

Unconfirmed

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

*Owing to the national emergency restrictions imposed by HM Government because of the global Covid 19 pandemic
this meeting was held by video conference*

FINANCE & RESOURCES COMMITTEE

MINUTES OF A MEETING HELD ON WEDNESDAY 10 MARCH 2021

Membership (7):	*	George Batho	External Member	
	*	Anthony Bravo	Principal	
	*	Kevin Croombs	External Member	
	*	Greg Devereux-Cooke	Staff Member	
	*	Mike Howe	External Member	Vice Chair
	*	Dave Murray	External Member	
	*	Colin Willoughby	External Member	
Quorum:		3 required	7 present	Meeting quorate
In Attendance:	*	Mark Bonnett	Finance Manager (FM)	
	*	Simon Burrell	Clerk to the Corporation (Clerk)	
	*	Lorraine Heath	Deputy Principal: Business (DPB)	
	*	David Moir	Deputy Principal: Finance & Resources (DPFR)	
	*	Malcolm Quiney	Head of HR (HHR)	
Present at Meeting:	*			

PART 1 - NON-CONFIDENTIAL MINUTES

(5.00pm)		ACTION
845.	CHAIR OF THE MEETING The Vice Chair took the Chair for the meeting.	
846.	APOLOGIES FOR ABSENCE There were no apologies for absence.	
847.	DECLARATION OF INTERESTS There were no declarations of interest made.	
848.	NOTIFICATION OF ANY OTHER URGENT BUSINESS There were no items of any other urgent business notified.	

849.	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The Minutes of the meeting held on 26 November 2020 were confirmed as a correct record, and would be signed by the Chair when the national restrictions allowed.</p>	
850.	<p>MATTERS ARISING</p> <p>There were no Matters Arising considered that were not due to be discussed elsewhere at the meeting.</p>	
851.	<p>HR ACTIVITY REPORT</p> <p>A written report was received and considered. The HHR took the Ctte through his report.</p> <p>1. Covid-19 Pandemic</p> <p>The HHR advised that 19 staff were known to have had Covid-19 and, sadly, one member of staff had died from the virus following a short stay in hospital. A total of 87 staff had also self-isolated.</p> <p>2. BCoT Professional Services (BPS)</p> <p>A total of 95 staff were currently employed by BPS, from a peak of 113 in March 2020. With regards to pensions costs, he estimated that having enrolled BPS staff onto the People Pension Scheme (PPS) instead of the LGPS the College had achieved a saving of c£177k. January 2021 was also the PPS re-enrolment month. Of the 95 employees, 69 staff were members of the defined scheme, 1 had re-enrolled and 25 had opted out.</p> <p>3. Staff Sickness</p> <p>The HHR advised that short-term staff sickness in 2020 had shown a marked decline. He stressed that this was probably as a result of staff working from home during the pandemic and not needing to report time off for sickness in many cases. Long-term sickness had, though, increased slightly.</p> <p>4. Interim PDRs</p> <p>Currently 60% of PDRs had been undertaken. The HHR advised that they should all be completed by May 2021 and he would update the Ctte at its next meeting.</p> <p>(The HHR left the meeting)</p>	HHR
852.	<p>MANAGEMENT ACCOUNTS 2020/21</p> <p>The Management Accounts to January 2021 were received for information and noted. The DPFR advised that the current forecast deficit was -£599k but he anticipated it would 'improve' slightly at the next update of the forecast.</p> <p>The DPFR advised that savings on expenditure continued but that these were off-set by reduced levels of income, primarily through reductions in adult grant funding.</p> <p>Covid-19 expenditure was currently c£100k. Covid-19 testing was estimated to cost a further £50k (funded via a government grant) but the actual level of the grant was not known at the current time.</p> <p>The DPFR highlighted a risk related to the re-tendering process currently being undertaken by UK Power Networks. He stressed that this was an important financial contribution to the College and would have a significant impact if it was not renewed.</p>	

853.	<p>INTERIM PAY AWARD</p> <p>A written report was received and considered. The DPFR advised the pay awards for staff on the national minimum wage (NMW) were normally made from 1 April each year, and all other staff from 1 August each year. He advised further that the Government had increased the level of the minimum wage from 1 April 2021 by 1.59%-2.08% (dependant on age).</p> <p>In considering the matter, it was proposed that a 'flat rate' pay award of £400 pro-rata be made to each member of staff on the NMW rates, and to all nursery staff (except the Manager and Deputy Manager) with effect from 1 April 2021. In response to a question from a Member the DPFR confirmed that a pay award had been included in the budget for 2020/21.</p> <p>It was RESOLVED to RECOMMEND to the CORPORATION that a pay award of £400 pro-rata be made to all staff on NMW rates and to the nursery staff (except the Manager and Deputy Manager) with effect from 1 April 2021.</p> <p>The Ctte also noted that the Living Wage Foundation's 'Real Living Wage' rate was, currently, £9.50 for 18 and older. This compared to the government's legal minimum wage rate for over 25s of £8.91, and BCoT's hourly rate for over 25s of £8.93 (for other ages it was lower). The DPFR stressed that using the Real Living Wage rate would have a greater impact on the differential with higher-graded staff in the College, and would also not be affordable. The growing disparity of salaries between the FE sector and the schools sector was also noted.</p> <p>In reviewing the Real Living Wage rate the DPFR was asked to advise the Ctte of the broad cost implications of it and its financial impact on the salary differential within the College.</p>	DPFR
854.	<p>PARTNERSHIP PROVISION</p> <p>A written report was received and considered. The DPCPI advised that the contract with Eastleigh College had now finished and all apprentices enrolled with them had completed.</p> <p>The DPCPI advised further that the contracts with Treloar Trust and WBTC were operating to contract.</p> <p>With regards to Learning Curve, the DPCPI advised that they (Learning Curve) had achieved their enrolment targets set for the year and that it was proposed to increase their contract value to £550k.</p> <p>It was RESOLVED that the contract with Learning Curve be increased to £550,000.</p>	
855.	<p>BAD DEBT WRITE-OFFS</p> <p>A written report was received for information and noted. The FM advised that three debts totalling £818.07 had been written-off under delegated authority.</p>	
856.	<p>FINANCIAL REGULATIONS REVIEW</p> <p>A written report was received and considered. The FM advised that he had undertaken a further review of the Financial Regulations. A number of proposed changes, as set-out in his report, were proposed.</p> <p>It was RESOLVED to RECOMMEND to the CORPORATION that the Financial Regulations be amended as per the proposals outlined in the report.</p>	

857.	<p>ESTATES AND FACILITIES UPDATE</p> <p>A written report was received for information and noted. The DPFR highlighted the activities undertaken by the Estates & Facilities Team, and praised them for their achievements to protect the staff and students in respect of the Covid-19 pandemic.</p> <p>The DPFR highlighted a schedule identifying the wide range of activities undertaken utilising the ESFA's Building Improvement Grant.</p>	
858.	<p>ANY OTHER URGENT BUSINESS</p> <p>There were no items of Any Other Urgent Business discussed.</p>	
859.	<p>DATES OF FUTURE MEETINGS <i>(Meetings commence at 5.00pm unless stated)</i></p> <p>Wednesday 12 May 2021 Wednesday 23 Jun 2021</p>	
(6.20pm)	Meeting closed	