

EXETER COLLEGE FURTHER EDUCATION CORPORATION

BUSINESS SERVICES COMMITTEE

Minutes of a meeting held on Monday 18 March 2024 at 5.30pm remotely via Zoom

Present

Patrick Tigwell	Chair
Carol McCormack	Vice Chair
Graham Atkins	
Stewart Noakes	
Cynthia Sedgman	
Stephen Wiltshire	

Apologies John Laramy, Sally Wolkowski, Glenn Woodcock

In Attendance

Rob Bosworth	Deputy CEO
John Dowell	Executive Director of Finance
<i>Item 5 and 6 only</i> Steve Strang	Executive Director of Estates and Sustainability
<i>Item 6.1 only</i> Mike Loomes	Health and Safety Manager
Alison Layton-Hill	Head of Governance

1. **Welcome, Apologies and Declarations of Interest**

The Chair welcomed colleagues to the meeting, apologies were received from Sally Wolkowski and John Laramy. Retrospective apologies were received from Glenn Woodcock.

Glenn Woodcock, as a Member of Council at the University of Exeter, declared an interest in item 7.4. There were no further declarations of interest.

2. **Minutes**

- 2.1 The minutes of the meeting held on 27 November 2023 as circulated, were agreed.
- 2.2 The confidential minutes of the meeting held on 27 November 2023, as circulated, were agreed.

3. **Matters Arising**

The Committee agreed to receive a masterplan project Gannt chart to include budget information and timelines.

SS

4. **Risk Management**

4.1 Risk Register

The Risk Register that had been scrutinised by the Audit and Risk Assurance Committee on 26 February 2024 was received by the Committee. The Executive Director of Finance highlighted new risks, high-risk areas and other amendments related to the Committee.

Governors queried the absence of a risk related to the People dimension, in particular succession planning and how any long-term absences would be mitigated against. It was agreed that the Executive Director of People and Organisational Development would be consulted.

JD

The Committee noted the Risk Register and agreed that the Executive Director of People and Organisational Development would be consulted in terms of a People dimension risk

Steve Strang, Executive Director of Estates and Sustainability joined the meeting

5. Strategic Matters

5.1 Opportunities and Developments Risk Register

This item was dealt with as a confidential item and recorded in the confidential minutes.

Mike Loomes, Health and Safety Manager joined the meeting

6. Property Matters

6.1 Health, Safety and Sustainability Annual Report

The Committee received the annual report, and the Health and Safety Manager gave an overview of the key activities and achievements.

The Committee questioned whether there is a retrospective process related to incidents. It was confirmed that incidents are reflected upon, and lessons are learnt and shared.

Governors enquired as to whether the College has an aspiration around reaching net zero by a certain date and how that is being considered as part of the estates masterplan and financial strategy. The College has not announced a firm aspirational date but is working on a reality road map. Evidence and data are in the process of being collected and costed options feed into the master planning process and new builds. The Committee requested an update to the next meeting.

The Committee noted similar HSE data year on year since 2018 and sought assurance that there is a strategy to reduce occurrences. It was noted that most areas had reduced over time, however the number of staff incidents had increased significantly. This may be attributed to improved reporting, but further analysis will be undertaken.

ML

The Committee enquired as to the level of due diligence undertaken with employers related to apprentices. All employers must complete a health and safety and safeguarding checklist which affirms the employers' responsibility. The College ensures that employer policies, accident record and risk assessments are in place and that learners have confirmed their knowledge and understanding of procedures.

Governors asked if there is a process to monitor and manage near misses. All of these incidents are reported directly to the Health and Safety

Manager and it was confirmed that there are no concerning patterns developing.

The Committee was impressed to note that Mike Loomes had been shortlisted for the best national Health and Safety Manager award and offered their congratulations to him.

The Committee:

SS/ML

a) thanked the Health and Safety Manager for an informative report and noted the assurance provided to governors

b) agreed to receive a sustainability update to the next meeting

6.1.1 Health and Safety policy

The Committee received the updated health and safety policy and noted the minor amendments.

HofG

The Committee approved the Health and Safety policy

6.2 Estates Masterplan

Item 6.2 was dealt with as a confidential item and recorded in the confidential minutes.

6.3 Property Update

The Committee received the property update and noted that the College is currently tendering for work to the Laurence building and the CCI.

Governors were pleased that positive feedback had been received from staff and students newly located in Brittany House.

Steve Strang and Mike Loomes left the meeting

7. Financial Matters

7.1 Management Accounts (January 2024)

Item 7.1 was dealt with as a confidential item and recorded in the confidential minutes.

7.2 Strategic Financial Plan including reserves, borrowings and capital development and strategic financial objectives

Item 7.2 was dealt with as a confidential item and recorded in the confidential minutes.

7.3 Loan Application

Item 7.3 was dealt with as a confidential item and recorded in the confidential minutes.

7.4 Exeter College Services Ltd

Item 7.4 was dealt with as a confidential item and recorded in the confidential minutes.

8. **Anti-Slavery and Human Trafficking Statement, annual review**
The Committee received the updated anti-slavery and human trafficking statement which had been checked against best practice and reviewed by the Director of People and Organisational Development. The statement requires formal Board approval and must be made publicly available on the College website.

Governors challenged the absence of a reference to zero hours contracts within the statement. It was suggested that the College's approach is included in the HR report to the Board.

The Committee agreed:

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| a) to recommend the anti-slavery and human trafficking statement to the Board for approval | HofG |
| a) to receive the College's approach to zero hours contracts within the HR report to the Board | GN |

9. **Emerging Risks**
The Committee did not raise any additional risks that had emerged from the meeting.

10. **Future Meetings**

- 10.1 Items to take to the Board meeting on 19 April 2024 were agreed as:

- Opportunities and Developments report
- Masterplan
- Loan Application
- Health and Safety policy
- Strategic Financial Objectives
- Exeter College Services Ltd
- Anti-slavery and human trafficking statement

- 10.2 Items for the next meeting
The Committee reviewed and agreed the cycle of business for the next meeting.

- 10.3 Date of meetings for 2023/2024:
• Monday 17 June 2024

11. **Reports and Minutes for Information**

- 11.1 Health and Safety steering group minutes
11.2 Sustainability and Net Zero steering group minutes
11.3 Student Recruitment

Signed by the Chair: 

Date: 17th June 2024