

MINUTES OF THE POLICY AND RESOURCES COMMITTEE
HELD ON MONDAY 26 FEBRUARY 2024

PRESENT:

Arif Patel	Chair
Dr Fazal Dad	Principal and Chief Executive
Fran Crossland*	Member
Michael Lee	Member
Nadeem Memon	Member
Paul Morris	Member
Ridwaan Omar*	Member

IN ATTENDANCE:

Corinne McMillan*	Co-opted member
Jennifer Eastham	Vice-Principal: Finance and Corporate Services
Nicola Clayton	Director of Business Development and External Engagement
Steve Nunwick	Director of Facilities and Estates
Sarah Horeesorun	Director of Governance

* indicates participated via Microsoft Teams

The meeting commenced at 5pm and was quorate.

The Chair welcomed everyone to the meeting and for the benefit of new members Corinne McMillan and Nadeem Memon there were round table introductions.

The Chair explained that there would be a change to the Agenda order with Items 8, 9, and 10 following on after Item 5 and whilst the Director of Facilities and Estates was in the meeting. Thereafter, the Agenda order would resume and cover Items 6 and 7 for approval before moving to Item 11. This change was agreed by the Committee.

For presentation reasons, these minutes are set out to follow the Agenda order.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received in advance from Steve Waggott, Nathan Rogan, Rachel Tarplee and Joanne Calcutt.

2. DECLARATION OF CONFLICTS OF INTEREST

The Chair advised those in attendance that should members of the Policy and Resources Committee become aware of any potential conflicts of interest, they should be disclosed at the earliest opportunity during the meeting.

3. MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD ON MONDAY 27 NOVEMBER 2023

The Committee **APPROVED** the minutes of the Policy and Resources Committee meeting held on Monday 27 November 2023 as a true and accurate record, and these would be signed by the Chair.

4. **MATTERS ARISING**

The Committee noted the updates on the actions from the previous meetings and that an update on Campus Development was the theme of the focused presentation at Item 5.

5. **PRESENTATION ON THE CAMPUS DEVELOPMENT PLAN**

The Director of Facilities and Estates talked through a presentation of slides with examples of campus developments underway and those planned.

A Campus Masterplan was being developed to look after College assets and maintain current buildings, incorporating sustainability, and look to the provision of new areas as needs of the curriculum and students change.

The renovations of the Victoria Building were underway and would be covered in Item 8.

The Committee thanked the Director of Facilities and Estates for the presentation.

6. **MANAGEMENT ACCOUNTS TO 31 JANUARY 2024 & BUDGET MONITORING UPDATE**

The Vice-Principal: Finance and Corporate Services talked the Committee through the current financial position.

The Committee thanked the Vice-Principal and the Finance Team for managing the finances well and were reassured that the College was in a healthy financial position.

The Committee **RECOMMENDED** the Management Accounts to the Corporation Board for approval.

17.58pm Corinne McMillan left the meeting by prior arrangement.

7. **FINANCIAL REGULATIONS 2023/24**

The Vice-Principal: Finance and Corporate Services explained that the Financial Regulations set the rules by which the College finances were operated and how they were governed. The regulations were reviewed on a biennial basis or when there was a change to the control environment, in this instance, minor changes in terms of job titles, updated Committee Terms of Reference, legislation titles and ONS reclassification changes. The proposed changes were highlighted using track changes.

The Committee **AGREED** to recommend the proposed changes to the Financial Regulations to the Corporation Board for approval.

8. **CAPITAL PROJECTS - UPDATE**

Having updated the Committee on future campus developments in the presentation at Item 5, the Director of Facilities and Estates updated the Committee on the very latest on the DfE led Victoria Building renovation project.

The Committee noted the content of the Report and summer works planned.

9. **NET CARBON ZERO**

The Director of Facilities and Estates provided an update on progress towards the 31 step FE Climate Change Roadmap.

Steady progress had been made, and this was detailed in the Report, however there was much more to do. The appointment of the new Health, Safety and Compliance Manager should help drive improvements on these targets and sustainability.

The Committee noted the content of the Report.

10. HEALTH AND SAFETY UPDATE inc. HEALTH AND SAFETY STATEMENT 2023/24

The Director of Facilities and Estates provided an overview on the current position of incidents during the autumn Term 2023. He added that in future more analysis would be provided, but that the H&S related incidents detailed in the Report were within expectations and that there had been no RIDDOR reportable incidents.

The Committee was asked to review the updated Health & Safety Policy Statement. There was only one minor change, and this was accepted by the Committee who **RECOMMENDED** the Health and Safety Policy Statement to the Corporation Board for approval and for signature by the Principal and Chief Executive and the Chair of the Corporation Board.

The Chair thanked the Director of Facilities and Estates for his contribution to the meeting on this and other Agenda Items.

The Director of Facilities and Estates left the meeting at 17:55pm.

11. PEOPLE STRATEGY PROGRESS AND HUMAN RESOURCES UPDATE AS AT 31 JANUARY 2024

The Vice-Principal: Finance and Corporate Services talked the Committee through the Report and supporting Appendix providing the core HR data for the period 1 August 2023 - 31 January 2024.

All actions on the People Strategy had been met.

The Committee were pleased to note improvements and progress made.

12. STRATEGIC PLAN – ANNUAL OPERATING STATEMENT – PROGRESS AS AT 31 JANUARY 2024

The Vice-Principal: Finance and Corporate Services helpfully explained, for the benefit of new members, what the Strategic Plan was and that at this point, the College was mid-way through the 2022-25 plan. As of 31 January 2024, the majority of targets were not yet reportable as they were based on full year data, however, 5 were on target and 3.5 on target in part.

Members noted the progress made so far in year and the planned activities. No further comments were made.

13. COLLEGE KEY PERFORMANCE INDICATORS (KPIs)

The Committee reviewed the progress made so far on the KPIs for 2023/24 and noted:

- 12 - on target
- 3 - on target in part
- 6 – under target
- 2 – not yet reportable

The Chair asked if there were any KPIs standing out as a real risk and the Vice-Principal assured members that effective mitigations and controls were in place.

The Committee noted the progress made so far on the KPIs for 2023/24.

14. COMMERCIAL ACTIVITY 2023/24 TERMLY UPDATE

The Director of Business Development and Employer Engagement elaborated on the detail within the Report and reminded members that the successful bids and grants had contributed to the significant investment in the estate and would be funding many of the campus wide developments mentioned in earlier Agenda Items. The Industry Collaboration Zone (ICZ) launched in October 2023 was being well used to support employer engagement and would host the inaugural Alumni event the next week.

The Chair commented that it was good to see the success of the funding bids and projects and that it all looked positive.

The Committee noted the content of the Report and thanked the Director of Business Development and Employer Engagement and her Team for their hard work.

15. FE FUNDING UPDATE 2024/25

This Report was provided for information and updated the Committee on the ESFA FE funding contracts for 2024/25 and the Colleges' considered position.

A further update would be provided once the allocations had been announced.

16. LANCASHIRE COLLEGES HEADLINE BENCHMARKING 2022/23

This Report was provided for information. The Annex supplied compared the headline financial position of Lancashire Colleges showing movement for the last three years.

It was noted that all Colleges' income had increased and seven had made a surplus.

17. ANY OTHER BUSINESS

There were no items additional items under any other business.

18. REVIEW OF MEETING

The Chair thanked Committee members for their contributions and there followed some discussion of how the Committee might help drive improvement in its areas of responsibility if looked at through the lens of 'outstanding.' For example, the College finances were outstanding, but what more can the College do to improve quality and people management to become outstanding also. This was something to think about.

19. DATE AND TIME OF THE NEXT POLICY AND RESOURCES MEETING

Monday 13 May 2024 at 5pm in the Exchange Boardroom and via MS Teams.

Signed:
Date: