

LEEDS COLLEGE OF BUILDING

FINANCE & RESOURCES COMMITTEE

Minutes of the meeting held on Tuesday 28 November 2023 at 3.45pm, Meeting Room 1, North Street / Microsoft Teams.

PRESENT:

Matthew Shields (Chair) (MSh)
Nikki Davis (ND)
Laurence Kendall (LK) (*attended via Microsoft Teams*)
Rachel Lindley (RL) (*attended via Microsoft Teams*)
Michael Norton (MN)
Mark Roper (MR) (*attended via Microsoft Teams*)

ATTENDANCE: 6 / 8 = 75% (KPI 80%)

IN ATTENDANCE:

David Pullein (DP) – Vice Principal, Finance & Resources (*following Item 1*)
Jane Taylor-Holmes (JTH) – Director of Governance
Nancy Fearnside (NF) – PA to Strategic Leadership Team (minutes)

**ACTION
BY AND
TARGET
DATE**

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Peter Norris and Sarah Wilson.

DP suggested that managers could be asked to present their own papers on a rota basis. This was agreed and JTH would action.

JTH
Dec. 2023

2. DETERMINATION OF ATTENDEES/OBSERVERS

The Finance & Resources Committee agreed attendees at the meeting as per the attendance list above.

3. APPOINTMENT OF CHAIR (& VICE CHAIR)

JTH explained that a discussion had taken place earlier at the People & Governance Committee meeting and the recommendation was that PN would act as Chair of the Finance & Resources Committee. PN was appointed as Chair for a one-year cycle. JTH stated that the Committee was also looking for a Vice Chair to act in the event the Chair could not attend for any reason. JTH would email members to ask for nominations.

JTH
Dec. 2023

JTH explained the MSh would be chairing this meeting as an exception, in the absence of PN.

4. COMMITTEE TERMS OF REFERENCE

JTH presented Item 4. She explained that the initial Terms of Reference for the Finance & Resources Committee had been approved at the Board meeting on 23 May 2023. Following further feedback, it was recommended that the Committee remit be extended to include Human Resources. This had previously been included within the remit of the new People & Governance Committee. On recommendation from the People & Governance Committee it would be recommended to the Board that the Committee is split and replaced by separate Search & Governance and Senior Postholder Remuneration Committees.

4. COMMITTEE TERMS OF REFERENCE (continued)

After consideration of the remit of the People & Governance Committee and how the Human Resources remit of the Committee would be considered, it was recommended that this was included within the remit of the Finance & Resources Committee. The Finance & Resources Committee Terms of Reference had been amended to reflect this change.

MSh confirmed that he had discussed the Terms of Reference with PN and he was happy with the proposed amendment.

RL agreed with the proposed change but emphasised that staff wellbeing could also be included. It was agreed that reference to the People Strategy could be included with the Terms of Reference and the remit of the Committee.

JTH would draft a bullet point to this effect and email to members for approval.

JTH
Dec. 2023

Members approved the Terms of Reference subject to the amendment noted above.

5. DECLARATIONS OF INTEREST

There were no declarations of interest.

6. SUB-CONTRACTING & PARTNERSHIP UPDATE

DP presented Item 6, which had been prepared by Clare Fielding (Sub-Contracting Manager).

The report provided details of the sub-contractors that the College was working with. DP explained that the majority of the sub-contracts were part of the NG Bailey Hub & Spoke Model, which was currently under review. There had been no new starts with EAS Mechanical and this provision would conclude in 2024. The amount of sub-contracting overall was reducing year on year.

DP explained that the external audit for the new sub-contracting standard had been completed and uploaded to the ESFA in June 2023. The management and monitoring of sub-contractors was judged to be Good. The ESFA had not yet responded to the report.

Members noted the Sub-contracting & Partnership update.

7. MANAGEMENT ACCOUNTS (SEPTEMBER & OCTOBER 2023)

DP presented the October Management Accounts and provided a brief overview.

Government grant income was still being based on budget rather than income while all enrolments were entered on to the system.

DP confirmed that a 4% pay award had been made to staff in November 2023. Subject to satisfactory enrolments and lagged funding for 2024/25, a further 3% pay award would be recommended for approval after the R06 had been submitted.

7. MANAGEMENT ACCOUNTS (SEPTEMBER & OCTOBER 2023) (continued)

RL asked whether anything else could be offered to staff in addition to a pay award and suggested this could be used to support staff recruitment.

DP updated members regarding the FRS102 pension costs; the 2023/24 figures would be zero and the forecast outturn figures have therefore been revised.

The apprenticeship figure would be adjusted once all learners were on ProSolution; DP explained that approximately £150k-£200k would need to be taken off. However, it was noted that savings were being made in other areas.

MR queried the apprenticeship figure and DP confirmed that this only related to in-learning Apprentices. There were around 400 Apprentices in the Gateway for EPA and it was difficult to assess achievement income.

DP emphasised that the College was focused on ensuring that the College was well resourced, in addition to considering the financial health assessment.

The College had received significant capital grants (£2.5m) and had a programme of expenditure, mostly at North Street, which would take place over the next 12-18 months.

There was a considerable discussion in relation to the refectory services provided. DP explained that the SLT was reviewing the service provided and the financial position. It was noted that there were a high number of students in receipt of free school meals and that the provision of refectory services was essential.

Members noted the Management Accounts for September & October 2023.

8. GOING CONCERN

DP presented Item 8. He explained that all the evidence supported the view that the College was a going concern.

