



## **Minutes of TRC Corporation Resources Committee Meeting held on Monday 3<sup>rd</sup> December 2012 at 6.30pm**

### **Present**

Mr J F Bingham (JFB) (Chairman); Mr J F B Clark (JFBC); Mrs J Powell (JP); Mr J C Wainwright (JCW);  
Dr P R Williams (RW),

### **In attendance**

Mr M Patterson (MP) VP Finance and Resources  
Mr N Candy (NC) Acting Clerk to the Corporation

### **Actions**

#### **1 Apologies for absence**

Mr D Barlow (DB); Mrs R Hill (RH); Mr Z Nazir (ZN); Dr J Stevens (JS)

(Meeting quorate)

#### **2 Declaration of interests**

JP declared an interest in respect of agenda item 6.5 [Bus Tender / Governor Interest]. Members reserved the right to declare an interest at any stage of the meeting.

#### **3 Minutes dated 4<sup>th</sup> October 2012**

The minutes of the meeting held on 4<sup>th</sup> October 2012 were approved without amendment

#### **4 Matters Arising**

p4 Min 9 Health & Safety Matters:

MP commented that research about the current position regarding BESY was ongoing.

p5 Min 10.1 RW and JCW agreed to update the TRC performance tables.

Members noted that all other 'action' points had either been resolved or were agenda items for this meeting.

#### **5 Estate Matters:**

##### **5.1 Accommodation Projects Update 2012**

MP referred to the paper distributed prior to the meeting and provided an overview of the accommodation project updates.

#### A. Project Updates:

1. External Lights – There was no additional information to that detailed in the paper whereby the proposed installation of LED lights for the AWP had been a failure. The committee supported MP in resolving outstanding issues with the installer.

2. Roof Repairs – Completed and within budget.

3. IT Network Upgrades 2013 & 2014 – MP commented that there will be need to replace the servers in the near future as storage is becoming a significant issue. After some discussion it was agreed that NCC (National Computing Centre) should be employed as the consultant to review our set up. JCW stressed the need to ensure that the specification for the project was accurate. JFB commented that the basic infrastructure is sound.

The committee gave MP approval to proceed with the consultancy stage of the project; he was asked to report back to the Resources Committee and Corporation at the meetings in March 2013.

MP

#### B. New Proposed Projects:

1. AWP Extension for two 5-a-side pitches – There was considerable discussion around the subject of the soil disposal [possible donation to Oakwood School?]. JFB raised the question of the college acquiring the field at the top of the site which is now derelict although it was once a thriving football pitch.

With respect to the 5-a-side pitches MP expressed concern over the aspect of obtaining planning permission with regard to vehicle usage and the possible need for a Travel Plan, which could de-rail the project.

The committee gave approval for MP to apply for planning permission and to issue tenders for the work if planning approval is obtained.

**The committee noted the paper as presented.**

#### 5.2 Caretakers House

MP updated members on the current position regarding the caretaker's house which had been let on a short term [6 months] assured tenancy agreement but with continual roll overs being available. Under the tenancy agreement (drawn up by SGH Martineau the College solicitors) TRC can give 2 months notice with no reason being required, for the tenant to vacate the property after the initial 6 month period. The issue of the drive still needs to be resolved but at a lower cost than that quoted currently by contractors.

**The committee gave approval for the tenancy to start wef 14<sup>th</sup> December 2012.**

## **6 Financial Matters:**

### **6.1 Management Accounts October 12**

MP referred to the papers distributed prior to the meeting. He commented that the college was theoretically in breach of its financial regulations as it has more than £500,000 deposited in one bank (which had originally been considered as a Broker) other than its main one. Members noted that due diligence had been applied and approved temporary dispensation in this case. The position will be reviewed in 6 months time. Approval to raise the limit to £1m will be sought at the next Corporation meeting and approval to roll over the current sum plus £100k to raise the amount with Close Brothers to £1m in Feb 2013. No other significant issues were raised.

