

RESOURCES COMMITTEE

Minutes of the hybrid meeting held on 24 November 2021 at 4.00pm

Present virtually: C Higgins, Chair K Points
E D'Souza M Whittingham
J Wakelam N Savvas, CEO
S Clarke

In attendance: A Baker, Group Learning Resource Centre Manager (part)
D Townsend, Health and Safety Manager
J Nicholson, Group IT Director
J Raffel, CFO
R Bamford, Group Vice Principal Data and MI
R Stevenson, Group Operations Director
S Gales, Governance Professional
S Graham, Group HR and Shared Services Director
D Nunn, M Cole, A Bonfield, and G Saunders, Pitkin and Ruddock (part)

Apologies: R Murray
A Swift, Group Estates Director

Absent: A Maltpress
D Wildridge, Vice Chair

The agenda items were discussed in the following order: 1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 7

1. Appointment of Chair and Vice Chair

The Committee recognised Chris Higgins as the Chair and Debbie Wildridge as the Vice Chair of the Resources Committee for 2021/22, as appointed by the Board at their meeting on 8 July 2021.

2. Declaration of Interests and Apologies for absence

CHiggins, ED'Souza, JWakelam, NSavvas and SClarke declared their roles as Governors of West Suffolk College. No conflicts of interest in relation to the items of the agenda were declared.

Apologies were accepted from RMurray. AMaltpress and DWildridge were noted as absent.

3. Minutes of the Property Committee meeting held on 16 June 2021

The minutes of the meeting held on 16 June 2021 were **agreed** as an accurate record.

4. Matters Arising from the Property Committee meeting held on 16 June 2021

The matters arising from the meeting were summarised in the report and all actions reported had either been completed or, where appropriate, an update had been provided on progress.

5. Committee Terms of Reference and Committee Skillset

The Committee received, considered and **approved** the draft Terms of Reference and Committee Skillset provided.

6. Executive Board summary report

i. Health and Safety Overview

The Committee received and considered the overview report provided which summarised the discussions from the Health and Safety Board meeting on Wednesday 10 November 2021.

The Committee commended the work of both the Health and Safety Board and team, particularly in relation to Covid-19.

Action

The Committee queried how our performance compares to other post-16 providers locally. NSavvas feedback that our Covid-19 mitigations are very effective and due to our high engagement with LFT testing and reporting, we have been approached to advise others on how to generate similar LFT testing and reporting engagement.

The Committee endorsed the Health and Safety Policy and wished to ensure a continuing focus on College-led activities off premises.

ASwift and D Nunn, M Cole, A Bonfield, and G Saunders joined the meeting at 4.15pm

7. Workforce Update

7.i-ii. KPI Report and Strategic Update

The Committee received and considered the papers provided. The Committee commended the HR team on developing a forward looking strategy and implementing a Group HR team so quickly and effectively.

The Committee queried the absence data and whether there were any concerns with this. SGraham noted that overall absence is very low and is a testament to the support of the HR team in supporting staff.

The Committee queried whether the KPI report will include analysis on time to recruit. SGraham confirmed that it will for future reports.

The Committee queried what KPIs will be included about staff performance and teaching standards. SGraham confirmed that there are KPIs for this which are reviewed by the Executive. The Committee asked for these KPIs to be reported here and to coordinate the reporting and KPIs between SAT and WSC wherever possible.

The Committee asked NSavvas and SGraham to consider agree which KPIs and issues should be reported at which meeting, to coincide with Board requirements. It is now good use of time to report all KPIs at every meeting, and better to discuss specific priority issues in depth at individual meetings. Of course, any issues which appeared to be going of track should always been reported by exception

The Committee commended the work by the HR team to achieve these results.

8. Property Update

8.i-iii. Update on Covid-19 mitigation plan, Operational Updates inc. major works, Strategic Update inc. capital investment bids

The Committee received and considered the papers provided.

Colleagues from Pitkin and Ruddock summarised their proposal for replacing the HVAC system at OSFC. The HVAC system originally installed when the building was built in 2010 was a gas-fired system. Due to the infrastructure costs it is not cost-effective to replace with a non-gas fired system, so the proposal is to replace like for like basis including external units, internal fan coil units, heat / cool changeover boxes.

The Committee queried what the energy efficiency of this system is. Pitkin and Ruddock noted that although it is a like for like replacement the intention is to maximise efficiency. Pitkin and Ruddock would also replace the Building Energy Management System to operate the HVAC system centrally and in a more consistent and energy efficient way.

