

RESOURCES COMMITTEE

Minutes of the hybrid meeting held on 22 June 2022 at 4.00pm

Present physically: C Higgins, Chair
K Chapman

M Chatt
N Savvas, CEO

Present virtually: A Duffety

In attendance: A Swift, Group Director Estates
A Wheeler, Executive Director Curriculum Initiatives
C Willcocks, Group Director IT
C Shaw, Principal Sixth Form Provision
G Grainger, Chief Information Officer
J Raffel, CFO
R Bamford, Group Vice Principal Data and MI
R Stevenson, Group Operations Director
S Gales, Governance Professional
S Graham, Chief People Officer

Apologies: E D'Souza
J Wakelam
S Clarke, Vice Chair

The meeting started slightly later than scheduled at 5.10pm

- Declaration of Interests and Apologies for absence**
C Higgins, M Chatt and N Savvas declared their roles as Trustees of Suffolk Academies Trust. No conflicts of interest in relation to the items on the agenda were declared.

Apologies were accepted from E D'Souza, J Wakelam and S Clarke.

- Minutes of the meeting held on 9 March 2022**
The minutes of the meeting held on 9 March 2022 were **agreed** as an accurate record.

- Matters Arising from the meeting held on 9 March 2022**
The matters arising from the previous meeting were complete.

- Risk Register Extract**
The Committee received and noted the extract of the Risk Register. There is a meeting of Committee chairs shortly to consider how best to monitor risks linked to the Committees. The Committee queried the extract provided, which didn't seem to include all the risks pertinent to this committee, and asked C Shepherd to review the distribution of risks to ensure the correct apportionment of risks to match the Committees.

- Executive Board summary report**
5.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 9 June 2022.

R Stevenson noted that the department has placed an order for a CAFM system which will simplify how compliance is both managed and monitored; and noted that the subsidence to the paved area to the front of Suffolk House has been investigated and works are scheduled to commence in June 2022. There was one RIDDOR report this term on 7 December at the Fore Street Learning Centre, though no fires reported.

C Higgins, as Trustee lead for Health and safety, noted that whilst the number of incidents recorded has increased significantly, this includes more walk-in reports as the H and S desk is more accessible, an increase because more staff and students are in College post-Covid, and more mental health issues being reported, rather than an

Action

C Shepherd

increase in accident rates. This increase in reporting is positive but, the health and safety team must work to improve reporting and analysis of the data to ensure trends and concerns can be identified and mitigated..

Governors queried if the plan is navigate people away from walk-ins or if this is a valuable support for students. R Stevenson confirmed that walk-ins will continue to be welcomed, however the CAFM and app system, will improve reporting and lessen the administrative burden associated with logging the walk-ins.

Governors queried whether appropriate consideration had been given to the data recording and risks associated with the introduction of the CAFM and app system. R Stevenson confirmed that this had been considered and the DPO has approved the system.

5.ii. Environmental Sustainability Overview

The Committee received and considered the overview report provided which summarised the discussions from the inaugural Environmental Sustainability Board meeting on 10 May 2022.

A Wheeler noted that we are working to align to the AoC's Sustainability Code of Practice and so are developing work on multiple strands. Across the Group, we are embedding sustainability into the curriculum in 2022/23; and we are conducting an audit of our progress in moving towards net zero; planning infrastructure improvements to substantially reduce energy usage and lower our carbon footprint. We are also looking to train staff generally on sustainability (to create a common culture and approach) and to train staff involved in procurement on supply chains (to ensure purchasers have a full understanding to enable sustainability is routinely considered when reviewing tenders).

Governors commended the progress of the Sustainability Board in a relatively short period of time.

A Wheeler also noted that the College has tendered as part of two partnership bids with other FE colleges (one covering Norfolk and Suffolk, and one covering Cambridgeshire), a combined fund of £900k for use in sustainability investments. We anticipate being informed in July 2022 if we have been successful.

Governors noted that it is critical the Executive and Sustainability Board set priorities underpinning the sustainability strategy to achieve significant impact on both reducing our carbon footprint and creating empowered communities working together to promote and act in sustainable ways.

