

Minutes of the Finance Committee
held on Tuesday 21st June 2022 at 8:00 am
By Microsoft Teams

Present	Apologies
Hilary Smyth- Allen (H-SA)	
Sir Dexter Hutt (DH)	
Peter Croom (PCR)	
Pat Carvalho (PC)	
In Attendance	
Simon Eaton (SE)	
Fiona Yardley (FY)	
Stephen Belling (SB)	
Andrew Crowter (AC)	

Reference	Minute
	Welcome and Apologies
	All Committee Members were in attendance.
	Declarations of Interest
	No further declarations were made in addition to those recorded on the Register of Interests which include those of HSA in relation to the joint project with the College funded by the Community Renewal Fund.
Item 1(i)	Minutes
	The minutes of the meeting on 8 th March 2022 were accepted as a true and accurate record of the meeting. IT WAS RESOLVED THAT F21/22: 21 The minutes of the meeting on 8 th March 2022 be approved.
Item 1 (ii)	Matters arising and Action Log
	It was noted that the item listed on the Action log is scheduled for completion in July 2022.
Item 2	Management Accounts for April 2022
	FY summarised the headline points from the April Management Accounts Report in the committee pack and emphasised the following: <ul style="list-style-type: none"> - The forecast is for overall income to be £2.28 m less than anticipated this year. - There is a reduction in AEB income to £8.2 million because of lesser than anticipated provision. - Budgetary controls have been undertaken and EBITDA is expected to be £89K higher than the original budget. - Cash flow remains strong but will reduce later in the year because of WMCA clawback and the reduced income level.

Reference	Minute
	<p>SE advised that: -</p> <ul style="list-style-type: none"> • the annual pension valuation had been received and as a result, the reserves held in the Annual Accounts would be reduced by approximately £1 million and it would have a positive effect on this year's EBITDA. It will not affect the cash position. • It is likely the triennial valuation will result in a reduction in pension payments over the next three years. <p>Governor's Questions and Observations.</p> <p>1. What stimulated the security improvements being made to the Matthew Boulton Campus? (HSA)</p> <p>SE advised that temporary fencing had been erected to address the issue of the site being used as an escape route from issues arising at Millennium Point. The improvements involved replacing the temporary fencing with a Green Wall, structural amendments to increase security and the ability to close the area out of hours. The improvement works would also make it easier for the security team to manage the campus site without having to go off site.</p> <p>2. Are the programmed balloon payments to secure covenant preservation next year? (PCR)</p> <p>FY confirmed that they were.</p> <p>3. Is the last quarter stable for this year? (HSA)</p> <p>FY confirmed her understanding that the budgeted EBITDA figure would be achieved and that anticipated cash levels would be maintained.</p> <p>IT WAS RESOLVED THAT F21/22: 22 The January 2022 Management Accounts be noted.</p>
Item 3	2022-2023 Budget and Business Planning
	This item is recorded in Private and Confidential Minutes
Item 4	Cleaning Tender
	<p>AC presented the paper in the Committee Pack regarding the appointment of a contractor to provide cleaning services and advised:</p> <ul style="list-style-type: none"> • WLP Consultancy Services has assisted with the procurement process. • 15 companies expressed an interest in tendering. • 6 companies were invited to visit the college and submit tenders. • All submissions were deemed good. • Solo Services provided the best financial offer and robust submissions in respect of all areas identified as being significant by the college. • Solo's track record with the college has been good; particularly in helping to respond to Covid. • Solo's approach to the use of cleaning products was in line with the college's aspirations regarding the sustainability agenda. • The recommendation was to award the cleaning services contract to Solo. <p>IT WAS RESOLVED THAT F21/22: 23</p>

Reference	Minute
	Finance Committee commend to Corporation the award of the college's contract for cleaning services to Solo Services
Item 5	Supply Chain Policy Fees Policy Review
	<p>SB presented the Supply Chain Fees Policy Review in the Committee Pack for consideration and advised: -</p> <ul style="list-style-type: none"> • It had been amended to take account of the ESFA's Subcontracting Assurance Framework and arrangements with the Combined Authority for approved Sector Based Work Academies. • The policy would be kept under review to take account of developments in relation to the Subcontracting Assurance Framework as they emerge. <p>IT WAS RESOLVED THAT F21/22: 24 The Supply Chain Fees Policy be commended to Corporation for Approval</p>
Item 6	Subcontracting Report for 2022- 2023
	<p>SB advised that subcontracting requirements for the next academic year would be based on similar principles to those deployed in 2020- 2021 namely: -</p> <ul style="list-style-type: none"> - to comply with Employers requirements in relation to apprenticeship provision; - to enrich the provision provided by the college in respect of sports programmes; - to enhance the qualifications provided by the college in respect of engineering and construction; - to offer provision as part of a sector- based work academy approved by the Combined Authority; - subcontracting be kept to a minimum and undertaken only when there is a clear business rationale and it is necessary to: - <ul style="list-style-type: none"> o help provide local delivery which meets local community need; o provide high quality provision with low risk; and o assist with priority sector delivery designed to meet national and local government demands. <p>IT WAS RESOLVED THAT F21/22: 25</p> <p>Committee commend that subcontracting be approved by Corporation where: -</p> <ul style="list-style-type: none"> - it has approved the business rationale - it meets an Employer's requirements in relation to apprenticeship provision; - it enriches the provision provided by the college in respect of sports programmes; - it enhances the qualifications provided by the college in respect of engineering and construction; or - it is offered as part of a sector- based work academy approved by the Combined Authority; and - it is necessary to: - <ul style="list-style-type: none"> o help provide local delivery which meets local community need; o provide high quality provision with low risk; and o assist with priority sector delivery designed to meet national and local government demands.
Item 7	Committee Terms of Reference Review
	SB presented the Terms of Reference report in the Committee Pack and advised that no amendments were being recommended in respect of the Terms of Reference.

Reference	Minute
	<p>After reviewing the Terms of Reference</p> <p>IT WAS RESOLVED THAT F21/22: 26</p> <p>The current Finance Committee Terms of Reference be commended to Corporation for use during 2022- 2023.</p>
Item 8	2022- 2023 Corporate Calendar
	<p>SB presented the Corporate Calendar report in the Committee Pack and invited questions regarding the proposed format and times of meetings.</p> <p>After reviewing the report IT WAS RESOLVED THAT</p> <p>F21/22: 26 Meetings continue to be held on line between 8 and 10 am</p> <p>F21/22: 27</p> <p>Meetings should be held on: - Tuesday 4th October 2022 Tuesday 6th December jointly with the Audit Committee Tuesday 14^h March Tuesday 20th June</p>
Item 9	Matters to report to Corporation
	<ol style="list-style-type: none"> 1. Proposed Award of cleaning services contract to Solo Services. 2. Proposal to approve Supply Chain Policy. 3. Proposals for subcontracting in 2022 2023. 4. Proposals for Finance Committee Terms of Reference. 5. Proposals for Finance Committee dates during 2022- 2023.
Item 10	Any Other Business
	There being no other business the meeting concluded at 9.15 am.

Signed:  _____

Chair: Peter Croom