

BUSINESS COMMITTEE

CONFIRMED MINUTES OF THE MEETING HELD ON 26 NOVEMBER 2024 AT 4:00PM, HELD AT CITY COLLEGE NORWICH, THETFORD BOARDROOM

Present:

Noel Bartram	NB	Chair
Andrew Barnes	AB	Governor
Jerry White	JW	Principal
Joe McNeill	JMc	Governor
Freddie Simpson	FS	Student Governor, SU President (<i>remote, via Teams</i>)
Shirley Barker	SB	Staff Governor

Attendees:

Hilary Bright	HB	Director of HR Services (<i>from 4:44pm to 5:00pm</i>)
Jen Eves	JE	Chief Operating Officer
Jodie Mitchell	JM	Director of Governance and Legal
Martin Colbourne	MC	Deputy CEO
Matt Poll	MP	Director of Estates and Facilities (<i>until 4:44pm</i>)
Seb Gasse	SG	Vice Principal
Claire Harber	CH	Governance and Legal Officer, Minutes

Apologies:

Nikki Gray	NG	Governor
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1. Area Updates

1.1 Estates and Facilities Update

The Estates and Facilities Update papers were circulated prior to the meeting and taken as read.

MP reported a busy year to date with £12m projects delivered or nearing completion. The following points were highlighted:

- The Norwich rear corridor roof (£1.25m) is three weeks from completion. An external company are carrying out quality assurance.
- The Easton Sports Centre refurbishment had a short delivery period of 11 weeks. The project was £1.7m and partly grant-funded. The building will be renamed and formally re-opened.
- The library refurbishment is almost complete, and it is expected to open next week. Feedback so far has been positive.
- There is likely to be media coverage on the Easton Sports Centre and library refurbishments.
- The LED lighting upgrade is almost complete and energy costs savings should start to filter through.
- The new Easton dog kennels are open.
- There was £180k spend on the health and beauty area over the summer to create more space.
- The Construction Skills Building project is coming on well and focus is moving to the internal fit. Completion is expected 20 December 2024.
- Lift work is in progress. The Blakeney Building work is complete, the Wroxham Building lift is awaiting testing, and work is starting on the main reception lift replacement.
- The Norwich rear envelope was a complex project requiring asbestos removal and phasing of work to allow parts of the building to remain operational. Work

is expected to be completed by September 2025. There have been budget pressures due to the asbestos removal and this was prioritised over replacing all windows.

- Other minor projects include the locker room, AV upgrades, vaping shelters and boiler replacements.

There followed a conversation on estates compliance. The Committee was informed that the College have a robust system in place to monitor compliance with fire safety, legionella, asbestos and emergency lighting guidelines. The Committee were further assured that the College is audited by its insurers who check certification, electrical safety testing etc.

These further points were highlighted:

- Planned maintenance is managed through MS Planner, but it may be beneficial to move to facilities management system in the future.
- A new Facilities Management Support role to support reactive work is at interview stage.
- The College has moved from Norse to Dardan after a tender process for the security contract. The overnight guard has been removed and replaced with mobile patrols at a saving of £100k per annum.
- The Churchill contract is due to end in July 2025, so the cleaning contract will be retendered in the new year.

The rest of the discussion under item 1.1 was confidential and is recorded in the confidential minutes.

MP left the meeting and HB joined the meeting at 4:44pm.

1.2 Workforce Development Report

The discussion was confidential and is recorded within the confidential minutes.

1.2.1 Staff Satisfaction

The discussion was confidential and is recorded within the confidential minutes.

HB left the meeting at 5:00pm.

The meeting took a break at 5:00pm and reconvened at 5:06pm.

2. Apologies for Absence

Apologies were received and noted as above.

3. Declaration of Conflicts

No declarations were made.

4. DRAFT Minutes of the Meeting held on 15 October 2024

The unconfirmed minutes of the meeting held on 15 October 2024 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

5. CONFIDENTIAL - Unconfirmed Minutes of the Meeting held on 15 October 2024

The unconfirmed minutes of the meeting held on 15 October 2024 were amended slightly and agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

6. Matters Arising

Bus 2 Action 3: JW/MC to place the property known as 'Hillcrest' on the open market (JW/MC). *It was agreed that there is no need for further updates, but the Committee asked to be informed when the property is sold.* ACTION CLOSED

Bus 3 Action 4: HB to include benchmarking data for staff turnover going forward (once the AoC has provided the up-to-date data). *It was agreed that this action can be removed.* ACTION CLOSED

Bus 3 Action 13: JW / SG to review adding a Workforce Planning update to future Business Committees or at the next Strategy Day (JW/SG). *A draft of the People Strategy will be presented to the Business Committee in January.* **ACTION ONGOING** (Due: **January 2025**)

Aus 4 Action 6: JW and Tom Smith to produce and share with Governors pre-recorded webinar on 4cast progress before the next Business Committee meeting on 7 May 2024 (JW/TS). *This action is ongoing.* **ACTION ONGOING** (Due: **December 2024**)

