

## CCN BUSINESS COMMITTEE MEETING

### CONFIRMED MINUTES OF THE CCN BUSINESS COMMITTEE MEETING HELD ON TUESDAY 31 JANUARY 2023 AT 4:00PM, IN THETFORD BOARD ROOM

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#### **Committee Members:**

Noel Bartram (Chair) (NB), Andrew Barnes (ABn), Jerry White (Principal) (JW), Lewis Pepperell (SU President) (LP), Shirley Barker (Staff Governor) (SB)

#### **In attendance:**

Martin Colbourne (Deputy CEO) (MC), Lana Jackman, (Governance & Legal Interim Clerk) (LJ), Sebastian Gasse (Vice Principal Student and College Services) (SG), Jon Pollitt (Director of IT until 4.27pm) (JB), Barbara Ashby (Governance and Legal Administrator) (BA),

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#### **1. IT Update**

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

- Cyber security remains a key focus with further training to be provided to staff and students where appropriate
- GDPR – an easier assessment process has been implemented
- CCN PC rebuild is complete, except for mobile devices
- Software updates are up to date

#### Activity/Projects

- Ongoing projects relating to the migration from EBS Oracle.
- ACE – is completed apart from conferencing facilities which is being reviewed
- CCTV upgrade for Paston and Easton has commenced

Various system improvements are being considered to include the following:

- Student onboarding review with consideration of using different suppliers including Tribal
- PowerBi being used as interface to data in relation to attendance
- Replacement of UPS/data centre requirements
- Refit projects relating to PC, laptop and AV conferencing

*SB joined meeting at 4:21pm*

*JP left meeting at 4:27pm*

#### **2. Apologies for Absence**

Apologies were received from Seth Harvey.

It was noted that a quorum was present, and the meeting had been convened in accordance with the articles of association of the company.

#### **3. 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.

**4. Unconfirmed Minutes of the meeting held on 22 November 2022**

The unconfirmed minutes of the meeting held on 22 November 2022, were agreed as a true record of the meeting, and will be signed by the Chair at the next available opportunity.

**5. Unconfirmed Confidential Minutes of the meeting held on 22 November 2022**

The unconfirmed confidential minutes of the meeting held on 22 November 2022, were agreed as a true record of the meeting, and will be signed by the Chair at the next available opportunity.

**6. Matters Arising**

21/22 Bus 5 Action 6: JW to check details concerning Data Incident no.9 and investigate. *JW stated it will be brought to Board meeting on 18 October for finalising. JW updated this by confirming this information will be circulated in advance of the next Business meeting on 31 January 2023.* JW confirmed the incident was judged to be of low risk. **ACTION COMPLETE**

22/23 Bus 1 Action 4: JM to check paperwork relating to potential claim and insurance information and report back to Business. *JM requested an update on the claim from NS-C which will be provided at the next Business meeting on 31 January 2023. NS-C provided an update regarding ELI advising this was not required in this instance.* **ACTION COMPLETE**

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.* **ACTION ON-GOING**

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.* **ACTION ON-GOING**

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 ON-GOING**

22/23 Bus 2 Action 3: Once received, MC to circulate to Governors any documents relating to financial health ratings from ESFA. *Agenda item 7.1.4 on 31 January 2023 with the report was previously distributed ahead of the meeting to all Governors.* **ACTION COMPLETE**

22/23 Bus 2 Action 4: MC / JW to prepare the Treasury Policy and bring to Business Committee on 31 January 2022. Agenda item 7.2. *MC provided the policy document to Governors which was discussed during the meeting.* **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. *Added to agenda 21 March 2023 item 8.1.5.* **ACTION ON-GOING**

22/23 Bus 2 Action 6: MC to amend the Finance Regulations with requested amendments by NB and amended paper to be brought to the Board meeting on 13 December 2022 for approval. *Approved at board 13 December 2022.* **ACTION COMPLETE**

22/23 Bus 2 Action 7: JM to check if statement on modern slavery is usually retrospective and to bring an update to the Board meeting on 13 December 2022. *Approved at board 13 December 2022.* ACTION COMPLETE

22/23 Bus 2 Action 8: JM to amend the wording 'due diligence' within the Modern Slavery Statement before presenting to Board on 13 December 2022. *Approved at board 13 December 2022.* ACTION COMPLETE