Members received the Report and recommended this to the Board for approval.

9. ESTATES UPDATE

DP presented Item 9, which had been prepared by the Head of Estates, Mark Hudson. The report outlined the works completed and ongoing projects. These included:

- Full upgrade of the Lecture Theatre.
- Completion of the Fire Strategy.
- Asbestos survey completed; the report would be in shortly and some removal of asbestos may be required.
- LED lighting system was going out to tender.

9. ESTATES UPDATE (continued)

- Welding extract ventilation system to be completed late December.
- Building Management System (BMS) upgrade.
- Heating and ventilation upgrade to balance out the heating.
- Connection to the Leeds Heat Network was being progressed.
- Appointment of a Painter/handyperson; this was a female from LCB's own student cohort.

DP commented on the exciting plans for North Street. Architects were currently working on a Master Plan to raise North Street, as far as possible, to the same standard as South Bank. A key priority would be to improve energy efficiency.

Members received the Estates update.

10. HEALTH, SAFETY & ENVIRONMENT UPDATE

DP presented Item 10, which had been prepared by the Health, Safety & Environment Advisor, Joanne Meadows.

DP explained that the College was very safe; only one RIDDOR incident had been recorded and this was being fully investigated. Wearing of PPE by students continued to be an issue and was rigorously reinforced. Training compliance was monitored and SLT received regular reports. Any non-compliance was followed up by line managers.

RL asked if there would be any changes to risks if there was building work at the College. DP confirmed that risks would be assessed as appropriate. He explained that any work would need to be done around staff / students in a safe way utilising holiday times.

RL commented on the near miss information and asked what this was telling us. DP explained that staff were finding the new system much easier to use and this had increased the number of near misses reported. Staff would be reminded about the near miss reporting procedure and this would be monitored by the Health, Safety and Environment Committee.

RL raised a question in relation to staff well-being; DP confirmed that this would be reported through the HR report.

LK commented that students should be reminded that the College is training them for work and reinforcing industry practice ensured they were ready for this. This was agreed.

Members noted the Health, Safety & Environment update.

11. IT UPDATE

DP suggested that MN could present the IT update as it had been prepared by him; this was agreed.

11. IT UPDATE (continued)

MN gave a brief overview; key activities included:

- New CAD-enabled machines installed to support T Level delivery.
- Upgraded AV equipment in Lecture Theatre.
- Installation of Teams meeting room equipment.
- Digital signage screens installed.
- Enhanced network infrastructure.
- Cyber Essentials Plus achieved.
- ITSM project coming into place; this would analyse all logs and alert IT of any issues.
- Collsys platform implemented.
- On-call system designed and launched.
- Face ID technology installed at all sites.
- Visitor Management system to be implemented; pending software roll out and IT training.
- Risk analysis on Risk Register being undertaken to update Risk Management Plan.
- Current telephone system to be moved to Teams Telephony.

MR asked about upgrading rooms at South Bank. MN confirmed that Teams meeting equipment was being installed in a number of rooms at South Bank.

RL commented that cyber attacks were a key risk and rated 27, with a target risk of 10; she queried whether this target was achievable. DP explained that MN was currently looking at all risks (including targets) to update the Risk Management Plan. DP emphasised that target risks needed to be calculated properly.

LK raised the question of cyber security threats and asked whether the College had the resources to address these. MN explained that Chris Grimley (Network Manager) is extremely knowledgeable about the College's network. The Risk Management Plan was being updated / bolstered. The College also achieved Cyber Essentials Plus. MN stated that student machines would be disconnected from the College network which would mitigate cyber security risks from these machines.

LK asked how the Face ID recognition system was progressing. MN acknowledged that there had been some initial challenges and he was working closely with the company. DP commented that he did not know of any other colleges using Face ID.

MSh thanked MN for his paper / presentation and asked him to pass on the Committee's thanks to his team for all their hard work. MR acknowledged the quality of the team in place.

Members noted the IT update.

12. DEPARTMENT FOR EDUCATION: COLLEGE FINANCIAL FORECASTING RETURN 2023-25

DP reported that the College had submitted the College Financial Forecasting Return (CFFR) to the ESFA. This has been reviewed by the ESFA and the appropriate assessment grade, based on the College financial plan, had been assessed as:

- Good for 2022/23 (the latest outturn forecast year), and
- Good for 2023/24 (the current budget year).

Members received the Department for Education letter: College Financial Forecasting Return 2023-25.

13. MATTERS TO BE REPORTED TO THE BOARD

- Committee Terms of Reference.
- MSh would prepare a summary of both Finance & Resources and Audit & Risk Committees for the Board.

**MSh
Dec. 2023**

14. ANY OTHER BUSINESS

14.1 RL suggested that a deep dive could be carried out on one of the top four risks. DP / ND would look at providing an extract of the Risk Register. A Board Assurance paper could be prepared against one of the top risks.

**DP/ND
Jan. 2024**

14.2 LK asked about sustainability initiatives. DP explained that the College was progressing connection to the Leeds Heat Network which should help with energy efficiency at North Street. DP suggested that Estates / HS&E could be invited to a future meeting to provide an update on sustainability initiatives such as Leeds Heat Network. recycling etc. This was agreed.

**DP
TBC**

14.3 LK commented that the fire risk hazard was graded as high. DP confirmed that a Fire Strategy had been commissioned.

15. DATE OF NEXT MEETING

The next meeting is scheduled for Tuesday 5 March 2024 at 3.45pm via Microsoft Teams.