

## CCN BUSINESS COMMITTEE MEETING

### CONFIRMED MINUTES OF THE CCN BUSINESS COMMITTEE MEETING HELD ON TUESDAY 30 JANUARY 2024 AT 4:00PM, IN THETFORD BOARDROOM

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#### Present:

Noel Bartram	NB	Chair
Jerry White	JW	Governor / Principal
Andrew Barnes	ABn	Governor
Wayne Easlea	WE	Governor
Nikki Gray	NG	Governor
Shirley Barker	SB	Staff Governor
Lewis Pepperell	LP	SU President

#### Attendees:

Simon Perryman	SP	External Board Reviewer (via Teams)
Martin Colbourne	MC	Deputy CEO
Sebastian Gasse	SG	Vice Principal
John Pollitt	JP	Director IT Services, <i>until 4:28pm</i>
Hilary Bright	HB	Director of HR, <i>from 4:29pm until 5:21pm</i>
Jodie Mitchell	JM	Director of Governance and Legal
Clare Johnson	CJ	Governance and Legal Assistant – minutes, <i>until 6:07pm</i>

#### Apologies:

None

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The Chair welcomed SP to the Committee meeting.

#### 1. IT Update

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

#### 2. Onboarding and Enrolment Process

The report was circulated prior to the meeting and taken as read.

*JP left the meeting at 4:28pm.*

*HB joined the meeting at 4:28pm.*

#### 3. Apologies for Absence

No apologies were received.

#### 4. Declarations of Interest

No new declarations were made.

#### 5. Unconfirmed Minutes of the meeting held on 28 November 2023

The unconfirmed minutes of the meeting held on 28 November 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 28 November 2023

The unconfirmed confidential minutes of the meeting held on 28 November 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

Bus 2 Action 1: ACTION COMPLETE

*Additional CAPEX grant spilt information provided. The Committee agreed this would need linking with the reserves position and that the report will develop as the projects progress.*

Bus 2 Action 2: ACTION COMPLETE

*MC provided a verbal update confirming the costs related to high-risk H&S actions. Governors confirmed any actions required for high-risk items are to be progressed.*

**ACTION 3: MC to distribute the report for costs related to high-risk H&S actions.**

**Matt Poll to provide a further update at the Business Committee on 19 March 2024.**

Bus 2 Action 3: JW / MC to place the discussed property on the open market, noting there is a 'sitting tenant'. *Arnold Keys have been contacted as to how to proceed with this sale. Governors noted the risk that the capital could be taken by Treasury unless it is protected and ring-fenced. JW felt this was unlikely but is mindful and keeping abreast of Treasury developments.* **ACTION ON-GOING**

Bus 2 Action 4: ACTION COMPLETE

Bus 2 Action 5: ACTION COMPLETE

Bus 2 Action 6: ACTION COMPLETE

Bus 2 Action 7: ACTION COMPLETE

Bus 2 Action 8: ACTION COMPLETE

Bus 2 Action 9: ACTION COMPLETE

Bus 2 Action 10: ACTION COMPLETE

Bus 2 Action 11: ACTION COMPLETE

Bus 2 Action 12: ACTION COMPLETE

Bus 2 Action 13: ACTION COMPLETE

## 8. Workforce Development Report

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

- Data provided is up to 22 December 2023 due to upgrades within iTrent.
- Overall compliance for mandatory training has increased by 3%. The Committee reiterated discussions from item 1 (Action 1). HB highlighted that probations cannot be completed until mandatory training is completed. JW confirmed those taking longer than 3 months to complete is still a significant number.
- Long-term Absences are primarily related to non-work related stress, which is harder to manage.
- Leaver Analysis Report and the OnBoarder Analysis Report were discussed in detail.

**ACTION 4: HB to include benchmarking data for staff turnover going forward (once the AoC has provided the up-to-date data).**

**ACTION 5: HB to provide data on 'returning employees within 12 months of leaving' as part of the turnover report.**

**ACTION 6: JW / HB to review the sickness policy regarding sickness pay within the probationary period.**

**ACTION 7: HB to include YOY or comparator/previous data in each section of the workforce development report going forward.**

**ACTION 8: HB to request that great {with} talent remove fixed term contracts from the At-Risk category under the Engagement section of the Executive Summary.**

**ACTION 9: HB to provide a supplementary summary of the Leavers Analysis report and OnBoarder Analysis report going forward.**

**ACTION 10: HB to investigate the implementation of a Benefits Statement being available for all staff on iTrent.**

### **8.1 Update for 2023/24 staff Survey**

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

- Following the last meeting, further research of options was undertaken, Survey Initiative were instructed to carry out 4 surveys a year.
- There will be 3 pulse surveys in February, April and October.
- The pulse surveys will focus on wellbeing and action plans drawn up following feedback.
- A large survey will be completed in June/July.

