

## RESOURCES COMMITTEE

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

**Present virtually:** C Higgins, Chair  
E D'Souza  
J Wakelam  
N Savvas, CEO  
S Clarke, Vice Chair

**In attendance:** A Baker, Group Learning Resource Centre Manager (part)  
A Swift, Group Estates Director  
C Shaw, Principal Sixth Form Provision  
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 Director  
S Hart, Health and Safety Manager

**Apologies:** C Meredith, Executive Dean University Studies  
L Moody, Principal Strategic Growth and Partnerships

*The meeting started slightly later than scheduled at 4.25pm.*

1. **Appointment of Chair and Vice Chair**  
The Committee recognised Chris Higgins as the Chair and Steve Clarke as the Vice Chair of the Resources Committee for 2021/22, as appointed by the Corporation at their meeting on 9 July 2021.
2. **Declaration of Interests and Apologies for absence**  
CHiggins, ED'Souza, JWakelam, NSavvas and SClarke 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 CMeredith and LMoody.
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, a progress update had been provided.  
MA5 RStevenson and JWakelam continue to work to review the college's sustainability strategy including the potential installation of photovoltaic cells.
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 queried the update on the sinkhole outside Suffolk House. RStevenson advised that the remedial works is being overseen by our insurance providers and is cordoned off for safety.

### Action

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

The Committee recognised because of Covid-19 some aspects of Health and Safety had fallen down the priority list; but are now being prioritised.

The Committee endorsed the Health and Safety policy now it has been revised to emphasise the continuing work at the regional outposts and employer placements.

## **7. Workforce Update**

### **7.i-ii. KPI Report and Strategic Update**

The Committee received and considered the papers provided.

The Committee commended the development and implementation of a forward looking group HR strategy, and formation of a Group HR team

SGraham noted that despite Covid-19 absence rates are very low (1.3%) compared to a national average in the Further Education sector (5.2%).

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

The Committee noted that nationally and locally companies are experiencing difficulties in recruiting and queried whether recruitment is an issue at the moment. SGraham confirmed that it is a known issue which the team are mitigating by proactively using mechanisms to source and seek out potential staff.

The Committee noted that it is usual for more absences over the winter months and queried whether we are seeing more instances of Covid-19. SGraham noted that it is a mixture with the usual colds, flus and sickness; and that the HR team continue to offer free flu vaccines and to provide wellbeing support to staff.

The Committee queried whether there have been any anti-vaccination staffing concerns. SGraham confirmed that the staff have been very proactive with Covid-19 mitigation measures and for those with anti-vaccination concerns, we continue to deal with people on an individual basis.

*ABaker joined the meeting at 5.44pm*

The Committee queried the appraisal completion rate across the college and what is being done to ensure regular appraisals. SGraham noted that we are working with Managers to remind them to conduct appraisals; and the HR team are starting a consultation to review the appraisal process/system to ensure it is fit for purpose and supports staff appropriately.

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.

NSavvas and SGraham were asked to agree when particular issues and KPIs should be reporting to this Committee, to align with Board requirements. The Committee does not want to create unnecessary work for the HR team or consider all KPIs at every meeting but instead consider priority issues in more depth at particular meetings. Perhaps this timetable might be considered at the next meeting? Of course, if there is ever a significant problem emerging, that should be reported by exception.

NSavvas  
SGraham

## **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.

RStevenson advised that since the paper was submitted, the DfE queried the space utilisation within the Auto-Engineering and Construction T Level projects; and subsequently the DfE have rejected the Auto-Engineering T Level project. Therefore we have funding too support Construction, Digital and Health and Science T Levels. RStevenson advised that the Executive have reconsidered the needs of Auto-Engineering and have found an alternative way of preparing the estate for this T Level.

RStevenson also informed that the college has been awarded £2m from the OfS (with no match-funding) to develop a collaborative lecture theatre and a holodeck in Hangar 2. Due to the short timescales of this and the T Level funding, the Committee **recommended** for the proposal to procure contractors on a two-stage basis be reviewed and approved by the Finance Committee.

JRaffel

The Committee queried what risk a delay would have to the OfS project. RStevenson confirmed that as part of the tender scope we outline the required timescale and we also build in contingency planning.

## 9. IT Update

### 9.i-ii. **Operational Update and Strategic Update**

The Committee received and considered the papers provided.

The Committee commended the work by the IT team to achieve these results and to present these reports and develop a forward-looking strategy for the group.

The Committee asked NSavvas and JNicholson to agree the timing and frequency for reporting of IT KPIs to this Committee at appropriate times during the year, rather than submit all at every meeting.

NSavvas  
JNicholson

The Committee 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. This should perhaps be the principal IT item for the agenda of the next meeting.

JNicholson

## 10. Learning Resources Update

The Committee received and considered the papers provided.

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

The Committee NSavvas and ABaker to agree the frequency and KPIs for reporting to this Committee at appropriate times during the year.

NSavvas  
ABaker

The Committee queried the plan for gathering stakeholder feedback on the impact of the 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 best report into the Educational Excellence Committee rather than resources committee.

NSavvas  
SGales

## 11. Any Other Business

No items.

The meeting closed at 6.17pm