

**CORPORATION BOARD
FINANCE & EMPLOYMENT COMMITTEE**

Minutes of a meeting of the Finance & Employment Committee held at the Abingdon campus
on Thursday 7th October 2010 6.00pm.

Present: Bruce Hunt (Chair)
Sylvia Doyle
Teresa Kelly (Principal)

In attendance: Di Batchelor
Miranda Coles
Mike Gaston
Kelly Sprigg
David Bramble (Clerk)

Action

1. ELECTION OF CHAIR.

David Doughty was elected Chair for 2010/11.

Bruce Hunt was elected Chair for the meeting.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from David Doughty and Jon Russell.

3. DECLARATIONS OF INTEREST

None.

4. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 24th June 2010 were approved.

5. MATTERS ARISING

5.1 Improvements in presentation of financial reports

Miranda Coles reported that she had looked at the reports of Dudley College. They were very detailed but did contain some useful signposting of trends, significant variances, key indicators. Miranda agreed to investigate possible use of 'Balanced Scorecard' or 'Dashboard' presentation.

**Miranda
Coles**

6. HR ANNUAL REPORT 2009/10 & HR ANNUAL DATA May – Aug 2010

Kelly Sprigg presented the report highlighting:

- The College had been accredited with the "Employers Supporting Working Carers".
- All staff had been trained on elements of Equality and Diversity at the College's Development day in April 2010.
- The adoption of new CRB/Independent Safeguarding Authority procedures was on hold awaiting Government decisions.
- The College was near to catching up on the backlog of teacher training and currently 87% of the teaching staff had completed a teaching qualification. 37% were required to undertake an additional teaching qualification under the new regulations.
- In July 2010 30 voluntary redundancies were supported from across the College and 6 compulsory redundancies arose through closure of the

Nursery.

- 25 members of staff had taken advantage of the Cycle scheme. Child care vouchers which could be a further cost neutral benefit to staff will be explored in 2010/11.

In response to questions on HR data, it was confirmed redundancies had been included in staff turnover statistics and it was recommended these figures should be re-worked to exclude redundancies in accordance with general practice outside the College.

Kelly
Sprigg

It was noted that the staff survey had received a greatly improved number of responses which were generally favourable.

It was noted that good progress had been made on last year's action plan and actions for 2010/11 were approved.

7. MANAGEMENT ACCOUNTS AT 31 JULY 2010

Miranda Coles reported that the Income and Expenditure account showed a surplus before pension and asset adjustments of £584k compared to a revised budget surplus of £365k. Unusually there was a credit of £368k in FRS 17 pension adjustments which, after fixed asset adjustments, resulted in a surplus of £955k compared to a budgeted surplus of £65k.

Income was £18,444k, £42k under the revised budget figure. Non pay expenditure of £5,965k was £469k below forecast as a result of tough decisions to ensure only essential costs were incurred. Pay expenditure was £208k above the budget figure of £11,895k but included £235k for voluntary redundancy costs and £58k for early retirement costs associated with voluntary redundancies.

There was a query as to why the debtors figure was £307k more than the previous year. Miranda Coles agreed to investigate.

Miranda
Coles

The cash flow included only expenditure approved by the Board and further work was required to improve the accuracy of the figures. Following a question, the entry showing repayment of funding of £124k by LSC would be investigated.

Miranda
Coles

Management accounts at 31 July 2010 were noted.

8. FINAL FUNDING FIGURES AND NUMBERS 2009 – 10

Mike Gaston reported that 16 -18 Responsive numbers were 80 above target for which no additional funding was generated but they had served as a successful basis for growth for 2010/11. This planned growth, particularly in Foundation delivery, was predicted to rise again in 2010/11 and had resulted in a number of initiatives and curriculum developments for this academic year.

Kevin
Cull

Adult Responsive also showed an over delivery of 4.5% against allocation.

There were shortfalls in Apprenticeship and Train to Gain. The 16-18 Apprenticeship line would be credited with an amount of approximately £27k.in the period 3 return in November. Difficulties were encountered in recruiting students within the 19-24 age range but 25+ was oversubscribed.

Mike Gaston reported that shortly before the start of the meeting he had been informed that LIME, a new partnership specialising in apprenticeships for customer service, had gone into receivership. The College had a duty of care for the 12 apprentices who were within one month of completing their course and he would attend to this tomorrow. As payments to LIME had been withheld pending investigations on delivery, there was no risk of financial loss to the College.

9. SHARED SERVICES PROPOSALS – PROGRESS REPORT

Miranda Coles reported that Learning Skills Network (LSN) had reviewed the College's payroll function and had made proposals which were considerably more expensive than current costs. Furthermore, the proposal was to sub contract to LSN rather than a shared service.

LSN were at the 'Discovery' phase on the College's HR processes and procedures. Proposals would be received before Christmas.

MIS was also at the 'Discovery' phase and LSN would submit proposals for two or three options within a month.

Teresa Kelly expressed disappointment that LSN appeared to be proposing outsourcing rather than shared services. Shared services would be discussed at the 'Away Day' and a discussion paper would be produced.

10. ANY OTHER BUSINESS

David Bramble advised that as the Financial Statements audit appeared to be progressing well, it was hoped the joint meeting with the Audit Committee planned for 2 December could be brought forward to mid November. He would be checking on members' availability shortly.

David
Bramble

Next meeting: Thursday 2nd December 2010, 6.00pm, Abingdon campus (may be brought forward subject to availability of financial statements).

Meeting ended at 7.32pm