22/23 Bus 2 Action 9: MC / JW to provide an Easton strategy document so it can be circulated to all Governors. *The document regarding CCN Estates Strategy Update V.6 June 2022 is now available (within the Corporation Documentation on OnBoard) and includes details of the Easton Campus strategy (pages 11-15).* ACTION COMPLETE

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. *Work has started on this but not yet complete. Action carried forward to 21 March 2023.* **ACTION ON-GOING**

22/23 Bus 2 Action 11: CJ to contact JS requesting the next Union Colleagues Minutes provide clearer information regarding which individual is from which organisation. *CJ contacted JS to discuss.* ACTION COMPLETE

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

### 7.1. Finance Reports

The Finance Exec Summary was circulated prior to the meeting and taken as read.

#### 7.1.1. Latest Management Accounts including Emerging Picture

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

#### 7.1.2. Insurance Renewal - Towergate

The Insurance Renewal was circulated prior to the meeting and taken as read. The following key points were noted by MC and approval sought from the governors:

- A summary of costs that presents a rate increase of 15% which, although high, is considered acceptable given other current experiences in the insurance market.
- Each policy figure quoted has been considered
- Aviva are pleased to provide CCN cover for the main commercial combined policy.

**The Insurance Renewal was approved by the Committee.**

#### 7.1.3. Easton Land Legals Report

This matter was discussed within the Executive Summary report under item 7.1.

#### 7.1.4. Financial Health Ratings – ESFA

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

*Meeting break at 5.19pm and resumed again at 5.25pm*

### 7.2. Treasury Policy

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

MC confirmed that CCN are required to have a policy in place in relation to this matter.

After discussion with Governors, some amendments were requested. The amendments will be made and brought back to the next Business meeting on 21 March 2023.

NB commented there was no DfE mechanism recorded in the policy to provide loans to the College in terms of any future borrowing required.

LP asked in terms of reclassification, whether any permission is needed to replace capital items for the College. MC confirmed permission was not required.

SB asked whether the College has loan rate protection? MC responded stating the two loans are fixed until 2028 and 2032 and there are no contractual break points within them.

**ACTION 1: MC / JW to amend the treasury policy document to reflect changes requested and to bring back to the Business meeting on 21 March 2023.**

**7.3. Confidential Item – Cleaning Contract Extension**

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

**7.4. Confidential Item – Internal Audit Contract Extension**

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

**7.5. Confidential Item - Absence Management Contract Extension**

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

**7.6 Confidential Item – Occupational Health Tender Update**

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

**7.7 Staff Survey Outcomes:**

JW informed the committee that this has not yet been completed due to requiring feedback regarding methods used for surveys. Options regarding different methods are being researched by HB currently and JW will bring an update on the outcome of the research back to the next Business meeting on 21 March 2023.

**7.8 Governance Matters**

LJ informed the committee there was nothing to update at this meeting but a further update regarding the External Review process will be provided once available.

**8. SECTION B**

**8.1 Workforce Development Report**

The Workforce Development Report was circulated prior to the meeting and taken as read. The following key points were noted:

- The main absence category relates to staff having Covid related illness (and this included long term absence)
- Illness due to colds followed closely behind
- December was a short month so less working days affected these figures
- In general, the level of absence was for odd days rather than long periods of sickness
- There had been a significant rise in staff being off under the category of '*care of dependents*'
- The Bradford Factor - this is a method used to identify staff needing intervention for

- absence
- A high number of staff probations are overdue for staff starting in September
- Core Training has been acknowledged as an area requiring improvement in many categories and JW will provide an update at Board on 7 February 2023

**ACTION 2: JW to bring an updated report regarding core training figures to Board on 7 February 2023.**

**8.2 GDPR Compliance Report**

The GDPR Compliance report was circulated prior to the meeting and taken as read. MC noted the one matter that needed to be reported to the ICO.

**9. SECTION C**

**9.1 Confidential Item – Union Colleagues Minutes**

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

**10. Other Urgent Business**

No items were discussed under this section

**11. Confidentiality**

No items were discussed under this section

**12. Confidential Items**

Please see confidential minutes for items 7.1.1, 7.1.4, 7.3, 7.4, 7.5, 7.6 and 9.1

**13. Date of Next Meeting**

The next Business committee meeting will take place on 21 March 2023.

All business having been concluded; the meeting closed at 6:28pm.

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