MP

**The committee accepted the October 12 Management Accounts as presented and recommended them to the full Corporation for approval.**

### **6.2 Financial Statements 2011 / 12**

MP referred to this paper which had been considered by the Audit Committee and two members of the Resources Committee on 26<sup>th</sup> November 2012. JFB expressed unhappiness with the contents of the Statements referring to the contingent liability included. He explained that as he was the person responsible for accepting the responsibility for officially signing off the accounts he was not prepared to accept the current wording as he believed it could leave the College open to a law suit. JFBC agreed that it was imperative that the person responsible for signing the accounts must be happy with their content and as a result MP was asked to review the relevant wording with our solicitors.

MP

As a result of this it was not appropriate for the Resources Committee to recommend the Financial Statements 2011 / 12 in their current state to the full Corporation for approval.

### **6.3 Pension Staging date – Transitional delay to 1<sup>st</sup> Oct 2017**

MP referred to the paper distributed prior to the meeting and provided background information on this issue, which primarily affected support staff. It revolved around the requirement for staff to compulsorily join a pension scheme sponsored by the government. Due to the size of the college it was possible to delay implementation of this scheme until October 2017.

**The committee recommended the transitional delay to 1<sup>st</sup> October 2017 to the full Corporation for approval.**

### **6.4 International Accounting Standards Change**

MP explained that there were different holiday year starting dates for teaching, support and senior staff. The purpose of this paper was to move the holiday year starting date for all staff to the same date i.e. 1<sup>st</sup> August. JFBC queried the possible impact on contracts of employment. MP commented that the proposal

would require consultation with the trades unions, but it had no practical impact on staff contracts and he did not foresee a problem with the unions.

**The committee approved the proposal to move the holiday year starting date for all staff to the same date [1<sup>st</sup> August] and recommended it to the full Corporation for approval.**

#### **6.5 Bus Tender / Governor Interest**

*[JP declared an interest in this item]*

MP explained that there were now four bus routes coming into college as opposed to the one which had operated for a number of years. It was important that the college should be seen to be testing the market. Members noted that this provision had been put out to tender in the past. MP therefore proposed to go out to tender for the 2013 / 14 year.

**The committee approved MP's proposal to put the provision of bus services out to tender for 2013 / 14.**

### **7 Employment Matters:**

#### **7.1 Appeals procedure**

#### **7.2 Capability Procedure**

#### **7.3 Disciplinary Procedure**

JFB referred to these papers which had been distributed prior to the meeting. They had been reviewed and approved by the Chairs of the Resources, Audit and Q&S Committees under the delegated authority as agreed by the full Corporation [22<sup>nd</sup> October 2012].

No issues were raised.

**The committee accepted the Appeals, Capability and Disciplinary procedures and recommended them to the full Corporation for approval.**

### **8 Health & Safety Matters:**

#### **8.1 H&S Audit Report and Action Plan 2012 / 13**

MP referred to the papers distributed prior to the meeting. He referred to the issue regarding the stair rail in Chancellor's Court which would now have to be resolved in an alternative manner from that originally proposed.

**The committee accepted the proposal to have an annual H&S inspection and a biennial H&S audit and recommended it to the full Corporation for approval.**

#### **8.2 Accident and Near Misses Report [additional item]**

MP referred to the paper distributed prior to the meeting. JCW commented on the number of cases involving students. MP replied that more cases were being

recorded due to the tighter procedures rather than an increase in actual incidents.

**The committee noted the papers as presented.**

**9 Any other business**

None raised

**10 Date of next meeting**

Monday 4<sup>th</sup> March 2013 [6.30pm]

All

Signed.....*J C Wainwright*.....

Date.....*4<sup>th</sup> March 2013*.....

**ACTIONS – Resources Committee Meeting 3<sup>rd</sup> December 2012**

<b>Item</b>	<b>Action to be taken</b>	<b>By whom</b>	<b>By when</b>
5.1	Update on IT Network project Explore acquisition of field	MP MP	Corp mtg 03/13 Ongoing
6.1	Amend financial regulations	MP	Next Corp mtg
6.2	Amend Financial Statements 2011 / 12	MP	ASAP