



**FINANCE, EMPLOYMENT AND GENERAL PURPOSES COMMITTEE  
CONFIRMED MINUTES**

**Date:** 23 November 2022

**Venue:** New Boardroom City Campus

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**Present:** Stephan Hollingshead (Chair)  
Holly Anderson, staff governor  
Peter Brooks, governor  
Angela Foulkes, Chief Executive and Principal and governor  
Beri Hare, governor (via Zoom videoconference)  
David MacDougall, governor  
John Mothersole, Chair of Governors  
Paul Senior, governor.

**In attendance:** Andrew Hartley, Executive Director Commercial and Operations  
Martin Harrison, Executive Director Finance  
Stuart McKay, External Auditor, Audit Partner MacIntyre Hudson  
Alison Shillito, Governance Advisor and Clerk to the Governing Body  
Paul Simpson, Executive Director People  
Beth Smith, Executive Assistant (note taker)

**Action**  
**by**        **by**  
**whom**    **when**

**22/5/1 Welcome, introduction and apologies**

- 1.1 The meeting started at 08.35 as the Chair of FEGP was delayed by traffic. There were apologies received and the meeting was quorate.
- 1.2 The Chair welcomed Ian Falconer, chair of ARAC, to observe, and Stuart McKay, External Audit Partner

**22/5/2 Declaration of interest**

- 2.1 The committee noted the following standing interests.
  - Angela Foulkes, Chief Executive and Principal (CEP) as a director of college subsidiary companies would not be eligible to vote in any resolution concerning the companies.
  - Holly Anderson, staff governor, as Head of Marketing in relation to the marketing report. This was an assurance report and did not require a vote, so no action was required in relation to the declaration.

### **22/5/3 Minutes of the meeting on 21 September 2022**

- 3.1 The committee approved the minutes and confidential minutes of the meeting which took place on 21 September 2022.

### **22/5/4 Matters Arising & Action Record**

- 4.1 The committee considered progress on ongoing actions not otherwise included on the agenda as follows.

Minute 22/3/104ii refers, Health and Safety Training for FEGP Members

The committee noted that the Head of Health and Safety would be providing bespoke training for members after the meeting. This action was agreed as completed.

- 4.2 The committee received the Action Record, agreed that it covered the matters arising from the last meeting and approved removal of the completed actions.

### **22/5/5 People Report 2022-23**

- 5.1 The Executive Director of People (EDP) introduced the report, which provided the committee with an in-year update for the first quarter of 2022-23 on the implementation of the People policies and performance against the Key Performance Indicators (KPI) agreed by governors. The EDP highlighted the following issues.

- **Industrial action** recognised trade unions were balloting members on their willingness to take industrial action in pursuit of their pay claim. The college had already paid the approved pay award for 2021-22 and managers were negotiating the 2022-23 pay award. In response to a member's suggestion to consider a non-consolidated award for the lowest paid, the EDP said that the college had uplifted lower paid grades in line with the Foundation Living Wage. An unconsolidated element could be part of an agreed settlement for 2022-23 but would not meet the claims requested.
- **Recruitment**, to manage the increasing risks around staff recruitment, the college was investing in an additional in-house recruiter role and an increased advertising budget to support attracting candidates from diverse backgrounds
- **Staff development** as well as teaching and learning improvement, the 2022-23 staff development programme included staff wellbeing with training for Mental Health First Aiders and sessions on financial wellbeing.

- 5.2 The committee received the report and commented as follows.

**Staff turnover** data showed more staff leaving in the period than starting, a member asked if this might be linked to dissatisfaction with pay. The EDP said that the period included August which, in education, normally saw more staff changing jobs or retiring. The turnover rate was lower than the sector data being reported by Association of Colleges and was not having a negative impact on students but was being closely monitored.

**Values and behaviours framework**, the committee agreed that the development and launch of the new framework was an important step for the

college and members asked when it would be launched. The EDP said that in developing the framework People managers had spent time engaging staff and managers, and the framework had benefited from this consultation. The new framework would be launched at the next staff development day (16 December) for implementation in January 2023. The committee said that it would not want to see the launch slip back any later.

- 5.3 The committee noted the assurance provided by the report that the college continued to implement its People policies effectively.

## **22/5/6 Commercial and Business Development: Marketing update**

- 6.1 The Executive Director Commercial and Operations (EDCO) presented an annual update on the college's marketing activity and plan for supporting recruitment, internal communications, college reputation and celebration events. Members discussed the report and asked how the team used data on conversion rates and what makes applicants come to college or decide to go elsewhere and use this for future campaigns. It was commented that the Marketing Team collects and analyses feedback from all its campaigns. This year they would be collecting additional data from open day attendees so it would be possible to analyze enrolments based on students' pre-enrolment engagement with the college.

**ACTION:** for the next marketing report include data on the impact of feedback on planning future campaigns and the conversion rate for different types of open day engagement.

- 6.2 The committee received the report and congratulated the team on the coverage and high quality of its work.

## **22/5/7 Estates and sustainability update**

- 7.1 The EDCO introduced the report which included progress on planning for new and upgraded facilities, the upcoming call for bids for T Level Wave 5 funding, the estates works completed over summer 2022 and progress on the environmental sustainability strategy.

- 7.2 The committee considered the report and the main issues discussed were

**Estates Development Strategy**, planning was progressing quickly and members were keen to ensure that the college secured locations and facilities that were best fit for the college. The CEP said that the college was carefully mapping current and future curriculum needs to ensure it was ready to bid/move should the right location or funding opportunity arise. The board might need to take some important decisions quite quickly and it was agreed that a governor task and finish group would be helpful for oversight of progress and responding quickly to developments.

