

Minutes of the Finance and General Purposes (F&GP) Committee meeting held in the Executive Boardroom at 1630 hrs on 19 March 2020

Present	Rod Allerton	Ian Jackson	Michael Rabbett
	Bryan Redshaw (Chair)	Rachel Nicholls (Acting Principal)	Kelly Swingler
In Attendance	Ralph Devereux (Interim Clerk)	Catherine Hall (ED (HR))	Charlotte Hobday (Gp Dir Fin)
	Julian Kirkpatrick (AP (Curr))	Angela O'Reilly (VP(C&Q))	Marie Peene (Apprenticeships)
	Peter Walker (VP(CS))		
Apologies	Simon Smith	David Pennell (NCS)	Louise Perry (NCS)

PART ONE

STANDING ITEMS

F34/19 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS

- a. Opening Remarks. The Chair welcomed all to the meeting and explained that members were attending electronically because of changes to normal process necessitated by CoVID-19 measures; discussions would be strictly to agenda items to minimise meeting time. **(Action 1)**
- b. Opening Actions, the apologies were accepted. The meeting was quorate, no notice had been received of any Member becoming ineligible to hold office and there had been no unregistered interests declared.

F35/19 MINUTES AND ACTIONS

- a. The Minutes of the last meeting held on 28 November 2019 were confirmed for electronic signature; action delegated to the Clerk. **(Action 2)**
- b. Matters Arising from the Minutes. There were no matters arising.
- c. Action Register; actions from the previous meeting were considered.

Please refer to referenced Minute for further detail		Status
Action 1	17/19a. Last minutes (03.10.19) confirmed for signature.	Completed
Action 2	19/19b/c. All accounts recommended to the Corporation.	
Action 3	21/19. Management accounts noted.	
Action 4	22/19b. UCP accounts recommendation noted.	
Action 5	22/19c. Tax detail to next meeting.	
Action 6	22/19d. Loan and letter recommended to Corporation.	
Action 7	23/19. FS Policy recommended to Corporation.	
Action 8	24/19. AEB increase approved.	
Action 9	25/19. Common Room project rec to Corporation.	
Action 10	26/19. OfS letter noted by Members.	
Action 11	27/19. Reply to OfS and dates circulated to Members.	

Action 5 was discussed with assurance that it had been completed.

- d. Training and Attendance. There were no Training or Attendance matters to consider.

e. Urgent Business. There was no urgent business requested.

a. **The information was noted.**

b. **Action had been identified.** (Register at 47/19)

BUSINESS ITEMS (Papers had been posted to Board IQ in advance)

F36/19 APPRENTICESHIPS

Apprenticeships numbers had declined over the previous year and were broadly in line with the national trend; additional numbers were expected throughout the remainder of the current year to reinforce an extension to an existing sub-contract non-levy arrangement. The budget shortfall of c£68k had been offset by increasing other Apprenticeship Academy income streams and should the overall achievement exceed 70% then an additional return of c£63k could potentially be accessed. ESFA non-levy contracts had been extended until 31 December 2020, pending introduction of the "Apprenticeship Service" with allocations of:

a. c£873k for 16-18 apprentices; and

b. c£399k for adults .

The comprehensive paper was considered and assurance was sought and received on the robustness of some numbers, anecdotally, the likelihood of any clawback was low.

The information was received.

F37/19 SUBCONTRACTING FEES AND CHARGING

The "Supply Chain Fees and Charges Policy" evidenced the Corporation's satisfaction that sub-contracted provision supported the College Strategic Aims and enhanced the learner offer. The Policy had been updated to reflect the latest Education and Skills Funding Agency (ESFA) requirements. The Policy was considered, discussed and was approved. **(Action 3)**

a. **The information was noted.**

b. **Action had been identified.** (Register at 47/19)

F38/19 ADULT EDUCATION BUDGET (AEB)

Members were reminded that the AEB budget (c£2.08m) had, since last August, been apportioned between the ESFA and the Cambridgeshire and Peterborough Combined Authority (CPCA), the comprehensive and clearly written paper, including essential tabulated detail, was then considered. The robust statement that the overall AEB income would be within £2.7k of the total budget was welcomed. In reply to a question, the relationship with the CPCA had sometimes been a little strained (over non AEB associated matters) but was improving as experience with the new arrangement was gained. The Chair thanked the AP(Curr) for both the paper and presentation.

The information was received.

F39/19 HUMAN RESOURCES (HR)

The comprehensive paper detailed in-year HR information by category:

a. Staff in post. The pay costs reduction exercise had reduced the number from 904 employees (fte c504, August 2019) to 839 (fte 470, 31 January 2020).

b. Turnover. The rolling staff annual staff turnover at 31 January had been 20.9% (AoC benchmark 18.2%).

c. Sickness Absence. The rolling staff annual sickness at 31 January had been 6.4 days however the highest element, those affected by anxiety, stress and depression, had reduced by a welcome 5%.

d. Employee Relations((ER) and Performance Management PM). There had been 80 ER cases, averaged at 12.3 per month reduced from the previous year's 16.4; formal action had resulted

in 4 dismissals and 21 formal warnings with disciplinary cases the largest element at 24. Details were noted in the paper.

The information was received.

F40/19 iMET SKILLS LTD

The financial position of iMET Skills was fully explained in the accompanying papers and was discussed with focus on the “Going Concern” arrangements, which informed the considerations; the accounts to 31 July 2019 were approved. **(Action 4)**

- a. **The information was noted.**
- b. **Action had been identified.** (Register at 47/19)

F41/19 MANAGEMENT ACCOUNTS

Financial matters were included in a single report supplemented by a comprehensive list of appendices and a detailed narrative. The forecast YTD remained positive, although reduced, all variances were fully explained and numbers detailed in the paper. Staff costs were currently 64.7% of income and the numbers included the agreed 1% staff pay award although no provision had yet been made for the iMET position. The accounts were received and noted. **(Action 5)**

- a. **The information was noted.**
- b. **Action had been identified.** (Register at 47/19)

F42/19 SUBSIDIARY COMPANIES

- a. Group accounts. The consolidated Group accounts (PRC, APTLtd & PRCVentures) were considered and the forecast positive surplus was noted. UCP (not a wholly owned subsidiary) was forecast to break even.
- b. University College Peterborough (UCP). UCP remained a joint venture with Anglia Ruskin University (ARU) who completed the accounts and records, the background was fully explained in the accompanying papers, together with a summary re-forecasted budget. Student numbers (expressed as fte) were 39 below budget offset by improved retention and cost reductions leading to a forecast contribution of £28k above budget.
- c. Anglia Professional Training (APT). The ESFA current financial health grading of “Satisfactory” would need to be improved next year or an automatic downgrading to “inadequate” would be triggered. That outcome would prejudice ESFA funding, and alternative strategies to avoid that were currently being explored. The information was noted.
- d. PRC Ventures(PRCV). The forecast deficit for PRCV had been reduced to £32k and was forecast to break even in 2020, the reasons for the situation were clearly explained. However, after a business case appraisal it had been decided by the PRCV Board and the College Corporation to wind-up the business and transfer the staff to the College under the Transfer of Undertakings (Protection of Employment)(TUPE) Regulations wef 1 May 2020.
- e. Peterborough Skills Academy (PSA). Members were reminded of the financial arrangements between PRC and PSA (agreement 18 December 2016), which included the right to appoint one director, and the VP(CS) had now joined the Board. PSA had been introduced to NCS and a 16-18 sub-contract had been established.

The information was noted.

F43/19 BANK MANDATE

The mandate with NatWest required two signatories on banking documents (including cheques) and it was necessary to nominate replacements for those departed signatories, accordingly it was recommended that:

- a. Charlotte Hobday (Gp Dir Fin) should replace Roy Bird;
- b. Catherine Hall (ED (HR)) should replace Scott Cryer; and

- c. Angela O'Reilly (VP(C&Q)) should replace Greg Hanrahan.
- d. Rachel Nicholls (Acting Principal) and Peter Walker (VP(CS)) would remain.

Changes to the Bank Mandate were unanimously approved. **(Action 6)**

- a. **The information was noted.**
- b. **Action had been identified. (Register at 47/19)**

F44/19 ESTATES

- a. Common Room. Full detail of the refurbishment scheme had been approved at the last meeting, the tender had been let and the work would be completed during the Easter break.
- b. Main Hall. Refurbishment of the Main Hall was currently being costed and if approved by the SLT, the work would be included in the minor works budget to be presented at the next committee meeting.
- c. Green Level Accreditation (GLA). The Peterborough Environmental City Trust had again accredited PRC at the "Green" Level.

The information was noted.

F45/19 URGENT BUSINESS

There had been no urgent business requested.

F46/19 DATES OF NEXT MEETING

The next meeting would be at 1630 on 19 March 2020.

F47/19 ACTION REGISTER

Please refer to referenced Minute for further detail		Resp	Date
Action 1	F34/19a. Meeting discussion strictly to agenda items.	Chair	wie
Action 2	F35/19a. Last minutes (28.11.19) confirmed for signature.	Clerk	
Action 3	F37/19. Subcontracting Fees and Charging Policy approved.	VPCS	
Action 4	F40/19. iMET accounts approved.		
Action 5	F41/19. Management accounts received and noted.		
Action 6	F43/19. Bank Mandate approved.		

[Rajni Deyanra \(Clerk\) for Bryan Richardson \(Chair\)](#)

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Final Audit Report

2020-07-01

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