



**THE CORPORATION OF EAST SURREY COLLEGE**

**FINANCE AND RESOURCES COMMITTEE**

MEETING HELD ON THURSDAY 23 SEPTEMBER 2010

Meeting commenced: 18.05

Meeting ended: 19.05

**PRESENT**

Mr Andrew Baird	Independent Member	Chair
Dr Barbara Spittle	Independent Member	
Mr Lorne Benham	Business Support Staff Member	
Ms Frances Wadsworth	Principal	

**APOLOGIES FOR ABSENCE**

Mr Ray Elgy	Independent Member
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**IN ATTENDANCE**

Mrs Jayne Dickinson	Deputy Principal
Ms Mitzi Gibson	Director of Human Resources
Mrs Ann-Christine Harland	Vice Principal
Mrs Chris Long	Director of Communications and Capital Build

**CLERK**

Mr Melvyn Cass	Clerk to the Corporation
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**FRC.46.10 DECLARATION OF INTERESTS**

Members and officers were reminded of the need to declare any personal or financial interest in any item to be considered during the meeting.

**FRC.47.10 PROPERTY REPORT**

The Committee received the update on progress with the property developments and arrangements for the facilities management of the new building.

Members considered the detail of the report, with particular reference to:

- Programme and progress to date;
- Budget;
- Loan financing and Lennartz receipts;
- Quality monitoring;
- BREEAM;
- Gatton Point South;
- Bats;
- Facilities management of the new building;

Members discussed issues arising from the report, in particular:

- the possible availability of money from the contingency budget at the conclusion of the project to address areas on which additional spending might be beneficial;
- the recognised extent to which financial and risk management of the project have been effective;

- the current low valuation of Gatton Point South, noting the College curriculum requirement of the site until July 2011 and the possible utilisation of the site in future years by Orchard Hill College.

**AGREED**

The Finance and Resources Committee receives and notes the report and congratulates all College staff in ensuring a successful move to the new building.

**FRC.48.10 APOLOGIES FOR ABSENCE**

Apologies for absence were received from one member of the Committee:

Mr Ray Elgy - family commitments

**AGREED**

The Finance and Resources Committee accepts the apologies for absence.

**FRC.49.10 NOTIFICATION OF ANY OTHER BUSINESS**

Members agreed that there was no other business to be considered.

**FRC.50.10 UNCONFIRMED MINUTES OF THE MEETING OF THE FINANCE AND RESOURCES COMMITTEE HELD ON 22 JUNE 2010**

The minutes of the meeting were approved and signed as a correct record.

**FRC.51.10 MATTERS ARISING AND ACTION POINTS FROM THE MINUTES OF THE MEETING**

Members agreed that there were no matters arising from the minutes of the meeting and noted that all Action Points arising from the meeting had been completed.

**FRC.52.10 COLLEGE POLICIES: BUSINESS CONTINUITY AND DISASTER PLAN**

The Committee received, for consideration and approval, the three further parts of the Business Continuity and Disaster Plan: 2009/2010 on the following basis:

- Section 1: Business Continuity Plan updated relative to the new premises arrangements;
- Section 7: Utility companies' contact details and location of services for closedown information (noting confirmation from the Premises Officer that the detail has not changed);
- Section 9: Organisation Chart (updated following the summer staff re-scoping exercise) and Site Plan (now including the site plan for Gatton Point).

Members noted the detailed review of Sections 1 and 9 by the College Directorate.

**RESOLVED**

The Finance and Resources Committee approves Sections 1, 7 and 9 of the Business Continuity and Disaster Plan.

**FRC.53.10 SCHEDULE OF MEETINGS OF THE FINANCE AND RESOURCES COMMITTEE: 2010/2011**

The Committee received, for consideration and approval, the revised Calendar of Meetings: 2010/2011, noting the proposal that the meeting of the Finance and Resources Committee to be held during the Summer Term 2011 is moved to Thursday 16 June

Members also considered the timing of meetings for the year and agreed that all meetings will commence at 18.00.

**RESOLVED**

The Finance and Resources Committee

- approves the change of date of the meeting of the Committee to be held during the Summer Term 2011 to Thursday 16 June 2011;
- confirms that all meetings of the Committee will commence at 18.00.

