

MINUTES OF THE POLICY AND RESOURCES COMMITTEE
HELD ON MONDAY 28 FEBRUARY 2022

PRESENT:

Paul Levet	Chair
Dr Fazal Dad	Principal and Chief Executive
Michael Lee	Member
Paul Morris	Member
Arif Patel	Member
Roger Spensley	Member

IN ATTENDANCE:

Nicola Clayton	Director: Business Development and External Engagement
Jennifer Eastham	Vice Principal: Finance and Corporate Services
Damian Stewart	Assistant Principal: Teaching and Learning (Technical Centre)
Rachel Tarplee	Assistant Principal: Teaching and Learning (Academic Centre)
Jean Tracy	Clerk to the Corporation

The Chair welcomed colleagues to the meeting and wished to thank Roger Spensley for his contributions over a number of years, this being his last Policy and Resources Committee meeting.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Kathryn Lord and Steve Waggott.

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 29 NOVEMBER 2021

The Committee **APPROVED** the minutes of the Policy and Resources Committee meeting held on Monday 29 November 2021 as a true and accurate record, and these were duly signed by the Chair.

4. MATTERS ARISING

The Committee noted the updates on the actions from the previous meetings, as included in the agenda document. There were no other matters arising.

The potential conflict of interest in relation to the Subcontracting paper was noted. Steve Waggott had not been sent the papers and would not be sent any future papers and relevant minutes relating to this item.

5. **SUBCONTRACTING**

The Director: Business Development and External Engagement presented the paper which provided an update on the proposed subcontracting, this having been discussed by Policy and Resources Committee at its meeting on 29 November 2021. The Director: Business Development and External Engagement informed the Committee that a training provider had now been identified and that, subject to due diligence and ESFA approval, the Committee would be asked to approve an Adult Education Budget subcontract in the 2021/22 academic year initially to the value of £50,000.

It was agreed that the following minute (in italics) would be classified as confidential, not for publication.

6. **T-LEVELS**

The Report provided an update on the College's plan to deliver T-levels. The Committee noted the four T-Levels which would be delivered from September 2023 and the detailed project plans which had been developed to ensure appropriate staffing resources, equipment and marketing/communication were robustly planned. The College would submit a Building and Facilities Grant application for Construction and was considering options for the other curriculum areas. In answer to a question from a Committee member, it was confirmed that the existing construction facilities could be used to deliver the T-level.

The Vice Principal: Finance and Corporate Services requested Committee approval to put in a Building and Facilities Grant application by the 11 March 2022 deadline, noting that this would be in advance of the Board meeting on 25 March 2022. The Committee was informed that the bidding window was very short and hence the request had not been brought to the Committee earlier. It was confirmed that the submission of the bid and any successful outcome, would not commit the College to going ahead with the construction.

Policy and Resources Committee **AGREED** that a Building and Facilities Grant application could be submitted, noting that this would not commit the College to progressing the build, and that the Chair of Policy and Resources Committee would approve the application documentation prior to submission.

7. **MANAGEMENT ACCOUNTS, YEAR TO 31 JANUARY 2022**

The Vice Principal: Finance and Corporate Services presented the Management Accounts up to the period ending 31 January 2022.

The Committee noted that the current operating position was in line with budget and the risk that the favourable variance on delegated expenditure was not sustainable for the whole year. Cash balances were healthy and the FE Commissioner metrics had been met.

The Committee **AGREED** to recommend the Report to the Corporation Board for approval.

8. **STRATEGIC PLAN 2019-2022 – ANNUAL OPERATING STATEMENT – PROGRESS UPDATE AS AT 31 DECEMBER 2021**

The Report provided the Committee with the second update for 2021/22 and progress against the targets for 2021/22. Full details were provided in the appendices and were noted by the Committee.

9. COLLEGE PERFORMANCE INDICATORS 2021/22 – PROGRESS UPDATE

The Committee considered the Report, noting the performance against each of the KPIs. The Vice Principal: Finance and Corporate Services informed the Committee that since the Report had been prepared, a number of appraisals had been completed and the figure now stood at 89%.

The Committee noted the information provided in relation to staff turnover and that no trends were emerging in relation to the reasons for leaving. The College was looking into other ways of recruiting and driving interest in staff vacancies.

In answer to a question from a member of the Committee, it was confirmed that room utilisation would be near to target were Victoria Building statistics to be removed. The Vice Principal: Finance and Corporate Services also explained the background to why this was included and for why it should remain, noting that room utilisation was not a key target.

