

BISHOP GROSSETESTE UNIVERSITY

**MINUTES OF THE MEETING OF THE
FINANCE, EMPLOYMENT & GENERAL PURPOSES COMMITTEE
MONDAY 19 FEBRUARY 2018
BASE 5, 2:00PM**

Present:

Mr David Babb (Chair)
AVM Gavin Mackay
Mr Stephen Lawrence
Revd Canon Professor Peter Neil
Mr Alan Stacey

In attendance:

Mr Jonathan Batty, Director of Marketing (item 8)
Ms Suzanne Bradley – ECC Ltd. (item 7i)
Mr Stephen Deville, Chief Operating Officer
Mr Barrie Shipley, Head of Finance
Craig Stacey, Interim Head of Estates (item 11)
Mr Umar Zamman, Head of Human Resources

Action**1. Welcome**

The Chair welcomed the members to the second FE&GP Committee meeting of the 2017/18 academic year.

2. Apologies

Apologies were RECEIVED from Dr Kevin Brown, Mr Josh Blanchard - SU Vice President, Professor Jayne Mitchell - Deputy Vice Chancellor, and Ms Abigail Rogers – SU Manager.

3. Declarations of Interest

There were no new declarations of interest received.

4. Minutes of the last meeting held on 8 November 2017

The minutes of the FE&GP Committee meeting held on 8 November 2017 were APPROVED as a true record of the meeting and the Chair was authorised to sign them.

5. From the part of FE&GP Committee, to give approval to the minutes of the joint FE&GP and Audit Committee meeting held on 8 November 2017.

The minutes of the FE&GP and Audit Committee meeting held on 8 November 2017 were APPROVED as a true record of the meeting and the Chair was authorised to sign them, subject to Mr Alan Stacey being added to the list of those present.

6. Matters arising

6.1 (i) Action points

The members NOTED the progress against each of the action points. It was NOTED that Mr Steve Deville intended to bring a Health and Safety Report to the next meeting. **COO**

6.2.1 (ii) Any other matters

There were no other matters arising.

7. Employment

(i) Independent Senior Reward Review

7.1.1 Mr Barrie Shipley and Mr Umar Zamman left the meeting as their posts were within the scope of the review.

7.1.2 Ms Suzanne Bradley (SB) from ECC introduced the report. The drivers for change were NOTED. SB highlighted the expectation for senior staff to motivate and action change, and to articulate the values and vision of the institution through their work. High profile gender pay gap cases were referenced, SB commended the University for looking into this matter proactively. SB advised it was important to have a simple, organised, and appropriate reward scheme.

7.1.3 It was NOTED that the University's corporate strategy and HR policies were considered during the development of the report.

7.1.4 **Minute restricted – sensitive staffing matter**

7.1.5 It was NOTED that there was a need for senior staff targets to be flexible to recognise where it was not always possible to deliver certain targets.

7.1.6 **Minute restricted – commercially sensitive**

7.1.7 It was AGREED that Mr Umar Zamman would advise the committee on how performance within BGU's values could be measured. **HoHR&OD**

7.1.8 It was AGREED that clarification was needed around the operating of grade walkthrough. **HoHR&OD**

- 7.1.9 It was NOTED that the current policy for discretionary payments had been retained within the proposal. It was AGREED that terminology used around this area should be reviewed. **HoHR&OD**
- 7.1.10 **Minute restricted – sensitive staffing matter**
- 7.1.11 It was NOTED that whilst HERA grades were equivalent between institutions, the pay bands associated with each grade were set by institutions independently, taking into account local factors.
- 7.1.12 **Minute restricted – sensitive staffing matter**
- 7.1.13 **Minute restricted – sensitive staffing matter**
SB left the meeting.
- 7.1.14 **Minute restricted – commercially sensitive** **VC/COO**
- 7.1.15 Mr Umar Zamman and Mr Barrie Shipley returned to the meeting.
- 7.1.16 It was AGREED that a decision on the proposal would be deferred to the Committee’s June meeting. It was AGREED that the committee should receive information on all 24 roles noted in report, including evidence that all of these roles were appropriately rewarded. **HoHR&OD**
- (ii) **To review the HR staffing report**
- 7.2.1 Mr Umar Zamman advised the committee it would receive further information on vacancies control at a future meeting. **HoHR&OD**
- 7.2.2 It was NOTED that numbers of staff vacancies were currently low. It was NOTED that BME representation within the staff base was low, however this was reflective of the local population.
- 7.2.3 There were currently around 7% of staff with declared disabilities. It was NOTED the proportion of staff over 50 was relatively high. The members were advised it was important to have succession plans for the future. **HoHR&OD**
- 7.2.4 It was NOTED that work was underway to look to reduce sickness absence costs.
- 7.2.5 It was NOTED that a People and Organisational Development Strategy was being produced.
- 7.2.6 It was NOTED the gender pay gap would be published by April 2018. Mr Umar Zamman advised this would be impacted by the recent departure of several senior female staff members.
- (iii) **To receive and discuss the propose Code of Conduct**
- 7.3.