The Committee queried what the life expectancy of this system is likely to be. Pitkin and Ruddock advised the life expectancy is 10-15 years and will include a warranty.

The Committee discussed the Trust's desire to be 'greener' and work towards net zero, so how does this impact that. Pitkin and Ruddock noted that the equipment proposed is the most energy efficient system available.

NSavvas
SGraham

D Nunn, M Cole, A Bonfield, and G Saunders left the meeting at 4.30pm

The Committee queried whether, given our desire to be greener whether we ought to go back to basics and install a renewable HVAC system. RStevenson noted that OSFC's building was designed with a bespoke HVAC system which does three functions: ventilation, heating and cooling; so, it a unique ask and the building has been designed with this in mind. It is also worth noting that two of the units have already failed, resulting in portable heaters being in operation in classrooms which, if we were to re-tender this would delay the start date of works.

RStevenson noted that due to the specialist nature of the equipment and system, there are only a select few companies in the field able to tender for the work. As such, we submitted for tender within the Crescent Purchasing Consortium's Framework arrangement (with 20 suppliers on the framework, of which 13 suppliers didn't engage in the process, 7 suppliers engaged though of these 7, 3 opted and 3 viewed but didn't submit and 1 tendered from Pitkin and Ruddock).

MWhittingham left and ABaker joined the meeting 4.43pm

The Committee discussed the proposed that, if successful, we might be able to use funds from the Condition Improvement Fund (CIF) to support the HVAC works at a lesser cost (30% match funding), however noted there is no guarantee of success in this funding opportunity and, even if we are successful, there will be a delay between now and that outcome. The Committee queried what the impact would be in terms of timescale and cost if we did not approve Pitkin. RStevenson noted that it would risk further unit failures and could delay implementation of works by 12-18 months.

The Committee noted that due to the monetary value of the tender appropriate procurement and governance approval processes must be followed, ensuring ultimate Board approval. JRaffel was asked to ascertain the process required by Financial Regulations and the role of the new resources committee.

The Committee **agreed to delegate authority** to CHiggins, SClarke, NSavvas, and ED'Souza to consider the tender more fully as quickly as possible. Is this the right 'green' solution for the long term; does the procurement process stand scrutiny, and the approval process which should be followed with a view to authorising submission of a CIF bid and ensuring an appropriate approval process is followed.

The Committee commended the team for their management during the pandemic and mitigate the impact of Covid-19 and queried whether the team were overly concerned about their ability to continue to mitigate Covid-19 effectively. RStevenson observed that anecdotally we are seeing people who have had Covid-19 seem to be feeling unwell for longer and there are more instances of long-Covid-19 symptoms so it is difficult to gauge the long-term impact; however we continue to utilise Covid-19 mitigation measures and to proactively anticipate and respond to the latest Covid-19 guidance.

The Committee discussed a proposed bid to the Condition Improvement Fund (CIF) to install an enhanced perimeter fence at ASFC. It was agreed that this was not a priority and KPoints confirmed there were no significant safeguarding issues. It was agreed a bid should not be submitted.

9. IT Update

9.i-ii. Operational Update and Strategic Update

The Committee received and considered the papers provided.

The Committee NSavvas and JNicholson to agree the which KPIs and aspects of IT strategy should be reported to which meetings of resources committee.

The Committee commended the work by the IT team to develop its forward-looking strategy across the group and establishing a pan-college team.

NSavvas
JNicholson

The Committee noted risk R030 and queried how severe is the risk relating to cyber security. JNicholson advised that cyber-attacks are always prevalent and when operating remote education, they can be particularly impactful, however we have made significant investments to improve and strengthen our cyber-security.

The Committee asked JNicholson to provide the Committee with a short overview of the risks relating to IT and the mitigation measures we are putting in place as a priority item for the agenda next meeting.

JNicholson

10. Learning Resources Update

10.i-ii. Strategic Update

The Committee received and considered the papers provided.

The Committee commended the work by the LRC team to develop its forward-looking strategy across the group and establishing a pan-college team.

The Committee asked NSavvas and ABaker to agree the frequency and which KPIs should be reported to this Committee at each meeting to coincide with the Board programme.

NSavvas
ABaker

The Committee queried the plan for gathering stakeholder feedback on the impact of the intended strategy for LRC. ABaker confirmed there is a stakeholder feedback plan which will include reporting back feedback to this Committee.

NSavvas and SGales to consider if LRC should report into the Educational Excellence Committee.

NSavvas
SGales

11. Any Other Business

No items.

The meeting closed at 5.20pm