10. HEALTH AND SAFETY UPDATE INCLUDING HEALTH, SAFETY AND WELFARE POLICY 2022/23

Health and Safety Update Report – The Vice Principal: Finance and Corporate Services presented an update on key Health and Safety activities during the academic year 2021/22, which included incident statistics, Covid, the topics for discussion at the Health and Safety Committee, risk assessment monitoring, audits and inspections, off site visits and EVOLVE, external events and legislative changes. The Report had not been considered by any other Committee.

The Chair of Policy and Resources Committee wished to thank the College on how the Covid situation had been managed.

Health, Safety and Welfare Policy 2022 and 2023 – The Committee was advised that the Health, Safety and Welfare Policy had been reviewed, updated and considered by the Health and Safety Committee at its meeting on 9 February 2022. The Vice Principal: Finance and Corporate Services advised that minor changes had been made and that the Policy remained fit for purpose.

Policy and Resources Committee **AGREED** to recommend the Health, Safety and Welfare Policy 2022 and 2023 to the Corporation Board for approval at its meeting on 25 March 2022. The Principal and Chief Executive and Chair of the Corporation Board would then sign the Policy.

11. HUMAN RESOURCES UPDATE – 31 JANUARY 2022

The Report provided information on the core HR data set for the period 1 August 2021 to 31 January 2022. The key issues identified within the Report were discussed and it was requested that the College provided clarification on whether the staff leaving who had cited work life balance related to academic, support or a mix of both. It was **AGREED** that the Vice Principal: Finance and Corporate Services would obtain this information for inclusion in the minutes.

Action: Vice Principal: Finance and Corporate Services

The Committee noted the impact on pay differentials as a result of increases in the national living wage and that the College was looking at how this was dealt with.

12. ORGANISATIONAL DEVELOPMENT REPORT 2021/22 – AUGUST-JANUARY 2022

The Director: Business Development and External Engagement presented the Report which provided information on the Organisational Development data set for the period 1 August 2021 to 31 January 2022. The key issues identified within the Report were noted and included that Continuous Personal Development and Organisational Development had been highlighted as

very strong during the Ofsted inspection and that staff satisfaction with staff development was currently very high, at 100%.

13. COMMERCIAL ACTIVITY 2021/22 TERMLY UPDATE

The Director of Business Development and External Engagement provided an update on the Commercial Provision and External Funding bids, noting that the Report had not been considered by any other Committee.

It was again reported that income continued to be behind profile, in the main this being due to the current pandemic. The College was focussing its work around the trade areas, the launch of Blackburn College Trades Centre on 25 February 2022 having been extremely successful. Information was also provided in the Report on the programme offer and on funding bids, including that for the Hybrid Electric Automotive Technology/Training (HEAT) lab.

It was confirmed that the College had approached the Royal Blackburn Hospital regarding the Leadership and Management programme and that talks were ongoing. A member of the Committee would report back to the Hospital in order that these talks were progressed.

14. NET ZERO CARBON - UPDATE

The Vice Principal; Finance and Corporate Services presented the Report which provided Committee members with information progress against the 31-step FE Climate Change Road Map, a copy of the Action Plan being included in the papers.

A member of the Committee informed the meeting of his current involvement in this area of work and on the need for the sector – FE and HE – to put forward proposals on a proper data set which would be agreed by all parties.

The possible role of a Net Carbon Zero/Sustainability Governor Champion was again mentioned.

15. FE FUNDING UPDATE 2022/23

The Vice Principal: Finance and Corporate Services informed the Committee of the detail of the FE funding which had been received since the Report had been prepared. The Committee noted the increase in 16-18 funding and that no information had yet been received in relation to 19+.

16. SALARY SACRIFICE SCHEMES – ELECTRIC VEHICLE SCHEME

Policy and Resources Committee noted the update on the Scheme.

17. LANCASHIRE COLLEGES' HEADLINE BENCHMARKING 2020/21

The Report, which was provided for information, provided detail on the headline benchmarking figures for Lancashire colleges and for two local universities.

18. ANY OTHER BUSINESS

There were not items of any other business.

19. REVIEW OF MEETING

The Chair thanked Committee members for their contribution and discussions.

20. DATE AND TIME OF NEXT POLICY AND RESOURCES COMMITTEE MEETING

Monday 16 May 2022 at 5.00pm.

Signed:

Date:

