



**MINUTES**  
**of the meeting of the Finance and Employment Committee**  
**held on Wednesday 18 March 2020**

Present: - Mr James Caird (Chair)  
Mr Igor Andronov (by phone)  
Mr Ian Peake (Principal)

In Attendance: - Mr Edward Gwillim (Director of Finance)  
Mrs Debra Baldwin (Director of Personnel)  
Mrs Jo Ricketts (Deputy Principal)  
Mrs Linda Watkins (Clerk to the Corporation)

The meeting was quorate as three Members were present. Igor Andronov joined the meeting by phone as he was self-isolating due to COVID-19

	<b>Action</b>
<p>1. <b>Apologies for Absence</b> Ms Becky Payne.</p>	
<p>2. <b>Declaration of Interests</b> No interests declared.</p>	
<p>3. <b>Minutes of the last Meeting</b> The Chair signed the minutes of the meeting held on 27 November 2019 as a true and accurate record.</p> <p>Matters had been addressed or would be included in annual reports next year. A Governor asked about previous discussion at the last meeting and questioned as to whether all staff are registered for MyConcern; this would be followed up after the meeting.</p>	D Baldwin
<p>4. <b>Employment Reports</b> The Director of Personnel presented the following reports:</p> <p>I. Staff Report. Staff development had been arranged at the end of term covering a range of topics. It is planned to deliver training in smaller groups based on COVID-19 Government guidance. It was recognised that this is a fast-changing situation and subject to change. The new payroll system had been embedded and is working effectively with all staff being paid. The College will implement national minimum wage increases from 1 April 2020. A Governor asked about the potential financial impact of the minimum wage which was anticipated to be in the region of £30K per annum. LGPS and TPS will</p>	

increase employee pension contributions in April; this is outside of the College's control. The College will submit gender pay gap information by 31 March 2020.

- II. The Personnel and HR Action Plan summarised progress of key actions in the department; some would be reported to the Committee. Policies and procedures are being standardised across the whole College. There was discussion about the D1 qualification required for staff to drive minibuses costing £1000 per person if a member of staff does not have this vehicle category on their driving license. Future planning could be to purchase minibuses within the size category permitted on driving licenses.
- III. The following policies had been revised and presented with changes highlighted for discussion and approval: -
  - a. HLNSC Grievance Policy
  - b. HLNSC Disciplinary Policy
  - c. HLNSC Recruitment and Selection Policy
  - d. HLNSC Conduct Policy
- IV. The Health and Safety Report did not include data charts showing incidents due to an issue with the 'Smartlog' system. There were three RIDDOR incidents during the period with details reported. The College had established a working group to discuss COVID-19 daily and take appropriate actions following Government guidance with staff and students given regular information and advice.

The Committee agreed: -

- To note the reports
- To approve the policies subject to an additional point in the Grievance and Disciplinary Policies stating managers should seek guidance from HR when the policy is being used. Grammar would be changed to use 'must' and not 'should' as appropriate.

D Baldwin

## 5. Finance Reports

- I. Management accounts to 31 January 2020 were outlined showing variances against budget. The Director of Finance outlined significant variances, reasons and mitigating actions, where applicable. Asset disposal assumes the sale of Pound Farm phased over the current and next financial year.

Discussion progressed to COVID-19 and the College's insurance policy which includes £1M business interruption insurance; however, this would not cover COVID-19. There was discussion about Teaching Assistants for high needs funding in the event that the College closed. It was agreed that no immediate actions should be taken as the Government is trying to mitigate risk.

The cashflow forecast showed 40 days cash in March 2020. The balance sheet and current assets are strong. Financial health remained good to the year ending 31 July

2021 calculated using ESFA financial indicators.

- II. Capital projects. New boilers had been purchased at Oswestry Campus costing £200K and the £2M capital project at Walford Campus is near to completion. Some maintenance had been undertaken on the College's houses near Walford Campus to ensure these met commercial standards for rental. It was planned to install a mezzanine in the Faculty of Technology during the summer. Planning for the Holme Lacy Campus enterprise centre project was underway. A bid had been submitted to the LEP for Pound Farm development with a response awaited from the LEP. A bid for T-Level funding had been submitted with a response awaited.
- III. Tuition Fee and Remission Policy 2020/21. The policy was aligned to ESFA's policy and Office for Students. An increase to fees of approximately 5% was proposed with costs aligned across all campuses.

The Committee agreed: -

- To note the management accounts to 31 January 2020
- To note the capital projects update
- To recommend that the Board approve the Tuition Fee and Remission Policy 2020/21

**6. Any other business and comments**

No items

**7. Date and time of next meeting**

The next meeting was arranged for Wednesday 24 June 2020 commencing at 2.00 pm.

**Signed as a true record of proceedings**

**Chair:** ..... **Date:**.....