

**Minutes of the Estates and Finance Committee meeting held on Monday 4 October 2010 at 5:45pm in Conference Room 1, the Astral Centre**

**Members Present:**

Ken Applegate : Corporation Member  
 Kevin Howes : Corporation Member  
 Bob Mee : Corporation Member  
 Richard Perkins : Chair/Corporation Member  
 Sarah Smith : Corporation Member  
 Simon Summers : Principal

**In Attendance:**

Teresa Miller : Vice Principal Corporate Services  
 Julie Roper : Head of Finance  
 Marc Wilde : Health & Safety Manager  
 Charles Reynolds : Clerk to the Corporation

The Clerk welcomed all to the meeting. A special welcome was extended to Sarah Smith who was attending her first meeting. There had been no apologies for absence received.

<b>Agenda Item</b>	<b>Notes</b>	<b>Action</b>
<b>1.</b>	<b>Disclosures of Interest</b>  There were no disclosures of interest relevant to the agenda items.	
<b>2.</b>  <b>2.1)</b>       <b>2.2)</b>	<b>Appointment of Chair and Vice-Chair for the forthcoming year</b>  <b>Appointment of Chair</b>  <b>The Clerk asked for nominations for the post of Chair. Kevin Howes proposed Richard Perkins who accepted the nomination. Ken Applegate seconded and members voted unanimously in favour.</b>  Richard Perkins took the meeting, thanked members for their support and advised that this would be his last year as Chair of the Committee.  <b>Appointment of Vice-Chair</b>  <b>The Chair called for nominations for the post of Vice-Chair. Kevin Howes proposed Ken Applegate who accepted the nomination which was seconded by the Chair. Members voted unanimously in favour.</b>	
<b>3.</b>	<b>Minutes of the previous meeting.</b>  The minutes of the Estates and Finance meeting held on 28 June 2010 were agreed to be a correct record and were signed by the Chair.	
<b>4.</b>  <b>4.1)</b>	<b>Matters arising and non agenda items</b>  <b>Sixth Form College (previous agenda item 3.2)</b>  The clerk confirmed that the matters regarding the lease of the land to	

<p><b>4.2)</b></p> <p><b>4.3)</b></p> <p><b>4.4)</b></p>	<p>the Sixth Form College had been taken to Corporation and resolved.</p> <p><b>Financial Regulations Review (previous agenda item 8)</b></p> <p>The Clerk confirmed that the requested change had been made prior to submission to Corporation for approval.</p> <p><b>Review of Committee Effectiveness (previous agenda item 12)</b></p> <p>The Clerk thanked members who had responded to the draft of the outcome of the review. This had been used in the review of Standing Orders currently being undertaken and also the Corporation SAR to be held on 20 October 2010.</p> <p><b>Any Other Business – Shared Services (previous agenda item 13.1)</b></p> <p>Ken Applegate asked if there had been any further developments on the issue of shared services especially with City College Norwich. Responding Teresa Miller advised that due to changes in staff in Norwich there was nothing further to report. However, work was still ongoing and progress would be brought to the meeting when it was appropriate to do so.</p>	
<p><b>5.</b></p>	<p><b>Correspondence</b></p> <p>There had been no correspondence relevant to the Committee.</p>	
<p><b>6.</b></p>	<p><b>Management Accounts to the end of July 2010</b></p> <p>Presented jointly by Julie Roper and Teresa Miller. It was noted that in error the executive summary which accompanied the management accounts had not been circulated. The Clerk was asked to email this to members as soon as possible.</p> <p>Julie Roper referred members to the meeting paper and advised that prior to net costs of redevelopment the operating surplus was showing as £1,386,000. This was against a budgeted operating surplus of £1,000.</p> <p>With relevance to all details it was stressed that the accounts were still the subject of final audit.</p> <p>This surplus it was explained also included pension adjustments of £809,000 which were based upon an actuarial valuation for FRS17 purposes. This was explained. The underlying operating surplus excluding adjustments was therefore in the region of £577,000.</p> <p>Details were provided in the executive summary to be circulated on suggested treatment for FRS17 adjustments received from the Association of Colleges. Julie Roper also advised that the disposal of the land to the new Sixth Form College, which was the subject of a 99 year lease, had been included as an exceptional item.</p> <p>Having dealt with the key issues affecting the headline figures, Julie Roper took members through the income and expenditure account and</p>	<p><b>Clerk</b></p>

