

HARTLEPOOL COLLEGE OF FURTHER EDUCATION

Minutes of the meeting of the **ESTATES COMMITTEE** of the Corporation held on Wednesday 3rd June 2020 at 5.30pm via TEAMS

Present: **S Salvin-Chairman**
D Hankey

In attendance:

K Dales
M Roberts
R Davison
A Theakston

1 APOLOGIES FOR ABSENCE

There were no apologies for absence

2 DECLARATIONS OF INTEREST RELEVANT TO THE BUSINESS OF THE MEETING

No declarations of interest

3 MINUTES OF THE PREVIOUS MEETING HELD ON 05 FEBRUARY 2020

The minutes were approved by the Chairman.

4 MATTERS ARISING AND ACTION POINTS

There were no matters arising

Action point re item 6 "Full compliance for the RSM machinery and equipment audit" could not be signed off as the premises/equipment had to be physically visited. However it was reported that there were now only a few actions to complete and there was nothing "alarming".

Action point 7 Owing to the lockdown the HE Woolley risk assessment had not taken place but would now be done in the summer and a report would hopefully be in time for the next meeting

5 RE-OPENING PLAN AND PROGRESS

The Covid 19 committee of which both the chairman and principal were members had met via TEAMS two days ago when a full update had been given. DH confirmed that the additional column re priority had been added to the Plan and updated information about the numbers of learners and anticipated return dates was tabled.

6 H&S POLICY

The revised policy had been circulated and was now considered. It was noted that a new item had been included under Clause 7 Arrangements which was Epidemics, Pandemics and Public Health Concerns which was approved for recommendation to the Board. This was the subject of QAPP 5.17 which was to be read in conjunction with the H&S policy. A copy was tabled and is attached.

7 ANY H&S/IT SYSTEMS/SECURITY RISKS TO REPORT TO THE AUDIT COMMITTEE

The Chairman of the Audit Committee, Stuart Irvine, was also a member of the Covid19 committee and had attended the meeting referred to above on Monday evening and therefore was aware of any risks emanating or which might emanate from that area. There was therefore nothing to report to the Audit Committee

8 ANY OTHER BUSINESS

There was no other business

9 DATE OF NEXT MEETING

Tuesday 6th October 2020 at 5.30pm

Chairman:

ACTION POINTS

Item	Action	Responsible	By
4	Full compliance for the RSM machinery and equipment audit	DH	6 October-if available by then
4	Fire Assessment Report	DH	6 October-if available by then