

BISHOP GROSSETESTE UNIVERSITY

**MINUTES OF THE MEETING OF THE
FINANCE, EMPLOYMENT & GENERAL PURPOSES COMMITTEE
MONDAY 7 NOVEMBER 2016
HARDY SEMINAR ROOM 1, 10:30 AM**

Present

Mr David Babb (Chair)
Mrs Jackie Croft
AVM Gavin Mackay
Rev'd. Canon Professor Peter Neil
Dr Kevin Brown
Mr Stephen Lawrence

In attendance

Mr Stephen Deville, Director of Resources
Professor Jayne Mitchell, Deputy Vice Chancellor
Mrs Alison Coton, Head of Human Resources
Mr Barrie Shipley, Head of Finance
Mr Kieran Parrish, SU President (for item 8 only)
Mrs Natalie Pickles, Governance Officer & PA to University Council (minutes)

Action**1 Welcome**

The Chair welcomed everyone to the meeting.

2 Apologies

There were no apologies from Committee Members. Dr Anne Jackson, Registrar & Secretary would also normally be in attendance but had sent apologies on this occasion.

3 Declarations of Interest

No new declarations of interest were received.

4 Membership & Terms of Reference

FE&GP Committee members RECEIVED and APPROVED the Membership & Terms of Reference.

5 Minutes of Previous Meeting held on 24 February 2016

Amendments to the minutes were AGREED by FE&GP Committee as follows:

Item 8(i) Human Resources, HR Staffing Report

The second bullet point **should be amended to read** *“these roles accounted for £500k of expenditure”* (not *“£50K”*).

Governance
Office

Item 9(ii) Estates

The heading should be amended to read **“To receive an update on the Land Purchase”** (not *“To receive an update on the Estate”*).

Governance
Office

With the exception of the above changes, the minutes of the previous meeting held on 2 June 2016 were APPROVED as a true record of the meeting. The Chair was authorised to sign them.

6 Matters Arising**(i) Action Points**

It was NOTED that all of the Action Points listed were as agreed at the previous meeting.

The members NOTED progress against each of the action points.

(ii) Any Other Matters

There were no other matters.

7 Finance**(i) To note HEFCE Accounts Direction Annual Letter 16/17**

FE&GP members NOTED the HEFCE Accounts Direction Annual Letter.

(ii) Limited Company Update

The Director of Resources guided the members through the report that had been issued, summarising the following main points:

- The financial position had improved significantly over the last financial year.
- Negotiations with HMRC regarding the loan position between the University and the limited company had been concluded – saving a potential £125k tax charge to the University.
- A new Business Development Manager had been appointed.
- Summer conference activity had increased and bookings for Summer 2017 were already full.
- Cash position was an area for concern and forecasting would be much more carefully monitored going forward.

8 Students' Union

(i) To note the draft 2015-16 end of year accounts

The S.U. President, Kieran Parrish attended the meeting for this item only, in order to present the draft S.U. accounts. The picture overall was very healthy and FE&GP congratulated the S.U. on this.

9 Employment

(i) To receive the HR Staffing report

The Head of HR (HoHR) summarised the main points in the Staffing Report:

- Staff turnover had improved in comparison to 2014/15.
- BGU was significantly under the sector average for sickness absence.
- Age profile had been highlighted previously at this committee. BGU was looking at workforce statistics in the business planning round again this year.

The committee members discussed the way in which figures were presented, particularly in terms of standardising statistics as per other universities. It was NOTED that FTE figures had been included in the notes column for this reason. FE&GP Committee AGREED that it was important to continue to see both sets of numbers, that is, the FTE numbers (for benchmarking) as well as the headcount (including no. of visiting tutors).

10 Estates

(i) Building Works update

The DoR summarised the main points from the building works report that had been received by members.

It was NOTED that building works noise had been more of an issue with Constance Stewart Hall than had been anticipated, with several complaints having been received from staff and students; some works had been put on hold whilst temporary teaching accommodation was put in place. This was funded from the long term maintenance budget which had been re-profiled. It was hoped that the temporary accommodation would be ready by the following week, at which point the works could restart. The delay to overall building works was estimated to be around 3 weeks.

It was NOTED that the bid for the LORIC (Lincolnshire Open Research and Innovation Centre) had previously been discussed by FE&GP and endorsed by Council. The DVC reported that she might be able to give a verbal update by the time of the Council meeting on 25 November 2016, but noted that the final sign off for this would not be until the Spring Council meeting.

(ii) Health & Safety Annual Report 2015/16

It was NOTED that the tabled Report would normally be annotated according to risk. The DoR confirmed that this had been previously picked up and would be addressed.

FE&GP Committee APPROVED the Health & Safety Annual Report 2015/16. This would also be presented for the full University Council.

R&S/DoR

11 Agenda management & review

Stephen Lawrence had volunteered to give an overview as to how the meeting had gone. He noted the following key points:

- Papers and quality of information provided had been excellent.
- Topics had been covered on schedule as planned.
- Vital discussions and a consensus for taking things forward had been achieved.
- BGU Staff were to feel that they can express to the Committee where there are gaps in information and steer members' attention to the relevant areas for discussion.

12 Any Other Business

(i) Student Recruitment

The DoR tabled a short paper explaining that this was a summarised version of income and expenditure.

The VC reported that in terms of student recruitment the University was not in the position that it had hoped to be in. The underperforming subjects were within the existing portfolio and also the new ones that had been introduced. A Portfolio Management Group (PMG) meeting was due to take place in a week or so.

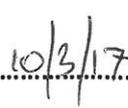
13 Key Items for University Council

- Staffing (the Chair of FE&GP would discuss this with the HoHR and DoR). *This was a restricted item.*

D Babb,
A Cotton,
S Deville

14 Date of next meeting

The next meeting of FE&GP Committee will take place on Thursday 23 February 2017 at 2.00pm in Room 102, Skinner Building

Signed.......... Date..........