	<p>balance sheet, highlighted the key variances against budget both positive and negative, explaining their likely effect on the out turn.</p> <p>With respect to staff costs it was confirmed that these had been kept under budget throughout the year showing a positive variance at the end of £449,000 prior to FRS17 adjustments. Similar success was reported with respect to non-pay expenditure where, because of extremely high control the positive variance was £267,000.</p> <p>Members were taken through the detail of the cash flow, debtors report, capital expenditure budget, sensitivity analysis and performance indicators which members believe to be the best ever.</p> <p>In response to a question it was confirmed by Teresa Miller that the College had not sought to update the value of land buildings. She did however report that the change of policy on collection of tuition fees had resulted in an improved position for the College.</p> <p><b>Having reviewed the accounts it was proposed by Ken Applegate and seconded by the Principal they be received. Members voted unanimously in favour.</b></p>	
<p><b>7.</b></p>	<p><b>Health and Safety Policy Review</b></p> <p>Marc Wild presented a report to the committee on current Health and Safety issues. An analysis on accident statistics was provided which indicated that there had been 38% reduction in accidents in September compared with the same period last year. Further updates were provided on First Aid cover and training, risk assessments procedures that had been reviewed and the outcome of a recent Skills Funding Agency visit where Health and Safety was assessed as ‘good.’</p> <p>Turning to the issue of the Health and Safety policy, Marc Wild advised that he believed the requested changes had been made as well as updates made to the structure charts that appeared as appendices to the policy.</p> <p>With respect to the charts it was identified that there were still issues with respect to layout in the policy. <b>Subject to the amendments being made it was proposed by the Chair and seconded by Ken Applegate that the Health and Safety Policy be recommended to Corporation for approval.</b></p> <p><b>Members voted unanimously in favour.</b></p> <p>Finally, Marc Wild provided an update on noise monitoring. Members thanked Marc Wild for his report which was received.</p>	
<p><b>8.</b></p>	<p><b>Gifts and Hospitality Policy Review</b></p> <p>Presented by the Clerk who advised that it was not proposed to make any changes to the policy. It was however proposed to increase the review period from two to three years</p> <p><b>Members reviewed the policy and it was proposed by Kevin Howes and seconded by the Principal that the Gifts and</b></p>	

	<p><b>Hospitality policy be adopted and be subject to review every three years. Members voted unanimously in favour.</b></p>	
9.	<p><b>AOC Pensions review submission and local implications re LGPS</b></p> <p>The Clerk presented the report that had been submitted by the Association of Colleges on behalf of the sector. Members were advised that the Clerk had attended a meeting in London in July to help formulate the response. The key proposals which were on page 4 of the report were referred to. The Principal observed that with reference to paragraph 18, there could be big problems to Colleges if pension costs were transferred. It was recognised that however, it was now a wait and see situation.</p> <p>With respect to LGPS it was acknowledge this had been discussed as part of agenda item 6, Management Accounts.</p> <p>The Clerk also drew member's attention to a further report from AOC in the meeting papers which dealt with possible restrictions regarding pensions tax relief. This was not discussed.</p>	
10.	<p><b>Chair's Report to Corporation</b></p> <p>Members agreed that the following should be reported to Corporation by the Chair.</p> <ul style="list-style-type: none"> <li>➤ The Health and Safety Policy to include improvement in accident statistics and assessments of College by SFA as 'good'.</li> <li>➤ Gifts and Hospitality Policy reviewed and approved for a further three years.</li> <li>➤ Pensions update regarding AOC submission to Government.</li> <li>➤ The key headlines form the Management Accounts</li> </ul>	
11.	<p><b>Any Other Business</b></p> <p>There were no further items of any other business.</p>	
12.	<p><b>Date and time of next meeting</b></p> <p>The next meeting of the Estates and Finance committee will take place on Monday 29<sup>th</sup> November 2010 commencing at 5.30pm. The venue to be Conference Room 1 in the Astral Centre.</p>	