

## CCN BUSINESS COMMITTEE MEETING

### CONFIRMED MINUTES OF THE CCN BUSINESS COMMITTEE MEETING HELD ON TUESDAY 28 NOVEMBER 2023 AT 4:00PM, IN THETFORD BOARDROOM

#### Present:

Noel Bartram	NB	Chair
Jerry White	JW	Governor / Principal
Wayne Easlea	WE	Governor, <i>attended until 6:15pm</i>
Nikki Gray	NG	Governor
Shirley Barker	SB	Staff Governor

#### Attendees:

Martin Colbourne	MC	Deputy CEO
Hilary Bright	HB	Director of HR, <i>attended from 5:22pm until 5:48pm</i>
Sebastian Gasse	SG	Vice Principal
Matt Poll	MP	Director of Facilities and Estates, <i>attended until 4:49pm</i>
John Pollitt	JP	Director IT Services, <i>attended until 5:22pm</i>
Jodie Mitchell	JM	Director of Governance and Legal
Barbara Ashby	BA	Governance and Legal Administrator - minutes

#### Apologies:

Lewis Pepperell	LP	SU President
Andrew Barnes	ABn	Governor

#### 1. Facilities and Estates Update

MP introduced himself to the committee providing a background of his previous employment. The report was circulated prior to the meeting and taken as read. The following points were highlighted by MP:

- There has been an increase in project work delivered and this will continue over the next 12–24 months. The project team are managing these successfully, together with work from consultants.
- The Construction Skills Centre has been submitted for planning and building control approvals with decisions due shortly. Governors were updated in respect of the potential delay due to a hold-up with the DfE. The expected completion will be Summer 2024.
- It was noted that the Construction Skills Centre and the Easton Sports Centre are likely to go over the original costs quoted due to an underestimate in terms of the current market compared to pricing during the pandemic.
- Governors requested a table listing types and funding routes for all projects for easier tracking.

**ACTION 1: MP to produce a table that sets out all projects and which funds are allocated to each to be presented at the Business meeting on 19 March 2024.**

Statutory compliance tasks such as Asbestos management and fire risk management are currently being worked on with re-inspections planned for. There is a need for improved campus signage, but it is not a high-risk matter at present.

**ACTION 2: MP to produce a list of high-risk items for compliance purposes that are in progress and work this in conjunction with H&S compliance actions to produce one integrated table for presenting at the next Business meeting on 30 January 2024.**

The Norse Security and Caretaking contract is due for renewal in the summer of 2024 so work is being done around the specification for the retender.

The Estates and Facilities Team also has 3 vacancies; 1 member of staff on long-term sick, and 2 having resigned, one being the Deputy Director. This provides an opportunity to rethink the current structure with a view to having a more task-focused team. Some key areas to be developed for the E&F team were highlighted as follows:

- Estates and Facilities operations strategy on how delivery of services should be developed for the next 5 to 10 years.
- The current TopDesk system may be replaced with CAD software and a full asset database which would be able to generate a lifecycle plan.
- With increased energy costs the suggestion of having an energy and environmental policy that looks at reducing the dependency on gas and oil.

*MP left the meeting at 4:49pm.*

## 2. IT Update

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

- Cybersecurity training continues to be undertaken by staff.
- The shutting down use of USB storage is underway.
- CPOMS system was implemented in September to reduce the number of paper files in respect of Safeguarding.
- There has been an increase in the number of CCTV footage requests. Active monitoring is being considered with more supervision to maintain student behaviour. Governors queried the changes in student behaviour and it was explained that there have been different types and a different level of occurrence which has not previously been seen at the College. This is being mirrored at other colleges around the country. There is opportunity to consider the model of caretaking and site security with the re-tender of the Security contract in 2024. Welcome talks were carried out by the Principal, which included the setting of College expectations of students and this will be reinforced in the New Year.
- There are several on-going projects that have a deadline of 2024/25 implementation (e.g. Tribal Learner Portal, and Power BI). Teams migration to complete by year end and 4Cast implementation will be underway into December and January.

Windows 11: rollout requires completing by October 2025. The cost involved would require £1.3m this current year which has already been budgeted for and a further £1m for 24/25. In addition, an annual commitment of £1m minimum for an annual refresh would be needed.

Leasing could be an option and the College would have a choice on how they fund this alternative.

Governors discussed in depth whether this should be carried out now or wait and see whether there is any financial support offered by the government. It was noted that this issue has been raised with the AoC but no feedback has been received.

JW to raise this matter at next week's senior meeting and JISC are to be contacted to ascertain if other colleges have concerns.

Governors were clear that given the risks, a way forward needed to be considered now and not wait until 2025.

**The recommendation to commit the budgeted £1m spend on IT equipment for this financial year was approved by the Business Committee.**

*JP left the meeting at 5:22pm and the meeting broke at 5:22pm*

*HB joined meeting at 5:23pm and the meeting resumed at 5:28pm*

**3. 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.

**4. Declarations of Interest**

No new declarations were made.