**FRC.54.10 APPROVAL OF SIGNATORIES**

The Committee received a report which identified the need, following staff turnover during the summer period, for retrospective approval to be given to changes of signatories and, where appropriate, credit card limits on the following basis:

- Financial Regulation 14.3 Banking Arrangements
  - new signatories to the College bank account
  - authorisation limits of the signatories
- Financial Regulation 19.6 Purchasing Cards

Members were advised that the bank mandate required to be updated as a consequence of staff changes over the summer period in order to ensure BACS and cheque payments from 1 August 2010.

Members also noted the need to increase the number of credit cards available to Executive staff and to increase the monthly limits of the credit cards in order to protect the College where payment of up-front deposits are requested by suppliers for significant and essential equipment purchases.

**RESOLVED**

The Finance and Resources Committee approves

- signatories as per the attachment forming part of the College's Financial Procedures, already approved through operational necessity by the College Executive and the Chair;
- an increase in the number of credit cards from two to three, with the new names of Jayne Dickinson and Ann-Christine Harland in addition to Frances Wadsworth;
- an increase in the monthly limit of the credit cards to £5k for each of the three cards, thus increasing the College account limit to £15k.

**FRC.55.10 MANAGEMENT ACCOUNTS: PERIOD ENDING 31 JULY 2010**

The Committee received the management accounts.

Members considered the detail of the accounts, noting:

- the full year operating surplus of £885k with positive variances to budget and forecast of £337k and £94k respectively;
- income has exceeded budget by £227k and forecast by £132k;
- pay costs, including restructuring costs, have recorded savings of £146k against budget and forecast;
- non pay costs have exceeded budget and forecast by £125k and £183k respectively;
- the latest summary on the new capital build costs which show little variance in the overall project budget.

Members noted that, against AoC benchmarks for 2008/2009, the College is in a financially strong position going into 2010/2011.

**AGREED**

The Finance and Resources Committee receives and notes the Management Accounts: Period Ending 31 July 2010 prior to adjustments required for the statutory financial accounts.

**FRC.56.10 ENROLMENT 2010/2011**

The Committee received details of the initial position with regard to enrolment at 13 September 2010.

Members noted:

- the recruitment of 1491 full time and 106 part time 16-18 learners totalling 1597 compared with the funding target of 1591;
- 19+ full time enrolment is considerably higher than planned and that part time enrolment continues through the year;
- SLN calculations are not yet possible as the funding database is not complete;
- Employer responsive activity in August was under target owing to the move and staff leave;
- JCP contracts have not recruited well and will be the focus of attention in the autumn;
- HE enrolments are awaited;
- IAL enrolments are 200 learners less than the equivalent period in 2009/2010.

**AGREED**

The Finance and Resources Committee receives and notes the report.

**FRC.57.10 HEALTH AND SAFETY REPORT**

The Committee received an update on Health and Safety matters for the period June 2010 to September 2010.

Members considered key issues arising from the report:

- throughout the summer, no notifiable RIDDOR accidents were reported by the College;
- six minor incidents have been investigated since the beginning of term;
- there have been four controlled evacuations of Gatton Point, owing to initial teething problems with the services in the building;
- generic risk assessments are being completed for return by end September;
- the Surrey Fire Officer has visited the College and has written to state that he has no concerns with the provision at Gatton Point;
- staff are being requested to report any health and safety issues

**AGREED**

The Finance and Resources Committee receives and notes the report.

**FRC.58.10 KPI DASHBOARD AND STRATEGIC TARGETS: 2009/2012**

The Committee received the KPI Dashboard: July 2010

**AGREED**

The Finance and Resources Committee receives and notes the KPI Dashboard: July 2010.

**FRC.59.10 ANY OTHER BUSINESS**

There was no other business.

**FRC.60.10 SCHEDULE OF MEETINGS: 2010/2011 Meetings commence at 18.00.**

Thursday 25 November 2010

Thursday 17 February 2011

Thursday 16 June 2011

As there was no further business, the Chair declared the meeting closed.

**SIGNED AS A CORRECT RECORD:**

**DATE:** 25 November 2010

Chair's Initials.....

