

## HARTLEPOOL COLLEGE OF FURTHER EDUCATION

**Minutes of a meeting of the Finance & General Purposes Committee held on Wednesday 3<sup>rd</sup> May 2023 at 5.30pm in Conference room 5**

**Present:**

Mr S Shaheen [Chair]  
Mr D Hankey  
Mrs A Bolton  
Mr H Hasnain

**Also in attendance:**

Mr S Irvine  
Mrs M Roberts  
Mr G Riches  
Mr D Williams  
Mr G Nicholson  
Ms A Williams  
Mrs K Dales [Head of Governance]

**1 Apologies for absence**

None.

**2 Declarations of Interest relevant to business of meeting**

None.

**3 Minutes of previous meeting**

Accepted as a true record.

**4 Matters arising and action points**

All previous actions are complete, with the exception of:

- a site visit to Seymour's Academy which will be discussed at the Board.
- Student involvement in Exeter Street capital development. DW to put a request forward to the winning bidder and report back.

**5 To receive the latest accidents and incidents report (including H&S trends)**

AW presented the report and highlighted that there has been no RIDDOR events since the last meeting. There have been three near misses reported by staff and 25 'Dealt with it' which AW believes is due to the significant awareness raising work undertaken.

Covid incidents are low now probably due to the fact that there are no longer any free tests. AB asked whether the College was in a position where it might need to make a call on when to stop recognising Covid. AW agreed but added that at the moment the College continues to follow DfE guidance. SI added that the NHS no longer report Covid separately.

HH queried the 'off site' incidents and AW stated that they relate to trips and residential.

AB queried whether the figures included mental health incidents. AW confirmed that it did and said that she would investigate pulling those incidents out separately.

**6 To review the College consolidated Management Accounts to March 2023**

Confidential.

**7 To review the performance of HBDCL to March 2023**

Confidential.

**8 To receive draft budgets for 2023/24**

DW told the committee that there is not much to update on as the draft budgets will be finalised in

the next couple of weeks and be made available by the end of June 2023. DH added that the College would like to include a pay award but are mindful of the constraints placed on them by the Banks Loan Covenants.

**9 Capital & Facilities**

DW updated the Committee on the current position regarding the different capital being made available to the College, each with different constraints and timelines for expenditure.

HH asked whether the College had a capital priority list. DW and MR said that it was still being firmed up and SS asked whether Governors would get sight of it.

DH agreed as the College was aware that this amount of funding is a one-off and needed to be spent carefully.

SS requested that given its importance, it should be added to the agenda for the next meeting.

**10 Capital Procurement**

DW brought the committee up to date with the Exeter Street procurement and stated that whilst the scoring was tight, Triton had been scored the highest. Triton are established in the education sector and AA Projects have worked with them before and had no issues with them. A credit check had been carried out and was attached to the papers.

SS asked whether due diligence checks had been carried out on the other bidders given how close the scoring was. DW confirmed that this had happened.

DW highlighted that there is a contingency as costs cannot be fully locked in until the contractors get on site but that AA Projects would be tasked with bringing costs down where possible and the whole project in within the timescales.

The Committee approved assigning the contract to Triton as the Board had delegated authority to the committee to do so. The report would go to the next Board meeting on 11<sup>th</sup> May for ratification.

AB left the meeting.

MR then briefed the committee on the additional works required on the sub-station to ensure that Exeter Street was fit for purpose given the amount of equipment that would be operating there once the project was complete. The College would like to use Northern Power Group due to the specialist nature of the work and the tight timescales for the project. The committee were asked to approve this waiver of the Procurement rules to enable the work to commence immediately. The Committee approved the request.

**11 To receive a cyber report**

GN presented the report. He highlighted the IT Post Incident event arising due to a vulnerability in the printing software which had been fixed quickly with no issues arising. Governors commended the report.

**12 To consider any risk issues to report to Audit Committee**

None.

**13 Any Other Business**

None.

**14 To note the date of the next meeting**

Tuesday 26<sup>th</sup> June 2023 at 5.30pm.

..... CHAIR

**Action points from the meeting held on Wednesday 8<sup>th</sup> March 2023**

Minute	Action	By Whom	By When
4	Seymours site visit – to be discussed at the Board meeting on 11 <sup>th</sup> May 2023 and a visit organised thereafter.	G Riches	June 2023
7	Confidential.	D Williams	June 2023
9	Consideration to be given to whether students could be involved in the capital development at Exeter Street	D Williams/ D Hankey	June 2023

**Action points from the meeting held on Wednesday 3<sup>rd</sup> May 2023**

Minute	Action	By Whom	By When
5	Incidents relating to mental health to be separately identified going forward.	A Williams	June 2023
9	Capital priority list to be brought to the next meeting	D Williams	June 2023