Bus 5 Action 3: JM / CJ to arrange ETF Climate Training for Governors (JM/CJ). *It was agreed that this would be integrated into Bus 5 Action 4.* ACTION CLOSED

Bus 5 Action 4: JP to review and amend the Climate Action Plan further to discussions and an update is to be provided to the Business Committee then Board (JP). *The Climate Action Plan will be presented to the January Business Committee.* **ACTION ONGOING** (Due: **January 2025**)

Bus 5 Action 5: HB to review the number of days absence data/ graph and represent to the Business Committee (HB). **ACTION ONGOING** (Due: **January 2025**)

Bus 5 Action 6: HB to include number of days absence data annually within the Workforce Report (HB). **ACTION ONGOING** (Due: **January 2025**)

Bus 6 Action 4: ACTION COMPLETE

Bus 1 Action 1: Explore alternative ways of reporting Inclusive Learning Health and Safety incidents and report back to Business Committee (NS-C) **ACTION ONGOING** (Due: **March 2025**)

Bus 1 Action 2: Bring fire door remedial action plan to January Business Committee (JW). **ACTION ONGOING** (Due: **January 2025**)

Bus 1 Action 3: Remind staff of the fire marshal and drill process during weekly journal update (JW). *JW agreed to complete this this week. NB agreed to close the action.* ACTION CLOSED

Bus 1 Action 4: Identify where problem areas remain in relation to fire marshalling and report back to the next Business Committee (NS-C). **ACTION ONGOING** (Due: **March 2025**)

Bus 1 Action 5: ACTION COMPLETE

Bus 1 Action 6: Action plan for asset vulnerability to be included in the next update (NK). **ACTION ONGOING** (Due: **January 2025**)

Bus 1 Action 7: Carry out further work on the Staff Survey Action Plan (HB/JW). *It was agreed that this would be integrated into Bus 3 Action 13.* ACTION CLOSED

Bus 1 Action 8: ACTION COMPLETE

Bus 1 Action 9: ACTION COMPLETE

Bus 1 Action 10: ACTION COMPLETE
Bus 1 Action 11: ACTION COMPLETE
Bus 1 Action 12: ACTION COMPLETE
Bus 1 Action 13: ACTION COMPLETE
Bus 1 Action 14: ACTION COMPLETE

7. **CONFIDENTIAL – Finance Updates**

The discussion was confidential and is recorded within the confidential minutes.

7.1 **CONFIDENTIAL – Management Accounts and Debtors Reports**

The discussion was confidential and is recorded within the confidential minutes.

7.2 **CONFIDENTIAL – College Turnaround and Long-Term Plan**

The discussion was confidential and is recorded within the confidential minutes.

7.3 **Financial Regulations**

The draft update to the Financial Regulations was circulated prior to the meeting and taken as read.

It was agreed to reword the section in paragraph 14.4 referring to the review of the estimation technique.

With this minor alteration made, the Business Committee determined to recommend the updated Financial Regulations to the Board for approval.

8. **Insurance Tender and Renewal**

The Committee were informed that the 3-year contract with Aviva is coming to an end on 31 January 2025.

The College is awaiting recommendations from the insurance broker which should be received ahead of the Board meeting on 10 December 2024.

It was agreed that, due to the pressing timing of this matter, the Chair of the Business Committee together with the Chair of the Corporation will have authority to consider the recommendations made by the broker and recommend to the December Board.

ACTION 4: MC to check the insurance budget and inform NB and AB ahead of the December Board (MC).

The Committee asked how often the College retender for the insurance broker contract. The Committee were informed that the contract has not been retendered for several years but there is need to avoid similar timing to the insurance retender, so this is likely to be considered during 2025.

9. **Modern Slavery Statement**

The draft Modern Slavery Statement was circulated prior to the meeting and taken as read.

The Committee were informed that there have been minimal changes to the statement and there have been no changes in relevant legislation.

The following points were made:

- The student number will be updated before being presented to Board.
- Once approved by the Board, the statement will be published on the College website and the Modern Slavery Statement Registry.

On this basis, the Business Committee determined to recommend the updated Modern Slavery Statement to the Board for approval.

10. **CONFIDENTIAL – Strategic Target Monitoring**
The discussion was confidential and is recorded within the confidential minutes.
11. **CONFIDENTIAL – Union Colleagues Meeting Minutes**
The discussion was confidential and is recorded within the confidential minutes.
12. **CONFIDENTIAL – Health and Safety Group Minutes**
The discussion was confidential and is recorded within the confidential minutes.
13. **Other Urgent Business**
The discussion was confidential and is recorded within the confidential minutes.
14. **CONFIDENTIAL – Meeting Review and Summary**
The discussion was confidential and is recorded within the confidential minutes.
15. **Date of Next Meeting**
The next Business Committee meeting will take place on 28 January 2025 at 4:00pm.
All formal business having been concluded; the meeting closed at 6:06pm.

Signed Date
(Chair)