

HARTLEPOOL COLLEGE OF FURTHER EDUCATION

Minutes of a meeting of the Finance & General Purposes Committee held on Wednesday 27th June 2023 at 5.30pm in Conference room 5

Present:

Mr S Shaheen [Chair]

Mr D Hankey

Also in attendance:

Mrs M Roberts

Mr G Riches

Mr D Williams

Ms A Williams

Mrs K Dales [Head of Governance]

1 Apologies for absence

Apologies were received from Mrs A Bolton, Mr H Hasnain and Mr G Nicholson.

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

Progress against previous actions is as follows:

8 March 2023

- Action 4 complete – going to July Board
- Action 7 it is still the ambition to do this but figures are so volatile at the moment for 2023/24 that it was not possible to complete for this meeting
- Action 8 complete. Talent have been asked to include students in the capital project and have made positive responses although it is too early for this to have happened yet. Progress will be recorded as part of the routine capital update.

3 May 2023

- Action 5 complete – although none have been recorded since the last meeting.
- Action 9 – still not finalised.

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

AW presented the report and highlighted that there has been one RIDDOR since the last meeting. This involved a member of staff who fell at a conference at Nottingham University and suffered injuries requiring time off work. It has to be reported as the member of staff was on work business at the time of the accident.

AW also highlighted that the number of 'Dealt with It' entries have increased which is good and demonstrates that raising awareness with staff has been successful.

AW left the meeting.

6 To review the College consolidated Management Accounts to May 2023

Confidential.

7 To review the performance of HBDCL to May 2023

Confidential.

8 To receive the budgets and financial plan for 2023/24

Confidential.

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.

Construction works have started at Exeter Street and recurring meetings have been scheduled with both the contractor (Triton) and AA Projects. Work is expected to be completed December 2023 and a new risk has been added to the Risk Register to track the impact on curriculum for T-Levels in 2023/24.

All orders and quotes are being carefully tracked to ensure compliance with the Colleges procurement policies.

SS asked about the list of equipment and when the Committee would have sight of it. DW informed him that this was still being finalised and would be brought to the next meeting.

10 Financial Regulations

DW introduced the report and stated that the majority of the updates related to changes required due to the ONS reclassification of Colleges, with borrowing restrictions being the main change. The College complied with other areas but the Financial Regulations were not explicit so this has also been rectified.

SS queried what the changes were for borrowing. DW informed him that Colleges are no longer able to use commercial banks and must instead use DfE channels as it is more favourable for the government who can access cheaper borrowing.

The committee approved the Financial Regulations.

11 Treasury Management policy

DW presented the report which again has been amended to reflect the new requirements of the ONS reclassification.

The committee approved the policy.

12 Subcontracting Audit

DW told the committee that this meeting would usually receive the Subcontractor policy for approval but the recent delayed Internal Audit had highlighted some sections that required updating. The main change was a new requirement to implement an overarching Subcontracting framework which will take time to work up. The Subcontracting policy will therefore be taken to the next meeting.

13 Fees Policy

The Fees policy comes to governors annually for approval but DW informed the committee that Tees Valley Combined Authority has not yet published funding guidance for 2023/24 so some of the current salary threshold may change.

The committee approved the Fees policy.

14 Supply Chain Fees and Charges Policy

DW introduced the report which governors need to approve annually but stated that there had been no changes to the policy from previous iterations.

The committee approved the policy.

15 Cyber Report

DH informed the committee that there was no report this time due to the unexpected sickness of the Head of IT.

16 To consider any risk issues to report to Audit Committee

None

17 Any Other Business

None

18 To note the date of the next meeting

Tuesday 15th November 2023 at 5.30pm.

..... CHAIR

Action points from the meeting held on Wednesday 8th March 2023

| Minute | Action | By Whom | By When |
|--------|--------------|------------|-----------|
| 7 | Confidential | D Williams | July 2023 |

Action points from the meeting held on Wednesday 3rd May 2023

| Minute | Action | By Whom | By When |
|--------|---|------------|---------------|
| 9 | Capital priority list to be brought to the next meeting | D Williams | November 2023 |

Action points from the meeting held on Wednesday 27th June 2023

| Minute | Action | By Whom | By When |
|--------|--------------|------------|-----------|
| 8 | Confidential | D Williams | July 2023 |