**MEETING OF THE FINANCE, RESOURCES AND COMMERCIAL COMMITTEE**

**HELD on 11th October 2019**

**IN THE BOARD ROOM, St Helens CAMPUS**

Mr. P Han (Chair) External Governor

Mrs. M Box Principal

Mr. J Pinsent External Governor

Mr. N Shore External Governor

***Mrs. E Brocklehurst External Governor***

***Mr. K Sanderson External Governor***

Mrs. S Jee External Governor

**Mrs Cannon observing**

**In attendance**

Mr. R Molloy Chief Financial Officer

Mr. R Allanach Interim Chief Financial Officer

Mr. J Hays Director of HR

Mrs. L Lloyd-Williams Governance Director

Mr. M Doyle Deputy Principal

***Italics denotes absence* Minutes**

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|  | **The meeting opened at 10.30 and was quorate with a minimum of 3 governors present, the majority of whom were external.** |
| 1  **FR&C/11/10/13** | **APOLOGIES FOR ABSENCE**  Apologies for absence were received and accepted from Mrs Brocklehurst who was away on holiday and Mr Sanderson who had to travel to Scotland at short notice. Mr Shore was noted to be on his way. |
| 2  **FR&C/11/10/14** | **DECLARATIONS OF INTEREST**  Declarations of interest were made by Mr Molloy (CFO) and Mr Shore(Governor) in relation to agenda item 7, recommendation of subcontractors. |
| 3  **FR&C/11/10/15** | **NOTIFICATION OF URGENT BUSINESS**  There was no urgent business**.** |
| 4  **FR&C/11/10/16** | **MINUTES OF THE PREVIOUS MEETING HELD ON 19TH SEPTEMBER 2019**  The minutes of the meeting held on 19th September 2019 were approved as a true and correct record for signature by the Committee Chair. |
| 5 | **MATTERS ARISING** |
| **FR&C/11/10/17** | 5.1 Financial Regulations (postponed) *for recommendation to the Governing Board* |
| **FR&C/11/10/18**  **FR&C/11/10/19** | 5.2 Bobbies Lane  The Committee considered this item to be confidential, with the details therefore recorded within the confidential minutes of this meeting. |
| 6  **FR&C/11/10/20** | **recovery plan update: finance and estates (confidential)**  The Committee considered this item to be confidential, with the details therefore recorded within the confidential minutes of this meeting. |
| 7  **FR&C/11/10/21** | **SUBCONTRACTOR PERFORMANCE REPORT**  **Mr N Shore and Mr R Molloy (CFO) as Directors of Waterside declared an interest and Mr Shore did not vote on the proposal.**  The Interim CFO advised the committee that there were 4 matters to be considered:    1.Policy  2.Government concerns re subcontracting  3. The Board to approve or not the proposed subcontractors the College wished to use in the current year: Waterside, Merseyside Fire and Rescue, Crosby Training and Pinpoint. The committee were advised that the College might also want to subcontract to Mantra who have rented the Logistics Academy and it was explained that the College would need specific ESFA consent and Corporation consent for Mantra. Governors noted that the College must have a reason other than wanting to improve its financial positon for subcontracting and the Interim CFO advised the reasons for each subcontractor were outlined in the paper. The committee were also advised that the College may want to subcontract to manage the AEB contract but was not able to yet recommend the contract sizes for adult provision for those particular subcontractors.  4. Additionally the Vice Chair had asked for a list of controls and how the college complies with those controls.  Mr Shore advised that a decision needs to be made who is to be MD of Waterside and the Principal advised these issues were in hand.  It was **Resolved**  1.to note the government concerns  2. To recommend the 5 subcontractors to Governing Board for approval subject to internal controls and ESFA consent. It was noted that some of these subcontractors had been used by the College in the past with no issues.  3. to recommend the supply fees and chains policy to the Board |
| **FR&C/11/10/22** | 7.1 Subcontracting Policy *For recommendation to the Governing Board*  See 7 above |
| 8 | **HR Report** |
| **FR&C/11/10/23** | 8.1 Performance Management Policy  The Director of HR advised the committee that under the recovery plan there was a requirement for performance management to be reviewed and the policy represented the start of the process. The committee were advised trade unions will be consulted on this. It was noted that the policy was before the committee for comment and would be brought back before the Governors once consultation with staff and trade unions had finished. |
| **FR&C/11/10/24** | 8.2 LGPS review of discretions  The Director of HR outlined the scope of the policy and it was noted that discretions had been in place for both colleges prior to merger. It was explained to the committee that before them were the discretions for the merged college and it was noted that there were are no changes. After discussion it was agreed that it could be delegated to the Director of HR or the Principal to sign the discretions. |
| 9  **FR&C/11/10/25** | **HEALTH & SAFETY REPORT(postponed until next meeting)** *End of year report 18/19* |
| 10  **FR&C/11/10/26** | **GOVERNANCE** *review of Confidential items 18/19*  The Governance Director spoke to her report and it was  **Resolved** to approve the recommendations for matters remaining confidential and matter having confidentiality removed as outlined in the paper before the committee. |
| 11  **FR&C/11/10/27** | **ST HELENS APPRENTICESHIP LEVY UPDATE**  The Director of HR advised that the report was for noting and gave details of the number of Apprenticeships that the college has and confirmed that the College is not spending all of its levy and explained why. The committee duly noted the report. Upon being asked the Director of HR advised that other GFE’s were experiencing the same issues. |
| 12  **FR&C/11/10/28** | **Urgent Items**  There were no urgent items. |
| 13  **FR&C/11/10/29** | **Matters to be referred to any other committee?**  There were no matters to be referred to another committee. |
| 14  **FR&C/11/10/30** | **REFLECTION ON COMMITTEE PERFORMANCE**  It was agreed that everything that had come before the committee was needed and that there had been sufficient time to focus on each agenda item. Mrs. Cannon as an observer to the committee, advised that the Committee had been really interesting and informative. |
| 15  **FR&C/11/10/31** | **DATE & TIME OF NEXT MEETING** *Thursday 28th November 2pm Knowsley*  *(first hour-joint meeting with Audit committee to discuss the financial statements)* |
|  | **11.42 the meeting closed** |