

CCN BUSINESS COMMITTEE MEETING

CONFIRMED MINUTES OF THE CCN BUSINESS COMMITTEE MEETING HELD ON TUESDAY 28 JUNE 2022 AT 4:00PM, VIA MICROSOFT TEAMS

Committee Members:

Noel Bartram (Chair) (NB), Andrew Barnes (ABn) until 5.40pm, Corrienne Peasgood (Principal) (CP), Evie Berg (EB) (Committee member for purposes of this meeting only)

In attendance:

Martin Colbourne (Deputy CEO) (MC), Jerry White (Deputy Principal) (JW), John Bonham (Director of Estates and Facilities) (JBn) until 4.21pm, Jodie Mitchell, (Director of Governance & Legal) (JM)

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

6.1 Facilities and Estates

The Estates and Facilities report was previously circulated and presented to the Committee by JBn and noted the following:

ACE

Please see confidential minutes

Planned Task of Works - Ipswich Road and Paston

- 92 Not started
- 55 Complete
- 7 Late – in progress

Planned Task of Works - Easton

- 83 Not started
- 56 Complete
- 7 Late – in progress

Contract KPIs – Caretaking and Security

All good with all physical building checks being done as required and incident data is under constant review.

Cleaning KPIs

Good performance which is monitored and reviewed on a monthly basis.

Catering KPIs

Good performance which is monitored and reviewed on a monthly basis.

Please see confidential minutes.

JBn left meeting at approx. 4:21pm.

1. Apologies for Absence

Apologies were received from Jonathan Barnard.

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.

There were no new declarations of interest given at the meeting.

3. Confirmed Minutes of the meeting held on 17 May 2022

The unconfirmed minutes of the meeting held on 17 May 2022, were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

4. Confirmed Confidential Minutes of the meeting held on 17 May 2022

The unconfirmed confidential minutes of the meeting held on 17 May 2022, 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 3 - Jodie Mitchell is reviewing the new Code of Good Governance and will update all governors as soon as possible. *Jodie is continuing work on the code of Good Governance which will be updated at RemGov meeting in June.* **ACTION COMPLETE**

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).

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 ON-GOING**

Bus 5 Action 1: NS-C to provide fire marshal statistics update at the next Business Committee meeting on 28 June 2022. **ACTION COMPLETE**

Bus 5 Action 2: NS-C to provide the Business Committee with the Easton Farm Safety Improvements Report and provide an update on actions undertaken and those actions outstanding. **ACTION COMPLETE**

Bus 5 Action 3: JM to amend the schedule of business to include a termly update from NS-C. **ACTION COMPLETE**

Bus 5 Action 4: JM to request references for Caterlink from current users and provide a further update at Board prior to approval. **ACTION COMPLETE**

Bus 5 Action 5: CP to send CJ copy of Workforce Development Report for adding to the meeting pack. **ACTION COMPLETE**

Bus 5 Action 6: JW/CP to check details concerning Data Incident no.9 and investigate. *JW and CP stated they will both revisit and for the next meeting.* **ACTION ON-GOING**

Bus 5 Action 7 - CP to present the amended Staff Forum Aims and Functions for approval at the next Business meeting on 28 June 2022. **ACTION COMPLETE**

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

6.2 Finance Reports

6.2.1 Management Accounts March to May

Please see confidential minutes.

6.2.2 Debt Report

Please see confidential minutes

6.2.3 Draft Budget

Please see confidential minutes

6.2.4 Easton Land Report

Please see confidential minutes.

6.3 Strategic Priorities

This item was not discussed.

6.4 Staff Forum Procedure – Approval

CP provided an update and noted the following:

CP informed Governors that the Terms of Reference in relation to membership were updated as not done previously.

Each forum has been informed of the changes to this process and advised Governors that there is likely to be a request for further changes, with the need to bring this back to the Committee to consider again, before going to Board for approval.

NB questioned the 50% quorate membership referred to in point 5.5 on the paper?. JM confirmed that it relates to 50% of all members of the forum.

NB asked whether Business Committee will continue to consider the ongoing changes and any queries regarding the Terms of Reference on the Staff Forum. CP confirmed this would be the case.

6.5 Internal Audit Plan 22/23 CP discussed

CP presented Appendix A of the Plan as follows:

The plan has already been to Curriculum and Scrutiny Committee but is also being presented at Business to discuss items relating to Business matters, as requested by the Chair of the Audit & Risk Committee.

CP informed Governors that the risks proposed for assessment in the plan relating to this Committee were;

- Enrolments Planning, Cyber Security, Estates Management,
- Contract Management & High Value Procurement,
- Fixed Assets & General Ledger, Risk Management.

After discussion no changes were requested and the Audit Plan was agreed by all Governors.

6.6 UCU pay claim

Please see confidential minutes

7. SECTION B

7.1 Annual Review of Committee ToR

JM presented and advised Governors that these had been approved back in February 2022. No queries were raised so they are approved as they stand with a review to be carried out in 2023.

8. SECTION C

For information only.

8.1 Confidential Item – Union Colleagues Minutes

Please see confidential minutes.

8.2 Confidential Item – SNC Completion Statement

An update was provided in item 6.2.4 earlier in the meeting and no further comments were noted.

9. Other Urgent Business

Please see confidential minutes.

10. Confidentiality

No items were discussed under this section.

11. Confidential Items

Please see confidential minutes for items 6.1 (partial), 6.2.1-6.2.4, 6.6, 8.1 and 9.

12. Date of Next Meeting

The next Business Committee is scheduled to take place on Tuesday 12 October 2022 at 4:00pm, via Microsoft Teams.

All business having been concluded; the meeting closed at 6:23pm.

CHAIR: **DATE:**
(signed)