**Environment Sustainability Strategy**, members asked when the board would see a detailed plan for achieving the strategy and longer-term targets approved in Spring 2022. The EDCO said that the curriculum project lead had been appointed and the sustainability lead would be appointed in spring 2023. The committee looked forward to seeing more detail at the next meeting.

The committee received the report, noted the assurance on progress on implementing the Estates and Sustainability Strategy and agreed the following.

**ACTION** recommend approval to Governing Body of an Estates Development Task and Finish Group and call for volunteers.

Chair 14/12/  
GB 22

## 22/5/8 Health & Safety report

8.1 The EDCO introduced the Health and Safety update including progress on completing actions from the 2022 Fire Risk Assessment and updates on:

- RIDDOR incidents in the first quarter of 2022-23,
- Health and Safety campaigns to prevent incidents,
- Health and Safety management review and findings from recent workplace audits.

8.2 In relation to RIDDOR incidents, the committee asked what preventative action had been taken as a result of the incidents, which had both been in hospitality training kitchen. The EDCO said that this was identified as a higher risk environment and as such students were given a detailed health and safety induction at the start of term which covered relevant risks. This was reinforced at the beginning of each term. Members asked about first aid cover and if this was now adequate. The EDCO said that In the past 12 months, the college had trained more first aiders and there was good coverage in high-risk areas.

8.3 The link governor for health and safety commented that since the last meeting he had met with the Health and Safety Manager twice to find out more about the college's health and safety strategy and progress on implementing the strategy. The link governor said that he supported the approach the team was taking to strengthen the college's health and safety culture and local leadership.

8.4 The committee challenged the number of actions that remained outstanding from the May 2022 Fire Risk Assessment. It was noted that a number of these were in progress and due to be completed by the end of the month. The committee asked for an interim update on the FRA actions completed by the end of November and asked that all remaining actions be prioritised for completion as quickly as possible.

8.5 The committee received the report, welcomed the assurance and requested the following.

### **ACTIONS:**

Circulate an interim progress update on completion of the actions identified in the May 2022 Fire Risk Assessment.

EDCO 14/12/22

## 22/5/9 Finance Report

9.1 The EDF presented the report on the college's financial position at the end of the first quarter and the main points discussed were as follows.

- **ESFA Governor Dashboard**, which had not been available in time for circulation with the papers. The dashboard rated the college as

outstanding for its forecast outturn in 2021-22 and good for its financial plan for 2022-23.

- **Pensions Statement 2021-22** – the committee noted the surplus being reported for 2021-22 in the college’s portion of the South Yorkshire Local Government Pension Scheme. The EDF advised that the triennial scheme valuation was in progress, the college’s refund payments would end in March 2023. It was highly likely that the scheme would be seeking additional employer contributions. A member commented that the amount of movements in the valuation of the pension fund was surprising for long term investments but this was not within the college’s control
- **Student Union accounts 2021-22** – the EDF commented that the college provided funding to the Students’ Union for an agreed programme of activities. The members were satisfied that Students’ Union expenditure was covered by the college Financial Regulations and there was appropriate oversight.
- **Subsidiary company updates 2021-22** – the committee noted the report on the October meetings of the company boards of directors. It was noted that the college executive was considering some changes to how it sourced some services currently provided by Sparks Solutions Ltd. The External Auditor commented that should the directors decide to make the company dormant in 2022-23 then this would have an impact on the basis of the preparation of the company accounts even though there would be no financial impact on the group position. The CEP said that the Board of Directors would be meeting on 30 November and would agree the company’s intentions for 2022-23.
- **In year financial update** – the committee received the management accounts for Period 3 (1 August -31 October 2022). It was noted that some income lines were below target including adult learner loans and apprenticeships. The CEP said that the Executive Leadership Team would be completing performance reviews at the end of November/early December to identify the action needed to increase income in-year, if possible, or to reduce expenditure.

9.2 The committee received the report and agreed

**ACTION** for the next meeting, review the purpose and longer-term strategy for the college’s subsidiary companies

EDF/  
EDP 15/3/23

**22/5/10 Policy review: Modern Slavery Policy and Statement 2021-2022**

10.1 The EDF presented a review of the first year of implementing the college’s new Modern Slavery and Human Trafficking Policy and an annual statement of the progress the college had made on eradicating slavery in its operations and supply chains. It had been planned that the pace of implementing best practice in procurement would increase with the arrival of a new Head of Procurement however this had been delayed somewhat due to the difficulty of recruiting a suitable candidate

10.2 The committee received the updated Modern Slavery Policy and the Modern Slavery Statement 2021-2022 and recommended approval to Governing Body noting that FEGP would be monitoring progress on implementation.

**22/5/11 Review of meeting**

- 11.1 Members said that it had been an efficient meeting that had a positive impact on students for example, pursuing increased pace on the implementation of the Environmental Sustainability Strategy and completion of actions arising from the Fire Risk Assessment. The recommendation to form a task and finish group to support implementation of the Estates Strategy would also have a significant impact on the experience of future students and staff.

**22/5/12 Date and time of next meeting**

15 March 2023 at 0830-10.30 in the New Boardroom City Campus

28 June 2023 at 0830-10.30 in the New Boardroom City Campus

- 22/5/13** The members of FEGP were joined by members of Audit and Risk Assurance Committee (ARAC) and reconvened in joint session to receive the report of the External Auditor and consider the draft Members' Report and Financial Statements for 1 August 2021 to 31 July 2022. The minutes are recorded in the minutes of the ARAC meeting on 23/11/2022.