

BISHOP GROSSETESTE UNIVERSITY COLLEGE LINCOLN

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MINUTES OF THE MEETING OF THE  
FINANCE, EMPLOYMENT & GENERAL PURPOSES COMMITTEE

WEDNESDAY 7<sup>th</sup> NOVEMBER 2012  
2:00 PM IN ROOM 102, SKINNER BUILDING

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**Present**

Professor Muriel Robinson  
Mr John Rowland  
Mrs Pamela Taylor (Chair)

**In attendance**

Mr Stephen Deville, Director of Resources  
Mr Rob Jones, Director of Enterprise (for item 9)  
Mr Stephen Kirby, Finance Manager (from item 12)  
Ms Vicky Mays, Clerk to Governors  
Ms Hâf Merrifield, Deputy Principal  
Ms Alison Smith, Head of Human Resources (up to item 9)  
Mrs Emma Smeaton, Minuting Secretary

**Action**

**1. Welcome**

The Chair welcomed members to the meeting.

**2. Apologies**

Apologies for absence were received from Dr Kevin Brown, Professor Mark Thompson and Mrs Lucy Wood. The Director of Resources also noted that the Head of Estates had sent his apologies for his part of the agenda, the Director of Resources would report on his behalf.

The Committee noted that as the meeting was not quorate they would make their way through the agenda but could not make any decisions without the ratification of other members.

**3. Declarations of interest**

There were no declarations of interest.

**4. Membership and terms of reference**

The Committee noted the members for 2012/13 as:

Kevin Brown  
Muriel Robinson  
John Rowland  
Pamela Taylor (Chair)  
Mark Thompson  
Lucy Wood

Others in attendance at meetings would normally include the Deputy Principal, Director of Resources, Head of Estates and Head of Human Resources.

**5. Minutes of the last meeting held 12<sup>th</sup> June 2012**

The minutes of the meeting of the 12<sup>th</sup> June 2012 were confirmed as a true record of the meeting and the Chair was authorised to sign them.

**6. Matters arising**

The Chair reported that an oral update on recruitment figures and the status of University title would be given under any other business. All other matters arising were covered on the agenda.

**7. Estates & University College Services**

**(i) Building works update**

The Director of Resources presented the update of projects completed and in progress together with expenditure against budget for major capital projects to the Committee. It was highlighted that the Library was now complete, the new entrance was opened earlier in the day and the new Reception area was ready to use once the new car park entrance was finished and opened.

**(ii) Accommodation update**

It was noted that planning permission had been received for the new accommodation block. The Director of Resources reported that the project was running reasonably well and it was hoped work would begin in December, aiming to be finished by September 2013. It would be clearer around late spring as to whether the build would be completed on schedule. If it became apparent that the building would not be ready for the 2013 cohort contingency plans such as block booking local hotels would be explored. Members noted that the pods being manufactured off site which would be fitted in the accommodation block were extremely durable modules that came with a 25 year guarantee.

(iii) Health and Safety annual report

The Committee received the Health and Safety annual report for information and noted that it was the same information which had been received at the last meeting but had since been officially approved. It was also noted that many of the concerns raised by the Students' Union had already been addressed.

**8. Employment**

The Head of Human Resources presented the staffing report to the Committee noting that we were well within target for staff costs, casual and fixed term. The academic/non-academic staff ratio of 1:3 was noted and the Head of HR would report back to the Committee on the ratio which included the hours worked by visiting tutors. It was noted that 36% of academic staff have a doctorate and members took the view that the staff turnover figure was healthy, although it was felt that 12.3% was high enough. The sickness absence figure was well below average and the small improvements in the diversity statistics were noted.

AS

The Head of HR reported that the HR department were now looking to implement the 1% increase on the pay spine. It was noted that the recent policy announcement regarding a living wage at £7.45 per hour was an issue as this was higher than the bottom of BG's pay spine. It was agreed that it would be helpful to budget for the change with the 1% increase also factored in. A paper on pensions would be brought to the next meeting of the Committee. The paper would outline the position of BG and possible options for consideration. The BIS consultation document would also be considered at the next meeting. The consultation period would end at the end of November 2012.

AS/SD

Next mtg.

Next mtg.

