

Additional Meeting of the Policy & Resources Committee

Date:	4 October 2021	Room number	Boardroom
Present	Evelyn Carpenter (Chair), Carole Ditty (CD), Forhad Altafi (FA) via Teams, Yvonne Kelly (Principal& CEO)		
In attendance	Maxine Deslandes (Director of Finance & Estates) (DOFE) Graham Hough (Chief Finance Officer) (CFO) Victoria Eastwood (Chief Governance Officer) (CGO)		
Apologies	Veronica Anthony-David (Chief Transformation Officer) (CTO)		
Circulation	Policy & Resources Committee/Corporation		

1.	Welcome and apologies. The Chair welcomed all present to the meeting and the Chief Finance Officer (CFO) was welcomed to his first meeting of the Committee. Apologies for absence were received from the Chief Transformation Officer.
2.	Declarations of Interest Governors were reminded of their responsibility to declare an interest in relation to specific items on the Agenda if appropriate. Evelyn Carpenter declared an interest in agenda item 5.
3.	Minutes of the Previous Meetings held on 14 June 2021 and 19 July 2021 The Minutes of the previous meetings held on 14 June 2021 and 19 July 2021 were agreed as true and accurate records. Approved: The Minutes of the meetings held on 14 June 2021 and 19 July 2021 were approved as true and accurate records.
4.	Matters arising It was noted that the previous Health & Safety Manager had left the College and there had been some difficulties recruiting to the post, however, interviews were scheduled for the following day. The Committee agreed that it would be appropriate for the actions from the policy meeting to be followed up by the new Health & Safety Manager and these were therefore deferred to the December meeting. Action: Outstanding actions from the July policy meeting to be addressed at the December meeting of the Committee.
5.	Appointment of Chair and Vice-Chair The Chief Governance Officer (CGO) reported that discussions had taken place prior to the meeting and the current Chair, Evelyn Carpenter, had agreed to continue for a further year subject to approval by the Committee. The Committee unanimously agreed that Evelyn be appointed for a further one year term as Chair and Evelyn was thanked for her commitment and dedication to the Committee. The CGO advised that the position of Vice-Chair would be discussed at the December meeting when membership of the Committee had been strengthened. Approved: Evelyn Carpenter be appointed as Chair of the Policy & Resources Committee for the 2021/22 academic year. Action: The position of Committee Vice-Chair to be discussed at the December meeting.

6.	<p>Committee Schedule of Business 2021/22 and Review of Committee Terms of Reference</p> <p>The Committee discussed the proposed Schedule of Business and Terms of Reference for 2021/22, noting the statutory agenda items and agreeing that the schedule would be subject to change. The Terms of Reference remained unchanged from the previous year and were approved.</p> <p>Approved: The Committee Schedule of Business and Terms of Reference for 2021/22 were approved for future use, subject to ratification by the Board of Corporation.</p>
7.	<p>Budget – Key Assumptions</p> <p>The CFO provided an update to the committee to provide assurance of the actions being taken by the Executive team to ensure that the College returned to a sustainable financial position as it recovered from the impacts of Covid. Key points included:</p> <ul style="list-style-type: none"> • Budget 2020-21 • Budget 2021-22 • Income • Costs • Apprenticeship Funding (Levy/Non-Levy) <p>The Chair questioned why narrative had not been included under Equality and Diversity on the front page of the report, adding that it would not be appropriate for any financial review or assumptions made to have a negative impact or ignore equality and diversity impact on students. The CFO replied that this has been an oversight as the focus had been on risk and implications, however, E&D would be updated for future reports.</p> <p>The Chair queried how the figure £22,000 in the table related to apprenticeship funding within Appendix A and also asked for some examples on how the grant allocations included a number of sub-targets to address specific priorities and whether these had a negative impact on the budget. The Director of Finance & Estates (DOFE) provided clarification on the specifics of the targets.</p> <p>In response to a query from the Chair, the CFO clarified that the partners within Appendix A offered learning in locations within a 30 mile radius of the College. These providers worked in local locations to learners that the College has not traditionally been able to attract due to an unwillingness/inability to travel to the College.</p> <p>The Chair thanked the CFO for the update and it was agreed that the position would continue to be monitored. The Committee agreed that the RAG rated presentation of the report had been useful.</p> <p>Agreed: That the current position be noted and monitoring of the budget to continue through the Committee.</p>
8.	<p>Agile Working Policy</p> <p>In the absence of the CTO, the Principal/CEO presented the Agile Working Policy and clarified that the policy had previously been presented to the Corporation who had asked that the Policy & Resources Committee receive an update on the position once the policy had been discussed with managers alongside scenario training and how this would be embedded.</p> <p>The Committee discussed the Agile Working Policy in detail and agreed that they were content with the Policy in principle but required further information on the implementation of the policy and ensuring fairness for all staff.</p>

	Agreed: That the Agile Working Policy continue to be rolled out across the College for the Committee to be able to review the effectiveness and impact at the first meeting of the New Year (March 2022).
9.	<p>Partnership/Subcontracting Progress Report 2021/22</p> <p>The Committee discussed the Subcontracting Plan 2021/22 and Partner Procurement Process 2021/22 noting the partners the College would engage with and the subcontracting budget. Detailed discussion took place on the following areas:</p> <ul style="list-style-type: none"> • Sub-contracted performance delivery 2020-21 • Quality and audit management of sub-contracted delivery 2020-21 • Partner procurement process 2021-22 • Planned sub-contracted delivery 2021-22 • 2020-21 contractual target and current funding performance <p>The CFO presented the Supply Chain Fees & Charging Policy 2021-22 advising that there had been no significant changes since the 2020 version.</p> <p>Approved: The Subcontracting Plans 2021-22 and Supply Chain Fees & Charging Policy 2021-22 were approved by the Committee.</p>
10.	<p>AoB – Evaluation of Meeting</p> <p>There was no further business. The Chair thanked all in attendance for their contributions and it was agreed that the meeting and been useful, effective and well chaired.</p>
5.	Date and time of next meeting – Monday 6 December 2021

The Chair thanked all those in attendance for their contributions during this academic year. The meeting closed at 7.20pm.

Agenda Item	Action	Responsibility	Timescale	Update
c/f	Driving to Work Policy – reference to alcohol to be extended to include other substances.	SB	ASAP	Deferred
c/f	Threats to College Policy – reference to telephone to include all forms of communication.	SB	ASAP	Deferred
c/f	Food Safety Policy – completion of Director and Head titles required.	SB	ASAP	Deferred
c/f	Draft Statement of Intent to be presented at the first meeting of the academic year.	DOFE	November 2021	Deferred
c/f	Copy of Permit to Work Template to be provided to the Committee.	SB	ASAP	Deferred

c/f	Stress at Work and Safeguarding Policies to be provided to the Committee for reference.	SB	ASAP	Deferred
4.	Outstanding actions from the July policy meeting to be addressed at the December meeting of the Committee.	CGO/Head of Health & Safety	6 December	
5.	Vice-Chair of the Committee to be discussed at the next meeting.	CGO	6 December	
8.	Agile Working Policy to be re-presented at the March meeting of the Committee to discuss impact, monitoring and effectiveness.	CGO/CTO	March 2022	Included within business cycle

Signed.....
 Evelyn Carpenter (Chair)

Date.....