

## HARTLEPOOL COLLEGE OF FURTHER EDUCATION

**Minutes of a meeting of the Finance & General Purposes Committee held on Wednesday 8<sup>th</sup> March 2023 at 5.30pm in Conference room 5**

**Present:**

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

**Also in attendance:**

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**

Apologies of absence were received from Mr H Hasnain.

**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 on 16<sup>th</sup> March 2023 with a view to organising a visit in April 2023.

**5 To review the College consolidated Management Accounts to January 2023**

Confidential.

**6 To review the performance of HBDCL to January 2023**

Confidential.

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

Confidential.

**8 Contracts Database**

DW advised the Committee that the contract with Tenet has been terminated and in future the College will run its own procurement processes. A Contracts database is being developed on Sharepoint which will include review dates and prompts for managers to begin procurement processes in the future.

**9 Capital & Facilities**

DW updated the Committee on the current position on the £2.6 million capital development at Exeter Street. There had been some issues with AA Projects resulting in delays in the procurement process. Weekly meetings have now been established and tenders had been sent out, although there may still be delays to the September finish deadline.

DW advised that there are three interested parties but that by requests from them all, the tender deadline had been extended by two weeks to 7<sup>th</sup> April 2023. It was felt that it was better to extend if it meant that the College would receive three submissions to evaluate. Time and price for the

project would be clearer at this point.

AB asked if the three contractors were local and whether there was scope for students to get involved in the development. She also queried whether Social Value was part of the evaluation scoring mechanism. MR responded that they are based regionally but not in Hartlepool itself and that time constraints may make it difficult as the project must be completed in the deadlines. DH promised to look into the possibility.

DW briefed the Committee that the decant to temporary premises had been more costly than expected and that the Towns Fund or T-Level funding could not be used to offset it. However, the College has received additional capital funding of £490k from two other sources and DW and the team are currently looking through the funding criteria and constraints to see if this could be used to bring the project in on budget.

**10 Strategy Updates**

IT & Digital – GN introduced the paper which Governors agreed was very comprehensive. AB asked if there were any key issues of note. GN advised that a new student App was about to be launched which would make information sharing with students much easier.

SS asked if there were any concerns. GN stated that the network should have been replaced in the summer of 2022 but that the world wide backlog on getting hold of components has delayed this implementation until the summer of 2023. DH also stated that the Air Conditioning unit in the server room which is rated critical will be completed in April 2023.

Estates Strategy – MR introduced the report and took the Committee through the key issues, many of which are related to the Exeter Street project previously discussed. Governors commended it as a good comprehensive report.

**11 To receive the latest accidents and incidents report**

AW presented the report and highlighted the following there have been two RIDDOR reportable incidents since the last report and that there is further work to do on the 'Dealt with It' incidents to raise awareness.

AB queried why 2022/23 numbers were higher. AW agreed and felt that reporting of incidents is much better now than in previous years.

SS queried whether it would be possible to show comparisons with other Colleges. AW said that she had joined a group that shared data so that in return they get full results so would look at incorporating something into the next report.

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

The Committee felt that the only risk issue of concern was the potential over run and cost pressures associated with the Exeter Street capital development. DW assured the group that this risk has already been added as a new one to the latest Risk Register which will go to Board on 16<sup>th</sup> March 2023. No other items were identified

**13 Any Other Business**

DW highlighted an outstanding debt of £1,020 for Grays Electrical. It relates to a student course fee but the student did not complete the course and left the company so the company is refusing to pay the debt. The Committee approved the request to write off the debt.

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

Wednesday 3<sup>rd</sup> May 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 16 <sup>th</sup> March 2023 and a visit organised for April 2023.	G Riches	April 2023
7	Confidential	D Williams	3 <sup>rd</sup> May 2023
9	Consideration to be given to whether students could be involved in the capital development at Exeter Street	D Williams/ D Hankey	3 <sup>rd</sup> May 2023
11	Comparative data from other Colleges to be included in future reports	A Williams	3 <sup>rd</sup> May 2023