

## CONFIRMED MINUTES

### UNITED COLLEGES GROUP

### FINANCE AND GENERAL PURPOSES COMMITTEE

### Minutes of the Meeting held on Wednesday, 29 November 2017 at 6.00pm in the Board Room at Paddington Green Campus

#### PART ONE

#### Present

Tony Johnston (Chair)  
Roslyn Aird  
Peter Child  
Keith Cowell  
Alexandra Fyfe  
Simon Haben (Item 5 onwards)

#### Also in Attendance

Jim Evans, Assistant Principal Information and Planning (Item 14)  
Eamonn McCarroll, Group Executive Director of Finance  
Anna Openshaw-Lawrence, Group Executive Director of Human Resources  
Adrian Quester, Head of Marketing and Strategic Communications (Item 6)  
Amanda Thorneycroft, Chief Operating Officer (Item 4 onwards)  
Christina Price, Clerk to the Corporation (Minutes)

#### 1. Attendance and Apologies for Absence

*Action*

There were no apologies for absence.

100% of the membership was in attendance and the meeting was quorate throughout.

#### 2. Declarations of Interest

There were no declarations of interest other than those in the Register of Interests.

#### 3. Health and Safety Announcements

The Clerk provided a briefing on the Health and Safety arrangements for the meeting.

#### 4. Chair's Announcements Subject to Part Two Minutes

#### 5. Minutes of Meeting held on 4 October 2017 and Action Log

The following were **approved** as true records:

- The minutes of United Colleges Group's Finance and General Purposes Committee meeting held on 4 October 2017;
- The non-confidential and confidential minutes of the final CNWL Finance and Resources Committee meeting held on 14 June 2017.

In relation to the Action Log, it was reported that there had been a decline in CNWL website traffic since the website had been updated and a surge in CWC's website traffic around the summer marketing campaign. It was **agreed** that this information should be included in the next report to the Committee. The Action Log was **noted**.

It was agreed to vary the agenda order.

## CONFIRMED MINUTES

14. **Performance Against Enrolment and Funding Targets**  
**Subject to Part Two Minutes**

6. **United Colleges Group Logo**  
**Subject to Part two Minutes**

7. **Human Resources Report**  
**Subject to Part Two Minutes**

8. **Equality and Diversity Policy**

The DHR presented this item and reported that:

- The Equality and Diversity Policy has been reviewed and amended to ensure there is one policy and approach for the Group in relation to equality and diversity;
- The Teaching, Learning and Skills Committee had reviewed the Policy as it relates to students and the Finance and General Purposes Committee is invited to review it as it relates to staff in accordance with its terms of reference;
- The Action Plan is not yet available;
- Equality and Diversity is covered by the Staff Survey;
- A new mission statement will be added when it has been agreed.

After due consideration it was **agreed** to recommend to the Corporation that the Equality and Diversity Policy be approved.

9. **Operational Continuity Plan**  
**Subject to Part Two Minutes**

10. **Financial Statements 2016/17**  
**Subject to Part two Minutes**

11. **Pay and Conditions for College Staff**  
**Subject to Part Two Minutes**

12. **Health and Safety Annual Report 2016/17**  
**Subject to Part Two Minutes**

13. **Health and Safety Policy**

The COO presented this item and reported that:

- In July 2017, the respective Governing bodies of CWC and CNWL approved a joint Health and Safety Statement pending the drafting of a UCG Health and Safety Policy;
- The Health and Safety workstream commissioned an external consultant to bring together into one policy the best of each individual college's existing policies and to include any appropriate updates;
- The proposed UCG Health and Safety Policy does not reflect the management team across both Colleges and this needs to be updated.

It was **agreed** to recommend the Health and Safety Policy to the Corporation for approval, subject to delegating authority to the SLT to update the Policy to reflect management changes.

15. **Financial Report as at 30 September 2017**

## CONFIRMED MINUTES

### Subject to Part Two Minutes

#### 16. Schedule of Insurances

The COO presented this item and reported that Legal Expenses cover has been introduced on the recommendation of the DHR.

The Schedule of Insurances was noted.

#### 17. Date of Next Meeting

It was noted that the next meeting of the Finance and General Purposes Committee would take place on Wednesday, 7 March 2018 at 6.00pm.

#### 18. Any Other Urgent Business

In response to a question on the subject, it was reported that Members' tenure would be considered by the Search and Governance Committee - in the context that all External Members had been appointed for one year with effect from 1 August 2017 - and recommendations would be presented to the Corporation.

#### 19. Issues of Confidentiality

It was agreed that all Items should remain confidential with the exception of Items 8 and 13.

The meeting closed at 8.35pm.

Signed: \_\_\_\_\_  
Chair

Date: \_\_\_\_\_