**5. Unconfirmed Minutes of the meeting held on 10 October 2023**

The unconfirmed minutes of the meeting held on 10 October 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 10 October 2023**

The unconfirmed confidential minutes of the meeting held on 10 October 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**

**23/24 Bus 1 ACTION 1:** *added to agenda on 19 March 2024.* ACTION COMPLETE

**23/24 Bus 1 ACTION 2:** ACTION COMPLETE

**23/24 Bus 1 ACTION 3:** ACTION COMPLETE

**23/24 Bus 1 ACTION 4:** *added to agenda on 19 March 2024.* ACTION COMPLETE

**23/24 Bus 1 ACTION 5:** *added to agenda on 19 March 2024.* ACTION COMPLETE

**23/24 Bus 1 ACTION 6:** ACTION COMPLETE

**23/24 Bus 1 ACTION 7:** ACTION COMPLETE

**23/24 Bus 1 ACTION 9:** ACTION COMPLETE

**23/24 Bus 1 ACTION 10:** ACTION COMPLETE

**23/24 Bus 1 ACTION 11:** ACTION COMPLETE

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**23/24 Bus 1 ACTION 19:** ACTION COMPLETE

**23/24 Bus 1 ACTION 20:** ACTION COMPLETE

**23/24 Bus 1 ACTION 21:** ACTION COMPLETE

**23/24 Bus 1 ACTION 22:** ACTION COMPLETE

**23/24 Bus 1 ACTION 23:** ACTION COMPLETE

**8. CONFIDENTIAL ITEM - Finance Updates**

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

**8.1 CONFIDENTIAL ITEM – Management Accounts/Debtors update**

The paper was circulated prior to the meeting and taken as read. No further matters were raised.

**8.2 CONFIDENTIAL ITEM – Reserves Policy**

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

**8.3 CONFIDENTIAL ITEM – Treasury Policy**

The paper was circulated prior to the meeting and taken as read. No further matters were raised.

**8.4 CONFIDENTIAL ITEM – Easton Property Valuations**

This matter was covered under item 8 and no further points were raised.

**8.5 CCN, College Financial Forecasting Return 2023 to 2025**

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

**8.6 CONFIDENTIAL ITEM – College Turnaround and Long-Term Plan**

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

**8.7 CONFIDENTIAL ITEM – Income Generation Update**

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

**8.8 CONFIDENTIAL ITEM – EOC Subsidiaries**

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

**9. Workforce Development Report and Annual HR Report**

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

- There has been a high level of casework for the team to deal with, in particular around matters of morale, grievance and sickness.
- It was noted that mental health recorded significantly higher absence during this period and HB stated that staff are referred to Occupational Health early on to provide the required support.
- Exit interview data showed main reasons for leaving currently related to reward/recognition and line management support compared to the previous year which showed the main reasons for leaving as being development and progression. However, line management is also stated as being a strength, which demonstrates “patchy” line management through the organisation.
- Diversity of the workforce is a matter to be addressed in terms of why applicants are not getting past the interview stage in some cases. Unconscious bias training will be made available to members of staff.
- It was noted that there are compliance issues with appraisals which will need to be addressed going forward.

Staff Turnover: It was noted that comparative data from ONS and AoC is not available yet. The DfE carry out a summary of skills and qualifications, but they do not measure turnover. It was noted that the highest number of vacancies by department are in Student Services, Apprenticeships and Animal and Equine.

**10. Staff Voice**

The report was circulated prior to the meeting and taken as read. The following points were noted:

- Other options are being considered for the 2023/24 survey. Using York College was cost effective but not all questions provided were relevant to CCN and the response rate was only 45%.
- One option is Pulse surveys which can be carried out frequently throughout the year and provided externally.

After discussions around various options and cost considerations, Governors agreed to approve the spend of £10k to find and operate an appropriate staff survey for 2023/24. It was also noted and agreed that further research would be undertaken to explore available options.

**ACTION 10: HB to explore and research potential survey options suitable for 2023/24 staff survey and provide an update to be presented at the next Business meeting on 30 January 2024.**

**11. Strategic Groups – Student Voice, Staff Culture, Higher Education and Skills Group**  
The report was circulated prior to the meeting and taken as read. It was noted that this paper has already been seen at C&S Committee on 21 November 2023.

**12. Insurance Policies Renewal**  
JM provided a verbal update informing the Committee that no documentation regarding the renewal terms and premium had been received yet so this information will be presented for consideration and approval at the Board meeting on 12 December 2023.

**ACTION 11: JM to provide information regarding the Insurance renewal terms and premium at Board on 12 December 2023.**

**13. Modern Slavery Statement**  
The report was circulated prior to the meeting and taken as read. Governors were asked to consider and recommend for Board approval. Governors queried the procurement process in relation to suppliers' policies on Modern Slavery and JM confirmed that questions are asked at the start of the process.

**Governors approved the recommendation of the Modern Slavery and Human Trafficking Statements to go to Board.**

**ACTION 12: JM to present the Modern Slavery and Human Trafficking Statements at Board on 12 December 2023.**

**14. Governance Matters**  
JM advised that there were no specific governance matters which needed consideration at present.

**15. CONFIDENTIAL ITEM – Union Colleagues Minutes**  
There were no minutes available to consider.

**16. Other Urgent Business**  
It was agreed by the committee that all future Business committee meetings should be planned for a duration of 2.5 hours.

**ACTION 13: CJ to amend all future Business Committee meetings to show a duration of 2.5 hours.**

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

**17. Date of Next Meeting**  
The next Business committee meeting will take place on 30 January 2024 at 4:00pm.

All business having been concluded; the meeting closed at 6:54pm.

**SIGNED:** ..... **DATE:** .....  
(Chair)