

BUSINESS SERVICES COMMITTEE

Minutes of a meeting held on Monday 21 September 2020 at 5.30pm remotely via Zoom

Present	Matt Roach David Allen John Laramy Emma Webber Carol McCormack Heather Ancient Stewart Noakes	Chair
Apologies	Glenn Woodcock Mike Owen	
In Attendance	Rob Bosworth Richard Church <i>Item 7 only</i> Steve Strang <i>Item 7.2 only</i> Paul Knee	Deputy Principal/CEO Chief Financial Officer Director of Estates and IT ICT Manager
	Alison Layton-Hill	Clerk to the Corporation

1. **Welcome, Apologies and Declarations of Interest**
The Chair welcomed colleagues to the meeting with a particular welcome to Richard Church, Chief Financial Officer. Apologies were received from Mike Owen and Glenn Woodcock. There were no declarations of interest received.
2. **Minutes**
 - 2.1 The minutes of the meeting held on 29 June 2020 as circulated, were agreed.
 - 2.2 The confidential minutes of the meeting held on 29 June 2020, as circulated, were agreed.
3. **Matters Arising**
 - 3.1 Committee self-assessment update
The Committee reviewed the narrative prepared by the Clerk following the self-assessment discussion at the previous meeting.

The Committee agreed the narrative and the proposed QIP **Clerk**

4. **Risk Management**

4.1 Risk Register

The Risk Register that had been scrutinised by the Audit and Risk Assurance Committee on 14 September 2020 was received by the Committee. The Deputy Principal/CEO highlighted the high-risk areas and the changes.

The Committee particularly noted that several risks had been reduced due to the lack of pressure on accommodation, the successful development of the IT infrastructure to support blended learning, positive student recruitment across all areas of the College, more applications being received for staff vacancies, the confirmation of the Future Skills Centre and the progress of the Institute of Technology building.

It was noted that the risk relating to adverse publicity and reputational damage had been raised due to some public opinion about the college re-opening and student behaviour. The Committee was reassured that the College continues to engage with students with a focus on community and most students have been responsible and considerate. The College is aware that some elements of the public feel very strongly, however it was acknowledged that managing polarised views is challenging. The Committee questioned whether thought had been given to encouraging students to participate in positive initiatives. The College is looking, with partners, to see if there is a way to secure some Covid-19 marshals to support social distancing and one-way systems around the City.

The potential negative impact of Coronavirus remains a high risk. A Covid-19 Operations Group had been formed, which meets daily, with the remit to identify cases and potential outbreaks, agree procedures, communication and to implement necessary decisions rapidly to minimise the risk. There are currently no positive cases of Covid-19 at the College. The main impact is where staff cannot be at College due to their family members needing to isolate. The Committee questioned how the College was considering the impact of national policy, as the national alert had been raised from level 3 to 4. It was confirmed that the College is able to return to online learning as required.

The Committee challenged that there is only one high risk on the risk register, which seemed unusually low in the current circumstances.

The Committee noted the Risk Register

5. **Strategic Matters**

5.1 Opportunities and Developments Risk Register

This item was dealt with as a confidential item in accordance with the College's confidentiality policy and recorded in the confidential minutes.

6. **Financial Matters**

6.1 Budget Update

This item was dealt with as a confidential item in accordance with the College's confidentiality policy and recorded in the confidential minutes.

6.2 Financial Regulations

- Financial Regulations 2020
- Financial Regulations Appendices 2020
- Financial Procedures 2020

The Committee received the revised Financial Regulations 2020 and Appendices and the Financial Procedures and noted the minor amendments.

The Committee agreed to recommend the Financial Regulations 2020, Financial Regulations Appendices 2020 and Financial Procedures 2020 to the Board for approval on 9 October 2020.

Clerk

6.3 Student Recruitment

This item was dealt with as a confidential item in accordance with the College's confidentiality policy and recorded in the confidential minutes.

6.4 Subcontractor Provision fees and costs

The Committee received assurance that there is a robust process in place for the effective management of the two sub-contractors that the College engages to deliver apprenticeships (Transplant Master Train and Royal Devon and Exeter Hospital). The sub-contractor expenditure for the year 2019/20 amounted to £240k and the College received a 20% administration fee. The Committee noted that sub-contractor expenditure had again declined over the last year at the College.

The Committee noted the report

Steve Strang, Director of Estates and ICT, joined for item 7 only.

7. **Property Matters**

7.1 Sustainability Report

The Committee received the report and noted that although the College is committed to 'zero to landfill', it intends to promote more recycling at source, prior to removal and sorting by Devon Contract Waste.

The Committee was advised that some faulty solar units on the roof had reduced the energy generation capacity, however regularly cleaning and maintenance measures will be put in place to maximise the output of the system. Governors were reassured that the level of energy generation capacity does not affect the cost of the energy to the College.

The Committee noted that the sustainability policy had been updated. The Committee was advised that targets to underpin the policy are set by the Safety, Health and Environment group which has governor, staff and student representation.

The Committee noted the report and agreed to:

- a) Receive an update on progress against targets at a future meeting**

SS

Paul Knee, ICT Manager, joined for item 7.2 only

7.2 ICT Annual Report

The Committee received the report and the ICT Manager highlighted the main projects that had been delivered, which had a focus on blended learning and supporting the College through the Covid-19 pandemic. Key priorities for the year ahead were outlined as:

- ICT infrastructure in new buildings.
- Wifi upgrades
- Telephony
- Internet connectivity
- Review the ICT strategy

The Committee noted the report and thanked the ICT Manager for his critical role in keeping the College connected.

7.3 Health and Safety Report

The Committee received the report and noted that a new central system for monitoring educational visits had been developed, which supported further adherence to relevant policies and procedures.

Owlets, the new nursery and The Clock Tower, student accommodation had been successfully and safely opened.

It was acknowledged that there had been a huge amount of effort by Mike Loomes and the team in response to Covid-19 and to ensure that students and staff could return to College safely. Future scenarios of potential partial or full closure of the College are being prepared.

The Committee noted the report

7.4 Estates Masterplan

7.5 Property Update:

Items 7.4 and 7.5 were dealt with as confidential items in accordance with the College's confidentiality policy and recorded in the confidential minutes.

8. **Emerging Risks**
Item 8 was dealt with as a confidential item in accordance with the College's confidentiality policy and recorded in the confidential minutes.
9. **Future Meetings**
- 9.1 Items to take to the Board meeting on 9 October 2020 were agreed as:
- Budget update
 - Financial Regulations
 - Student Recruitment
 - Estates Masterplan
- 9.2 Items for the next meeting
The Committee reviewed and agreed the cycle of business for the next meeting.
- 9.3 Date of meetings for 2020/2021:
Monday 23 November 2020
Monday 29 March 2021
Monday 21 June 2021
- 10 **Reports and Minutes for Information**
The following reports were received and noted:
- 10.1 Bursaries Update
- 10.2 Management Accounts (June 2020)