Governors agreed that we need an integrated whole energy approach linking behavioural and cultural change, with a strategic commitment to net zero. Governors asked the Executive to propose some 10-year sustainability related-objectives, key performance indicators and milestones for review in Spring/Summer 2023. R Stevenson noted that the audit of our estate will be a crucial evidenced based first step, to help guide our resource strategy and decision making.

6. Workforce Update

6.i. KPI Report

The Committee received and considered the paper provided.

S Graham noted that (at the end of May 2022) the College employed 867 people which is a decrease of 10 people since the last report. Sickness absence remains under the national benchmark of 2.6% at 0.55%; and labour turnover remains close to the national average.

Governors commended the work of the Executive in supporting staff and lessening sickness absence.

6.ii. Gender Pay Gap

Executive

The Committee received and noted the annual Gender Pay Gap report.

S Graham summarised the key data (as at 31 March 2021) that the College's mean gender pay gap was 8.46% and median gender pay gap was 5.59%; and summarised how the College works to narrow the gap, promote inclusivity and ensure equality, and to include and support all staff.

7. **Property Update**

The Committee received and considered the papers provided.

R Stevenson summarised the progress of the live capital upgrade works, including the three DfE funded T-Level wave 3 projects and the OfS funded Extended Reality lab project

Governors queried whether, given rising inflation and costs, the projects are progressing within budget. R Stevenson confirmed that, to date, they are.

7.i **Property Strategy**

Governors noted that in order to support our sustainability objectives and to enable the College to maximise opportunities for funding; to **approve and recommend** the Property Strategy to the Corporation subject to an additional reference being added to expand on our strategy of investing strategically to make the estate more energy efficient and meet net zero targets. R Stevenson to amend and circulate to the Committee.

R Stevenson

7.ii. **Photovoltaic Cells**

R Stevenson noted that in light of further significant uplifts in energy prices and in line with the College's desire to improve environmental performance, we are looking to expand the initial pilot installation of Photovoltaic cells across the College in partnership with West Suffolk Council's "Solar for business" scheme.

Governors discussed the risks and terms and conditions associated with West Suffolk Council's "Solar for business" scheme; and **approved** the Executive to proceed with the scheme and source the tenders for review by the Finance Committee in accordance with the College's Financial Regulations.

R Stevenson

8. **IT Update**

The Committee received and considered the papers provided.

C Willcocks informed the Committee of plans following the security audit to improve the College's cyber and security position. The Committee commended this approach

Governors commended the IT team for their work to improve systems and agreed to discuss IT at the start of future agendas, and that it would be helpful at the next meeting if C Willcocks could give an overview of IT and risks and potential mitigations across the ECG, including cybersecurity.

S Gales

9. **Policies**

9.i. **Anti-Bribery policy**

The Committee received for information the updated policy which includes the additional clause as requested at the last meeting.

9.ii. **Whistle Blowing policy**

The Committee received, considered and **agreed to recommend** the policy provided to the Corporation for approval.

9.iii. **Appraisal procedure**

The Committee received, considered and **agreed to recommend** the procedure provided to the Corporation for approval.

Governors commended the conversational approach and queried whether staff can raise issues outside the regular appraisal cycle. S Graham confirmed that staff can and summarised how appraisals build on regular meetings between line managers and staff.

9.iv. Pay Progression procedure

The Committee received, considered and **agreed to recommend** the procedure provided to the Corporation for approval.

Governors discussed the need to foster a healthy staff culture with consistent and fair approach to pay progression; and queried how this procedure will support this culture change. S Graham summarised the College's holistic approach to remuneration and how this procedure fits within this and, the system which is being implemented to prompt and remind staff to undertake appraisals regularly to embed a reflective self-improvement culture.

Governors discussed the weighting applied to each criteria and asked if these will evolve over time. N Savvas confirmed that it will.

10. Any Other Business

- Thanks, and farewell to Rob Bamford

The Committee thanked Rob Bamford for his contribution to the College and to this Committee.

- Welcome to Gary Grainger

The Committee welcome G Grainger as the new Chief Information Officer and asked him to provide an overview of his role and any important issues which have emerged at the next meeting.

G Grainger

- Review of the meeting

The Chair asked for feedback on the effectiveness of the hybrid meeting. The Committee confirmed that the meeting was inclusive and worked well.

The meeting closed at 6.26pm