**ACTION 11: HB / JW to provide updates to the Business Committee on the staff survey results after each survey.**

### **8.2 KPI Dashboard**

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

- Governors approved the initial template for the KPI Dashboard and requested JW develop further as per discussions.
- The Committee recommended the development of a Student Satisfaction KPI Dashboard.

**ACTION 12: Staff Satisfaction KPI dashboard to be added to future Business Committee agendas (CJ/JM).**

**ACTION 13: JW / SG to review adding a Workforce Planning update to future Business Committees or at the next Strategy Day.**

**ACTION 14: SG / LP to develop a Student Satisfaction KPI Dashboard.**

*HB left the meeting at 5:21pm and meeting held a short break.*

*JW temporarily left the meeting at 5.25pm as the meeting resumed.*

## **9. CONFIDENTIAL ITEM - Finance Updates**

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

*JW rejoined the meeting at 5:37pm.*

**9.1 CONFIDENTIAL ITEM – Latest Management Accounts and Finance Update**  
The discussion was confidential and is recorded within the confidential minutes.

**9.2 CONFIDENTIAL ITEM – Reserves Policy Update**  
The discussion was confidential and is recorded within the confidential minutes.

**9.3 CONFIDENTIAL ITEM – Financial Rating Review**  
The discussion was confidential and is recorded within the confidential minutes.

**9.4 CONFIDENTIAL ITEM – Income Generation Update**  
The discussion was confidential and is recorded within the confidential minutes.

*CJ left the meeting at 6:07pm.*

**9.5 CONFIDENTIAL ITEM – Financial Recovery Plan**  
The discussion was confidential and is recorded within the confidential minutes.

**10. Business Risk Register Update**

JW provided a verbal update for the Committee, confirming that work around the risk register is still ongoing. A list of dedicated risks for the Committee to monitor will be provided as soon as possible.

**11. Annual Review of Treasury Policy**

The report was circulated prior to the meeting and taken as read. The Committee recommended the Treasury policy to the Board for approval.

**ACTION 20: The Treasury Policy to be presented to Board on 13 February 2024 for approval.**

**12. Insurance Renewal Update**

JM provided a verbal update for the Committee confirming that the premiums have now been received from the insurance brokers, with a small increase on last year's premiums. The terms have been reviewed and have been approved by the Chair of the Corporation, on behalf of the Board. The Management Liability policy remains outstanding, and the College has been given a 7-day extension to provide additional documentation. The Chair of the Corporation has delegated Chair's authority to approve this.

**13. Governance Matters**

JM provided a verbal update for the Committee confirming that the RemGov Committee reviewed the upcoming Governor recruitment timeline and process, which is now being finalised. The advertisement will be going live within the next week. Work relating to the Chairs recruitment process is in hand and will be confirmed with the Board as soon as possible.

**ACTION 21: The Chairs recruitment process to be shared with Board on 13 February 2024 for approval (JM).**

**14. GDPR Compliance Report**

The report was circulated prior to the meeting and taken as read.

**15. CONFIDENTIAL ITEM - Union Colleagues Meeting Minutes**

The minutes were circulated prior to the meeting and taken as read.

**16. Other Urgent Business**

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

**17. Meeting Review and Summary**

Further to discussions at the RemGov Committee, brief 5-minute reviews at the end of each meeting are being implemented, to discuss the productivity of the meeting and if there are any suggestions for improvements going forward.

It was noted that the papers were received in advance and the Governors felt well informed and prepared for the meeting; but some of the papers require refining as discussed.

It was felt that the Governors had given a good balance of scrutiny, challenge and support and were enabled to do so.

**18. Date of Next Meeting**

The next Business Committee meeting will take place on 19 March 2024 at 4:00pm.

All business having been concluded; the meeting closed at 6:37pm.

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