The members AGREED to recommend the Code of Conduct for approval by University Council.

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8. To receive an update on student recruitment and incentives for potential applicants

8.1.1 The Director of Marketing, Mr Jonathan Batty, presented an update on student recruitment.

8.1.2 Minute restricted – commercially sensitive

8.1.3 It was NOTED that the market was increasingly competitive.

8.1.4 Minute restricted – commercially sensitive

8.1.5 The members were told the government were taking steps to make the teaching profession more attractive, including marketing initiatives and changes to GVMT skills test restrictions.

9. To discuss a proposal on fundraising

Ms Clare Elliot, Alumni Development Officer, presented the proposal. The proposal aimed to enhance engagement with Alumni; to work with them promote BG to potential applicants they may know, and to identify contacts BG may wish to work with.

The members AGREED they were content to support the proposal. It was NOTED that the Disbursement Committee reported to the FE&GP Committee

10. Finance

10.1.1 (i) It was NOTED there was currently an underspend of approximately £200k. A surplus of c.£300k was estimated for the year end. A delay in external funding for a key estates project was NOTED as having an impact on the current cash position. It was NOTED that lower income resulting from fewer enrolments in 17/18 had been partly offset by recruitment delays and non-pay underspend.

10.1.2 Minute restricted – commercially sensitive

(ii) To receive an update on the limited company

10.2.1 The members NOTED the limited company was in profit, however, it was acknowledged that there was typically a fall in trade in the first quarter of the calendar year.

10.2.2 Minute restricted – commercially sensitive

(iii) To approve the University's updated Financial Regulations

10.3.1

The Head of Finance gave an overview of the proposed changes. The members AGREED to recommend the revised regulations for approval by University Council.

(iv) To discuss pensions provision with the University

10.4.1 The members NOTED details of the pension schemes available to University staff.

10.4.2 **Minute restricted – commercially sensitive**

10.4.3 It was AGREED pensions should become a standing item for FE&GP agendas.

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11. Estates

(i) To receive a building works update

11.1.1 The members thanked Mr Craig Stacey for his work as the Interim Head of Estates. The members were told that there were no major issues with the LORIC building development.

11.1.2 The COO provided an update on the potential land purchase and development; productive conversations had been had with the planners. Work was underway on planning proposals and surveys.

12. To receive an update from the Students' Union

The members NOTED the report.

(i) To note the SU year-end accounts 2016/17

12.1.1 The accounts, provided for information, were noted.

13. Agenda suggestions for future meetings

In addition to those items usually covered the following items would be on the next agenda:

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- Pensions
- Senior reward proposal
- 2018/19 Budget
- People and organisational development strategy
- Health and Safety Report

14. Agenda management & review

This item was not covered.

15. Any other business

In response to a query from the Head of Finance, the members AGREED that in principle the University should pursue outstanding student debts, this might include legal action; however, exceptional circumstances should be considered where applicable.

16. Key items for University Council

- Update on Senior reward strategy – work in progress
- Land development update
- Staff Code of Conduct
- Mid-year financial position
- Updated Financial Regulations
- Gender pay gap figures

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Chair**

17. Date of next meeting

The next meeting of the FE&GP Committee would take place on Monday 11 June 2018 in Room 103.

Signed *D V Sabh* | Date *4/7/18*