

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

FINANCE & RESOURCES COMMITTEE

Minutes of a Meeting held on Wednesday 8 November 2006 at 5.30pm

Membership:	Mr P Wilding	Business Member	Chairman
	Ms J Armstrong	Principal	
	* Mr G Batho	Business Member	
	* Mr C Cardiff	Business Member	(In the Chair)
	* Mrs L George	Local Authority Member	
	* Mr M Rushworth	Business Member	
	Prof C Turner	Co-opted Member	
	* Member present		
Quorum:	4 Members required	4 present	Meeting quorate
In Attendance:	Mr S Burrell	Clerk to the Corporation	
	Mr A Gwyer	Strategy & Partnership Director (S&PD)	
	Ms C King	Chief Accountant (CA)	
	Mr D Moir	Director of Finance & Information Services (DFIS)	

PART 1 – NON CONFIDENTIAL MINUTES

1. Meeting Chairman

In the absence of the Chairman (Mr Wilding), Mr Cardiff took the Chair for the meeting.

2. Apologies for Absence

Ms Armstrong, Mr Wilding.

3. Declarations of Interest

There were no Interests declared.

4. Minutes of the Previous Meeting

The Minutes of the meeting held on 28 June 2006 were confirmed as a correct record and signed by the Chairman.

5. Matters Arising

1. Staff Liaison Committees (Minute 3.1)

The DFIS advised that the Deputy Principal had not yet initiated discussions with the two staff liaison committees regarding a proposal for their merger. **ACTION: Deputy Principal**

5. (cont)

2. Book Shop (Minute 3.2)

The DFIS advised that, trading as a separate company, the Bookshop was able to attract higher levels of discounts, and also enjoyed some VAT advantages. He also advised that the College was in discussion with Catering Academy regarding the potential to merge the catering shop and bookshop facilities, in order to use staff resources more effectively and efficiently.

ACTION: Deputy Principal

6. **Franchise Policy and Provision**

1. Collaborative Franchise provision Policy and Procedures

A written report was received and considered. The S&PD advised that the existing policy had been updated and had been referred to the F&R Cttee for information.

It was RESOLVED that the revised Franchise Policy be noted.

2. Franchise Contracts

A written report was received and considered. Members noted the current arrangements in respect of the two existing franchise contracts (NCMA and OSAT).

In considering the report, Members requested clarification regarding the level of planned numbers: actual numbers for the Cache Diploma in Home-based Childcare, and queried the low number of enrolments as at 23 Oct 2006. The Committee requested that details of the enrolment profile be forwarded to them after the meeting. **ACTION: Principal (Clerk)**

The S&PD confirmed that the OSAT programme was running and recruiting students, that each student was being funded through ESF, and that the programme had to be completed by December 2007.

(The Strategy & Partnership Director left the meeting)

7. **Financial Statements 2005/06**

A written report was received and considered. The DFIS introduced the report on the Financial Statements 2005/06 and advised that they showed an end of year operating surplus of £88k. He stressed that the Financial Statements had been prepared by the Financial Statements Auditor in accordance with the format prescribed by the LSC.

The DFIS tabled an updated version of the Financial Statements and advised that this was due to a change in the method of accounting for the enhanced pension provision (actuarial value changes) and that this change affected the 'bottom line'. He confirmed that the revised end of year position had improved to an operating surplus of £211k.

The DFIS took Members through the report in detail and highlighted a range of issues that had been included within the accounts.

A draft copy of the Financial Statements Auditor's Management Letter was also received for information. The DFIS advised that the Audit Cttee would be reviewing the Management Letter and any issues arising from the audit of the Financial Statements at its meeting on 15 November 2006. He confirmed that the Financial Statements Auditor had, though, issued an unqualified audit report. In response to a question from a Member, the DFIS stated that Tenon (the Financial Statements Auditor) had been very thorough in their assessment of the accounts, especially with regards to the level of disclosures.

It was RESOLVED to RECOMMEND to the CORPORATION that the Financial Statements 2005/06, showing an operating surplus of £211k, be agreed.

(Proposed by Mr Cardiff, Seconded by Ms George)

8. Financial Performance 2005/06

A written report was received and considered. The DFIS advised that as a result of the re-statement of the Financial Statements (see Minute 7 above), the Financial Performance Report had been updated, and he tabled a revised version for members information.

The DFIS took Members through the report and highlighted a number of matters in respect of the forecasting predictions made during the year when compared to the final outturn. Members noted that whilst there had been some more-significant movements in relation to specific budget headings, the overall forecasting was roughly in line with the outturn achievement. Members expressed their thanks to the DFIS for producing a very informative and relevant report.

The report was noted.

9. Management Accounts 2006/07

The Management Accounts 2006/07 for the period to September 2006 was received. The DFIS advised that it was too early in the financial year to note any specific issues or trends. He stressed the positive cash-flow position for the period.

The report was noted.

10. Policy Statement on Discretionary Powers under the Local Government Pension Scheme Regulations 1997

A written report was received and considered. The DFIS advised that the report had previously been presented on an annual basis, and was primarily an enabling policy. Any specific applications related to the policy would be presented under separate cover. He further advised that there had been no changes made to the policy except a proposal to extend the review period to five years.

It was RESOLVED to RECOMMEND to the CORPORATION that the Policy Statement on Discretionary Powers under the Local Government Pension Scheme Regulations 1997 be agreed, and that the review period be extended to five years (next review 2010).

11. Staff Satisfaction Survey 2005/06 – Results and Action Plan

A written report was received and considered. The DFIS advised that there had been some disappointing results from the annual Staff Satisfaction Survey, and that some trends had gone down. He stressed that the SMT were reviewing the outcomes of the Survey and would instigate action where appropriate to redress the issues highlighted. The Committee requested that it be kept informed of the actions taken on the staff satisfaction survey. **ACTION: Principal**

12. Review of Committee Terms of Reference

A revised set of Terms of Reference were received and considered. The Clerk advised that these had been updated to allow for such delegation as was allowed under the Articles of Government. It was also noted that the Estates Cttee was making a recommendation to the Corporation that it's role was not necessary whilst the new build programme was being undertaken, and that the F&R Cttee should incorporate estates matters as part of its remit. The Clerk also proposed that the final paragraph in Section 5 - Meetings should be deleted as it contradicted the areas of delegation set out in Section 6 - Terms of Reference.

It was RESOLVED to RECOMMEND to the CORPORATION that the revised Terms of Reference for the Finance & Resources Committee be agreed.

(Proposed by Mr Rushworth, seconded by Mr Batho)

Members requested that an updated schedule of policies (as referred to in Section 6.2.3 of the revised Terms of Reference) be provided to the Committee for information. **ACTION: Clerk**

13. Programme of Planned Business 2006/07

A written report was received and considered. The Clerk advised that the Schedule had been updated to incorporate changes for the current year. It was proposed that there should be a termly item on Estates Matters added following the addition of estates to the Terms of Reference.

It was also noted that consideration of the annual Health & Safety Report was a function of the Audit Ctte, and should be removed from the Programme of Planned Business for the F&R Ctte.

It was RESOLVED that the programme of Planned Business, as amended, be agreed.

14. Committee Attendance Record 2005/06

A written report was received and considered. The Committee noted the Committee Member's attendance record for 2005/06.

15. Any Other Business

There were no items of Any Other Business discussed.

16. Dates and Time of Future Meetings

Wednesday 14 February 2007, commencing at 5.00pm.

Wednesday 23 May 2007, commencing at 5.00pm.

Wednesday 27 June 2007, commencing at 5.00pm.
