend data/analysis in respect of incidents happening across the campuses as requested by Governors. *Update will be provided in Estates report on 21 March 2023 – agenda item 2.* ACTION COMPLETE

22/23 Bus 2 Action 2: JW / MC to consider ONS reclassification financial implications in Easter 2023. *Added to agenda 21 March 2023 item 8.1.1.* ACTION COMPLETE

22/23 Bus 2 Action 5: MC to bring an update regarding the change in priority with Lloyds to the next Board meeting on 7 February 2023 for approval. .

ACTION This matter will be taken forward to Business Committee on 16 May 2023. On-GOING

22/23 Bus 2 Action 10: MC to update the strategy document that needs to include capacity utilisation and bring to Business meeting on 31 January 2023. *MC discussed the work performed (as an example) on the fact sheet for Easton All Weather Sports Pitch. Further update to be provided at next Business meeting on 16 May 2023.* ACTION ON-GOING

22/23 Bus 3 Action 1: MC / JW to amend the treasury policy document to reflect changes requested and to be brought back to the Business meeting on 21 March 2023. *Added to agenda 21 March 2023 item 8.1.6.* ACTION COMPLETE

22/23 Bus 3 Action 2: JW to bring an updated report regarding core training figures to Board on 7 February 2023. *Updated provided at Board – further updates to follow.* ACTION COMPLETE

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

8.1 Finance Reports

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

8.1.1 ONS reclassification financial implications

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

8.1.2 Latest Management Accounts including Feb Emerging Picture

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

8.1.3 Latest Weekly Debts Report

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

8.1.4 Bad Debt Write-off

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

8.1.5 Easton Land Legals Report

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

8.1.6 Lloyds Banking Update

This item is to be taken forward to Business Committee on 16 May 2023

8.1.7 Treasury Policy

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

8.2 Fees Policy for 2023/24

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

8.3 Summary Details of Leavers

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

8.4 Staff Survey Outcomes

JW provided a verbal update to the committee and noted the following:

- It was suggested that shorter (pulse surveys) would be a better option and the timing of when they are sent out to staff to obtain a response was also an important consideration
- It was noted that pre-pandemic, staff surveys had proved more successful in staff filling them out but not post-pandemic
- A different approach is needed in order to prompt a more successful outcome that reflect a truer reflection of staffs' views

The question was raised whether surveys could be included as part of staff appraisals or carried out at the end of the probation period. This was an option to consider for future surveys as a way of providing a staff voice.

8.5 Core Training update

This item was covered within H&S report under item 1 and no further comments were noted.

8.6 Occupational Health Services update

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

8.7 Gender Pay Gap Report

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

8.8 Managed Print Contract Extension

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

8.9 Security and Caretaking

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

8.10 Governance Matters

LJ confirmed there was nothing to update at this meeting.

8.11 Strategic Priorities

JW provided a verbal update on the following strategic priorities:

- 9: Further commercial activity will be explored to grow this area.
- 10: This priority is still on hold and will not be dealt with in this academic year.
- 12: The College is awaiting the outcome of Government funding as to whether the planned construction build can go ahead.
- 13: A good response was received from staff regarding sustainability pledges at staff Development Day in January and a car park survey will be carried out soon to obtain feedback on the increased usage.

9. SECTION B

No items were discussed under this section.

10. SECTION C

10.1 CONFIDENTIAL ITEM - Union Colleagues Minutes

The minutes were previously circulated and taken as read.

10.2 Health and Safety Group Minutes

The minutes were previously circulated and taken as read.

11. Other Urgent Business

No items were discussed under this section.

12. Confidentiality

No items were discussed under this section.

13. Confidential Items

Please see confidential minutes for items 2 (partial), 8.1, 8.1.1 to 8.1.5, 8.1.7, 8.2, 8.3, 8.6 to 8.9.

14. Date of Next Meeting (Presenters: Noel Bartram)

The next Business committee meeting will take place on 16 May 2023.

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

SIGNED: DATE:
(Chair)