

# Minutes Part I

<b>Finance and General Purposes Committee</b>	
Meeting Time and Date	<b>1730 on 12 March 2018</b>
Meeting Location	<b>Room H2, Enfield</b>
Present	Doug Fussell (Chair) Roger McClure (Vice Chair) Don Gratton
	Susanne Datta (HR) Damien Fallon (Finance) Malcolm Goodwin (Principal) Lynn Hart (Academic) Richard Prowse (Facilities) Joanne Coffey (Clerk)
Apologies	Joy Hillyer Lady Milnes-Coates
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<p><b>1. Apologies</b></p> <p>1.1. None.</p>
<p><b>2. Declaration of Interests</b></p> <p>2.1. None.</p>
<p><b>3. Minutes (Decision)</b></p> <p><b>Resolved to</b></p> <p>3.1. <b>Approve the minutes of the Finance and General Purposes Committee meeting held on 22 November 2017 as a correct record and authorise the Chair to sign them.</b></p>
<p><b>4. Matters Arising</b></p> <p>4.1. The former Director of Estates, Nick Evans, is working with the College to manage lease negotiations and to develop a future lease strategy.</p> <p>4.2. The plans for the Enfield visitor centre are progressing well with an expected date of completion in November 2020.</p> <p>4.3. The total cost of the visitor centre is estimated to be around £2m and a fundraising event is planned for autumn 2018.</p> <p>4.4. Catering consultants, Boyd-Thorpe Associates, to provide a detailed analysis of the requirements for both the College and Visitor's restaurants.</p>

- 4.5. Fusion Project Management to provide the remodelling of the front desk reception.

**5. Six Month Management Accounts 31 January 2018 (Decision)**

- 5.1. The management accounts now include an additional analysis of Sales Ledger Debts by category. This has previously been available in house and its disclosure was a recommendation of the internal auditor.
- 5.2. Key Performance Indicators remain within boundaries and expectation. Benchmarking data for Agricultural and Horticultural colleges included in Schedule I remains the most relevant for the purpose of sector comparison.

**Resolved to**

- 5.3. **Accept the group management accounts for the second calendar quarter to 31 January 2018 and recommend them to the Governing Body for their approval (Appendix I).**

**6. Revised Budget 2017-18 (Decision)**

- 6.1. A review was requested of the Cash Flow Forecast's salary costs disclosure.
- 6.2. The above was caused by a formulaic error. **Appendix II** has now been revised and is presented for governor approval.

**Resolved to**

- 6.3. **Approve the revised projected comprehensive spending review, cash flow and balance sheet for the year ended 31 July 2018 and recommend them to the Governing Body for approval (Appendix II).**

**7. Report of the Principal (Decision)**

**Pay Awards**

- 7.1. The College has budgeted for all staff to move up their spinal point and receive any contractual incremental pay increases.
- 7.2. A cost of living pay award of 1% or £250 (whichever is most beneficial), has been recommended by the Association of Colleges (AoC). SLT propose this recommendation be accepted in respect off all staff who remain in employment from 1 January 2018 to 1 April 2018.

**Resolved to**

- 7.3. **Accept the Annual Pay Award recommended by the AoC of 1% or £250 (whichever is most beneficial) for 2017-18 for all current staff that were employed as at 1 January 2018 and 1 April 2018.**

**Kingswood Nurseries Development**

- 7.4. The College is exploring acquiring residential property at the Kingswood Nurseries Development, via a mortgage, to provide student accommodation.
- 7.5. If deemed cost effective, and fitting with the College's accommodation strategy and capital project timing, the holding would provide stronger flexibility and control compared to the current system of leasing through private landlords.

**Resolved to**

- 7.6. **Authorise senior leaders to investigate the potential purchase of apartments in Block 2 when they become available primarily to replace privately rented accommodation currently used for student accommodation.**
- 7.7. The College has received the signed funding agreement for the capital project at Crystal Palace and a joint press release between Capel Manor College and the Greater London Authority with a quote from the London Borough of Bromley has been agreed.
- 7.8. The College's Institute of Technology application was gratefully supported by:
  - The Royal Parks
  - The Zoological Society of London
  - The Royal Veterinary College
  - Parks for London
  - The London Wildlife Trusts
  - Marshalls plc
- 7.9. A restructure of garden events at Enfield is underway to ensure economic and practical viability.
- 7.10. The 'Mother's Day' event at Enfield in March 2018 was positively received.
- 7.11. An open letter from Peter Lauener, the Chief Executive and Accounting Officer at the Education and Skills Funding Agency (ESFA), sets out robust guidelines to assess and improve financial management and governance.
- 7.12. The Search and Governance Committee is currently looking to recruit new Governors with financial and business expertise.
- 7.13. The College's partnership with the New Covent Garden Market Authority remains strong, with a view to re-establishing Floristry and Horticulture in the Food Hall currently under redevelopment.