**9. Limited company update**

*RESERVED BUSINESS*

**10. Students' Union governance review update**

The Deputy Principal reported progress since the last report had been discussed. As agreed, the uncontentious recommendations had been taken forward immediately. The second phase of the review to determine the more contentious aspects would run through November to February. It was noted that regular formal meetings with the Students' Union President and Students' Union Vice President with agendas and action tables now took place. Short term changes had been made including Abi Rogers' temporary acting up contract being extended until March 2013.

The second phase was on track. A steering group for the review had been set up to meet for the first time the following week which would be jointly chaired by the Deputy Principal and the Sabbatical President. Support from the Leadership Foundation had been sought which had resulted in consultancy provided by Aaron Porter. The consultation with students would run through part of December and part of January. A set of recommendations would be brought to the next meeting of the Committee.

Next mtg.

**11. Fees strategy for 2014**

*RESERVED BUSINESS*

**12. Finance**

**(i) Summary accounts and variances**

The Director of Resources presented the summary accounts and variances, noting the surplus of just under £6.2 million. It was reported that the funding council would be anticipating a dip in sector surpluses in 2012/13. The Committee agreed that the University College was in a good cash balance position at the end of the year and is in line with what had been anticipated. This meant that the University College was in a good financial position to carry out the updates to student accommodation.

**(ii) Draft audited financial statements**

The Committee received and supported the audited financial statements that had been through the Audit Committee earlier in the day noting that the External Auditors had not made any requests for adjustments to the accounts. The Director of Resources noted particular thanks to the Head of Finance and his team for all their work on this.

**(iii) External audit management letter of representation**

It was reported that in summary the external auditors were happy with BG's position. The areas recommended for further improvement on page 8 were not significant issues, graded at 2-3. The Director of Resources confirmed that they were happy with the recommendations outlined.

**(iv) Other draft audited accounts**

The Committee reported that they were happy to accept the BG (Lincoln) Ltd and BGSU audited accounts.

(v) Draft Annual Monitoring Statement

Members received the draft Annual Monitoring Statement and confirmed that they were happy to support this.

(vi) HEFCE accounts direction annual letter

The HEFCE accounts direction annual letter was received, by the Committee.

(vii) Local Government Pension Service

The Director of Resources reported on the current position noting that Mouchel had written proposing to change BG into a scheduled body. A response had been written stating that we would like to delay this change for further consideration.

### 13. Risk management

The Deputy Principal presented the institutional risks that the Committee had previously received noting that at the beginning of each year, in the autumn term the Senior Leadership Team started from scratch on the Risk Register, reporting what they considered as institutional risks. The risks presented were the outcome of this work and included the following:

- Recruitment of students;
- Retention;
- The pattern of delivery of ITT;
- Regulatory requirements;
- Signs of staff moral;
- Diversification;
- Data issues;
- Leadership transition issues.

These were the institutional risks that SLT perceived as the most significant to report to governors and they had gone on to unpack each of these. It was reported that having done everything to mitigate the risks the likelihood or materiality had been reduced.

### 14. Agenda suggestions

- Update on response to BIS consultation;
- Pensions;
- Limited Company;
- Recruitment numbers;
- SU review;
- Fees;
- Budget.

**15. Any other business**

The Deputy Principal gave an update on recruitment reporting that TD had enrolled to target with last minute enrolments in PGCE, numbers were not met on one of the PGCE Secondary programmes. In SCEI the student number control was 501 and 459 had enrolled. Although numbers were down relative to student number control this was compensated for by the 89 students enrolled off the student number control quota.

It was reported that we were still waiting for an announcement about University title status. The application had gone to the HEFCE Board and the Privy Council had informally reported no problems with the application. An action plan was in place to be rolled out from the first day of the announcement. Members present were satisfied that an effective strategy had been put in place and work was continuing on what it means to be an Anglican university.

The Committee noted that the Finance Department wished to implement an electronic payment system for the Limited Company at a cost of £1,500. It was also noted that they would like to increase the number of people as card holders to release funds from two to three. Members present supported both requests.

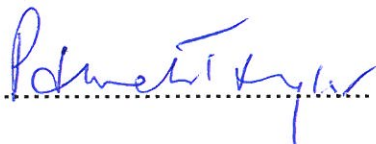
**16. Key items for the Governing Body**

- Update in Estates;
- Limited Company;
- Fees;
- Annual accounts;
- Risk register;
- University status.

**17. Date of next meeting**

The next meeting of the Finance, Employment & General Purposes Committee would take place on Wednesday 27<sup>th</sup> February 2013 at 2:00 pm.

Signed .....



Date .....

