



## The Henley College Corporation

### MINUTES of the Meeting of the Finance & Resources Committee held on Monday 19 March 2018 at 09.00

<p><b>Members present:</b>  <b>Charles Wiggin</b>          Peter le Conte          Satwant Deol          Martin Unsworth          Trevor Watkins</p> <p><b>In attendance:</b>          Simon Cuthbert          Eva Dixon          Martin Rosner          Mala Rajput          Jacky Gearey</p>	<p><b>Chair</b>          Independent Member/Chair of Corporation          Principal/Ex Officio Member          Staff Governor          Independent Member</p> <p>Deputy Principal          Interim Director of Finance          HR Adviser          Director of Business Development          Clerk</p>	
Agenda Item	Minutes	Action by
3.1	<p><b>Opening of meeting</b>          The meeting was opened at 09.01</p>	
3.2	<p><b>Apologies for Absence</b>          Apologies were received from Mala Rajput who said she would be late due to a prior meeting.</p>	
3.3	<p><b>Declaration of Interests</b>          There were no interests were declared.</p>	
3.4	<p><b>Minutes of Previous Meeting:</b>          The minutes of the Meeting of 24 January 2018 were agreed and approved.</p> <p><b>Resolved: the Committee agreed that the minutes were an accurate record of the meeting of 24 January 2018 and the minutes were signed by the Chair.</b></p>	
3.5	<p><b>Matters Arising from the Minutes (including review of actions)</b>          All other matters had been actioned and there were no further matters arising.</p>	
3.6	<p><b>HR &amp; Employment Law updates:</b></p> <p>The HR adviser said that there were no legal updates at this time but did want to update the committee on the progress towards achieving the reductions in staffing required in line with previous decisions made by the Committee and the Corporation. A report covering the organisation change was presented with the following comments:          Good progress is being made towards finalising the structures in the areas identified, taking into account comments made and responses during the consultation process. Following confirmation of new structures, an assimilation/selection process will take place where the reductions required have not been achieved by voluntary means.          The VR application process has been open since mid-February and there have been a number of firm VR applications, mostly from the areas directly affected. Under the agreed process, these will be considered by the VR panel. Some applications have been received from other areas and the decisions in relation to staff from those areas will be dependent upon:          (i) Whether the post can be filled by someone at direct risk of redundancy; or          (ii) Whether the post can be deleted as an additional reduction in staffing not covered by the formal consultation process.          The Chair asked when these obligations would be made and it was confirmed that they would be as of 1 June 2018.</p>	



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	<p><b>VR Scheme</b></p> <p>As part of the consultation process, the HR Adviser and Principal have been meeting on a regular basis with local and regional trade union representatives. As part of these discussions, the representatives have asked for an increase to the VR payments being offered. Currently, the additional payment is one month's salary or £2,000 (pro rata for part-time staff) whichever is the greater. We agreed to take this back to Governors for consideration.</p> <p>It is not yet possible to assess the total cost of redundancy payments as the cost varies significantly depending on age, length of service and, in the case of support staff in the LGPS, whether there are strain costs on the pension fund. A reasonable estimate would be that a 50% increase in the VR payment to 1.5 months' salary or £3,000 (pro rata for part-time staff) would add between £50,000 and £75,000 to the total cost of redundancies.</p> <p>The HR Adviser did want to point out that there could be pressure from the ESFA if the deficit for the year were to exceed the figure reported to them.</p> <p>The committee was asked to:</p> <ul style="list-style-type: none"> <li>(i) Note progress made towards achieving the reductions required;</li> <li>(ii) Consider the request from trade union representatives to increase the VR payments being offered.</li> </ul> <p><b>Resolved:</b></p> <ul style="list-style-type: none"> <li>(i) <b>that the report on the Organisation Change Update was received by the committee;</b></li> <li>(ii) <b>that the committee noted that progress is being made towards achieving the reductions required;</b></li> <li>(iii) <b>the VR payments offered to remain at one month's salary or £2,000 (pro rata for part-time staff) whichever is the greater; and</b></li> <li>(iv) <b>DoF to confirm with Buzzacott that in line with FRS102 all organisational change costs to be charged to 2017-2018</b></li> </ul> <p>The Principal asked for her thanks to be minuted regarding all the work that the HR Adviser had done regarding the organisational change.</p> <p><b>Whistleblowing Policy</b></p> <p>The Whistleblowing policy had already been reviewed by the Audit committee and was now presented for review and subject to this committee's approval be put forward to the Corporation for approval. The committee acknowledged that the policy was fit for purpose and for it to be reviewed in the next academic year.</p> <p><b>Resolved: the committee recommended the Whistleblowing Policy be put forward to the Corporation for approval.</b></p>	DoF
3.7	<p><b>Fees and Fee Remission for 2018-2019</b></p> <p>The Director of Finance's presented a report on the fees and fee remission for 2018-2019 covering:</p> <ol style="list-style-type: none"> <li>1. ESFA funded courses;</li> <li>2. Self-financing / community education courses; and</li> <li>3. Premises hire figures from 2017 -2018.</li> </ol> <p>The committee accepted the premise hire charges presented but said that further investigation was required regarding whether the rates charges were competitive. The DoF said that these charges had been taken from SchoolSpace whose contract would ceased 30 March 2018 but that the charges presented were to be reviewed at a later date. It was discussed and agreed that the DoF should manage the contract self-hire process.</p> <p><b>Resolved:</b></p> <ul style="list-style-type: none"> <li>(i) <b>The committee agreed to recommend the Fees and Fee Remission for 2018/19 to the Corporation for approval; and</b></li> <li>(ii) <b>DoF to manage the process of premise self-hire financing.</b></li> </ul>	DoF



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3.8	<p><b>Any Other Business</b></p> <p>There was no other business and the meeting went to the confidential agenda at 10.01</p> <p>The HR Adviser left the meeting at 10.02.</p>	
<p><b>Confidential Agenda items –</b></p>		
3.16	<p><b>Items to be taken forward to next Corporation Meeting for approval:</b></p> <ol style="list-style-type: none"> <li>1. Whistleblowing Policy</li> <li>2. Fees and Fee Remission for 2018/19.</li> <li>3. Summer works be carried out totalling £109,500 plus VAT to be taken out of restricted reserve.</li> <li>4. The pre-application costs of £56,750 plus VAT to be spent out of restricted reserve.</li> </ol>	
<p><b>Date and Time of Next Meeting</b> The next scheduled meeting is Monday 18 June 2018 at 09.00</p>		
<p><b>Meeting Closure</b> The meeting closed at 11.34</p>		
<p>MINUTES of the meeting held on <b>Wednesday 24 January 2018</b> were agreed and accepted as a true and accurate record and signed by the Chair</p> <p>..... on .....</p>		