**8. Alumni and Website (Decision)**

- 8.1. The College's vast Alumni of learners is recognised as of immense value to the College due to their influential reflective experiences and as prospective future students and visitors.
- 8.2. It is estimated that there are 20,000 to 30,000 past students that might be considered Alumni and the aim is to have the greatest possible number of

these people join the Alumni and regularly interact with the College through the website.

- 8.3. Membership will be automatic on graduation and will benefit from access to resources and reduced training costs.
- 8.4. The Patron elect, Lady Salisbury, will direct the Alumni which will be managed by SLT with the support of the College's Executive Support Team.
- 8.5. The role of the Vice Presidents and Fellowship to be redefined within the Alumni structure.
- 8.6. The College has appointed a new Head of Marketing and Communications from April 2018 who will also help manage Alumni recruitment campaigns.

**Resolved to**

- 8.7. **Authorise officers to progress the Alumni Association and website as described and incorporating notes made from this committee and staff consultations.**

**9. Report of the Director of Finance**

- 9.1. The processing of apprenticeship levy invoices in January 2018 temporarily increased the amount owing on the sales ledger, internal protocols are now in place to prevent a recurrence.

**10. Report of the Director of Human Resources**

**Gender Pay Gap**

- 10.1. The College has commissioned their solicitors, Ashfords, to perform an analysis of pay within the College to explore any gender pay gaps in order for the College to make any necessary adjustments with an aim of 0%.
- 10.2. During the reporting period 01/04/2016 to 31/03/2017 the College employed a gender split of 32% male to 68% female. The upper quartile of pay will be an area of focus as there was a higher proportion of male staff during the reporting period.
- 10.3. The College required to make an online submission of the outcome to the Government by 30 March 2018. A specialist legal analysis of the findings will be undertaken, providing recommendations for the key actions if the gender pay gap equates to a risk. In the interest of the College and its employees, publication is dependent on the outcome.
- 10.4. The Committee felt that for purposes of openness, if the interim date could not be met, that the College would publish a statement on its own website to advise that the work was in progress and to be followed by the outcome prior to 30 March 2019.

**General Data Protection Regulations (GDPR)**

- 10.5. GDPR comes into effect on 25 May 2018 with fines for non-compliance of up to 4% of annual turnover.
- 10.6. The College's retention policy will be revised and the latest HR system upgrade (10.26) has the new GDPR data request form factored in.
- 10.7. The College's Data Protection Officer to be the responsibility of the Head of MIS, who is carrying out a data audit to ensure compliance of GDPR.
- 10.8. If the College deems value in employing external consultancy to assist with GDPR preparation, this to be reported to the Committee and the Governing Body.

### **Sickness and absences**

- 10.9. Long term sickness has increased from 0.55 days lost in 2016-17 to 3.82 in 2017-18, due to a non-specific rise in sickness and operations.
- 10.10. Short term sickness has a minor increase from 2.5 days lost in 2016-17 to 2.38 in 2017-18, which favourably remains lower than benchmarked industry data.
- 10.11. The Miscellaneous option for the categorisations of absence reasons to be removed to provide better data clarity.
- 10.12. For improved performance management, annual appraisals and probationary reviews to be restructured for simplification and ease of use.
- 10.13. To align with the College's paper-free ambition, On-line Payslips will be issued from 1 April 2018 with a paper option for staff without access to the required technology.

## **11. Projects and Partnerships**

- 11.1. The Foundation Degree in Animal Management and Zoology received 72 applications, demonstrating a significant upward trend towards animal-based studies.
- 11.2. Formal graduation ceremonies to take place at both the College and the Royal Agricultural University (RAU).
- 11.3. The College's Young Adults Carers (YAC) policy was reviewed by Governor, Tony Leach, to steer the College closer to achieving the Quality Standard in Carer Support (QSCS) award.
- 11.4. Jaimie Squillino, from the College's Enrichment Team, was congratulated for her hard work and determination in driving the YAC project.
- 11.5. The College has been approached by the Ebony Horse Club (EHC), Brixton, a charitable organisation (Patron is the Duchess of Cornwall) with disadvantaged young people between the ages of 12-16. in relation to reciprocal arrangements to support progression into animal related studies beyond the age of 16.

**12. AOB**

- 12.1. On advice from the internal auditors, the Audit Committee is proposing to change the name to the Audit and Risk Committee.
- 12.2. The Chair of Governors to liaise with the Chair of Audit to ascertain whether this would falsely insinuate an overall responsibility of risk, outside of the responsibilities of the Audit Committee.

**13. Date of next meeting**

- 13.1. The next Finance and General Purposes Committee meeting will take place on Wednesday 20 June, 2018 at 1700.