

CORPORATION OF DERBY COLLEGE
FINANCE AND RESOURCES COMMITTEE



***Minutes of the meeting held in the Lees Brook Suite,
 Enterprise Park at the Prince Charles Avenue campus on
 Friday, 4 May 2007 at 9.30 a.m.***

COMMITTEE MEMBERS PRESENT: Jackie Beswarick
 David Croll, Principal and Chief Executive
 Tim Park
 Chris Perkins
 Brian Powell, Chair
 Tony Riley
 Graham Schuhmacher

ALSO IN ATTENDANCE: John Callaghan, Deputy Principal: Planning and Funding
 David Coates, Clerk to the Corporation
 Nigel Gell, Deputy Principal: Support and Environment
 Jon Mold, Director of Finance
 Vanessa Scales, Director of Human Resources

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	Vanessa Scales, HR Director, was welcomed to her first meeting of the Committee.		
48.	<u>DECLARATION OF INTERESTS IN ANY OF THE ITEMS ON THE AGENDA</u> The Chair reminded those present to declare at the start of the meeting interests held in any matter to be discussed. Graham Schuhmacher declared a non-prejudicial interest as an employee of Rolls Royce, with whom the College had an outstanding debt stated in the management accounts. No further interests were declared.		
49.	<u>APOLOGIES FOR ABSENCE</u> There were no apologies for absence. The meeting was confirmed to be quorate.		
50.	<u>MINUTES</u> AGREED that, subject to a minor handwritten amendment to Minute No. 42, the Minutes of the meeting held on 2 March 2007 be confirmed as a correct record and signed by the Chair.	Chair	4 May

Min. No.		ACTION by whom	DATE by when
51.	<p><u>ACTIONS OUTSTANDING AND MATTERS ARISING</u></p> <p>There was one action outstanding from the Minutes of the last meeting.</p> <p><u>Roundhouse – Update on Stabilisation and Pigeon Infestation Removal and Costs (Minute No. 47 refers)</u> The Deputy Principal: Support and Environment was to write to the Police and the City Council.</p>	Deputy Principal	May 2007
BUSINESS MATTERS			
52.	<p><u>HR DEVELOPMENTS: PERFORMANCE INDICATORS AND TRENDS</u></p> <p>The Director of HR presented her report recommending performance indicators to be monitored regularly by the Senior Leadership Team and the Corporation, and provided details of the College's performance against these indicators as at March 2007. The Trent system for recording HR information was being developed over the forthcoming 12 -18 months as information was loaded onto the system and its capability was developed.</p> <p>Sickness absence at 4.7% was regarded as high. The actual number of days lost was not known, but a comparison was given by a Governor from the health sector, where a similar figure equated to 12 days lost per employee.</p> <p>Ethnic minority representation was low compared with the local population, and it was felt that positive steps needed to be developed to encourage greater diversity and representation in the workforce at all levels.</p> <p>The performance indicators would be benchmarked in future against other East Midlands colleges, and it was intended would be a standing report to the Committee.</p> <p>AGREED that the report be noted, and the performance indicators be approved and developed for monitoring the Colleges' performance in relation to Human Resources.</p>		
53.	<p><u>APPOINTMENT OF PROPERTY AGENTS</u></p> <p>AGREED that the appointment of Rigby and Co. as College property agents be approved.</p>		
54.	<p><u>PROPERTY STRATEGY – FINANCIAL SUMMARY</u></p> <p>The Committee received a detailed report on the financial summary of the College's Property strategy as it related to the LSC capital bid, and current property developments. The summary assumed that the lease at Masons Place would be terminated at the first</p>		

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	<p>break-point. The assumption was agreed, and it was acknowledged that it could be varied by a future decision to retain the premises.</p>		
	<p>The current requirements from contingency were noted representing 9% of the total sum available, and which included the provision of additional security services at the Roundhouse to secure the site for the next 12 weeks. This linked back to the action outstanding from the last meeting, for the Deputy Principal to write to the City Council (Minute No. 47 refers), to seek the reimbursement of costs from the City Council in the lead-up to the handover to the building contactors expected on 9 July 2007.</p>		
	<p>AGREED that the financial summary of the property strategy be received and accepted, and spend against contingency be reported to future meetings of the Committee.</p>	Dir. of Finance	July 2007
55.	<p><u>MANAGEMENT ACCOUNTS (FEBRUARY 2007)</u></p>		
	<p>AGREED that Management accounts for February 2007 be received and accepted</p>		
56.	<p><u>REVIEW OF FINANCIAL REGULATIONS, PROCEDURES, TENDERING PROCEDURES, FRAUD POLICY AND TREASURY MANAGEMENT POLICY</u></p>		
	<p>The Committee reviewed with the Director of Finance the updated policies and procedures in respect of financial management. A summary of the main changes was presented, and in discussion the Committee requested one variation to further clarify the thresholds for writing-off bad debts.</p>		
	<p>The Committee also discussed the College's anti-fraud arrangements, and requested that the text in the financial procedures was linked to the College's disciplinary investigations for staff and students, and identified both the role of the HR Director and the Director of Student Services in these processes respectively.</p>		
	<p>AGREED that, subject to the above changes and review by the Audit Committee, the Corporation be recommended to accept the revisions to the Colleges' Financial Regulations and Procedures on the basis set out in the report from the Director of Finance.</p>		
57.	<p><u>CONTEXT OF THE DRAFT BUDGET AND FINANCIAL FORECAST</u></p>		
	<p>The Committee received the outline of the LSC allocations and main expenditure heads for the 2007-2008 budget. LSC income for 16-18 year olds had been increased from £30.1m in 2006-2007 to £31m in 2007-2008. All other LSC allocations for 19+ learners and additional learning support had been held at levels similar to the</p>		

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current year.

The College in 2007-2008 would be receiving a cut in its funding for deaf access support. The reduction in funding amounted to £693k was critical to the provision remaining viable. Governors reflected that they felt the College was being penalised for assisting the LSC in taking on this provision when deaf access was in difficulty. The cut in funding would inevitably lead to staffing reductions, and some major changes in the way in which the service was delivered.

There was discussion with regard to the OLASS contract for prison education, and it was requested that this was an item for discussion at the next meeting.

AGREED that the main budget priorities for 2007-2008 be noted, and further discussed at the next meeting in the context of the full budget proposals.

ACTION by whom	DATE by when
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Dir. of
Finance

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58. EXTENSION OF BANKING CONTRACT

AGREED that the contract between Yorkshire Bank and the College and its subsidiary companies be extended for two years from 1 August 2007.

59. PROCUREMENT EFFICIENCY GAINS

NOTED the list of procurement efficiency savings achieved to date, and the comprehensive procurement strategy be presented to the next meeting.

Dir. of
Finance

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60. APPOINTMENT OF SUPPLIER FOR SAN PROJECT

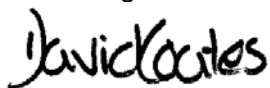
AGREED that the proposal from Dell/EMC for the procurement of storage area network facilities be approved.

OTHER ITEMS

61. ANY OTHER ITEMS OF URGENT BUSINESS

There being no further business, the Chair thanked everyone for their attendance and participation and closed the meeting.

The meeting ended at 11.20 a.m.



D M COATES, Clerk to the Corporation

Signed as a correct record on Friday, 6 July 2007

..... Chair