

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
MEETING HELD ON WEDNESDAY 28 SEPTEMBER 2011

PRESENT:

M Dacey [Temp Chair] G Pullen M Grimes

IN ATTENDANCE:

R Larcher [Clerk] K Booker K Holley RG Fowler
J Williams [FGP11/12: 005 & 006] W Huxford [FGP11/12: 016]
F Jones [FGP11/12: 012]

PART I – NON CONFIDENTIAL ITEMS

		<u>ACTION & TIMESCALE</u>
<u>FGP11/12: 001</u>	<u>APOLOGIES</u> Noted [i]: Apologies were received from G Richards J Tyler H Morgan	
<u>FGP11/12: 002</u>	<u>DECLARATIONS OF INTEREST</u> Noted [i]: There were no declarations of interest of Members and Officers present at the meeting.	
<u>FGP11/12: 003</u>	<u>ELECTION OF TEMPORARY CHAIR</u> Noted [i]: In view of the absence of the Committee Chair, G Richards, M Dacey be elected temporary Chair.	
	<u>Resolved [i]: That M Dacey be appointed temporary Chairperson for the duration of the meeting.</u>	MD 28.09.11

FGP11/12: 004 **MINUTES [PART I] AND MATTERS ARISING**

Noted [i]: The contents of the minutes of the meeting of
the Finance & General Purposes Committee [Part I]
held on 06.07.11.

Noted [ii]: **FGP10/11:074 [i]** – VP Ops reported the
appeal had now been submitted and work has begun
on the 2013 application.

FGP11/12: 004 MINUTES [PART I] AND MATTERS ARISING
[Cont'd]

**ACTION &
TIMESCALE**

Resolved [i]: That the minutes of the meeting of the Finance & General Purposes Committee [Part I] held on 06.07.11 be approved.

**CLERK
28.09.11**

FGP11/12: 005 RISK MANAGEMENT & CONTROL REGISTER – HEALTH & SAFETY

Noted [i]: The attendance of J Williams, Health & Safety Officer, who presented the register highlighting:

- Controls have been included to address staff training, at induction and for established staff, on Health & Safety (H&S).
- A rolling programme of H&S auditing is under way whilst consultants audited the H&S management systems in four Schools which resulted in an excellent grading with overall compliance rating at 93%.
- The rolling programme of H&S auditing is being used to identify and highlight where staff training on H&S is needed.

Noted [ii]: The thanks of the Committee for the report and presentation. The Chair emphasised that the H&S Risk Register would not be expected to return an all green status.

Resolved [i]: That the Risk Management & Control Register for Health & Safety be approved.

**F&GP CTTE
28.09.11**

FGP11/12: 006 ANNUAL HEALTH & SAFETY REPORT 2010-2011

Noted [i]: The attendance of J Williams, Health & Safety Officer, who gave the report highlighting:

- Statistics show an increase of 13 recorded incidents overall, which could be due to improved reporting procedures.
- There were no major concerns to report.
- External auditors made two minor recommendations and some suggestions.
- An induction pack for staff is being developed.
- The Health & Safety Code of Practice, which identifies staff responsible for health and safety duties has been reviewed and it in the process of being completed by all Schools and Function departments.
- The College has purchased five defibrillators to cover the main campuses.

**FGP11/12: 006 ANNUAL HEALTH & SAFETY REPORT 2010-2011
[Cont'd]**

- Health and safety posters throughout the College have been replaced with bilingual versions and fire notices are in the process of being replaced.
- A County Court case of negligence was made by a member of staff and was successfully defended by the College.
- The College was again awarded a certificate from RoSPA for its outstanding health and safety performance.

Resolved [i]: That the Annual Health & Safety Report 2010-2011 be approved.

**F&GP CTTE
28.09.11**

**FGP11/12: 007 APPOINTMENT OF HEALTH & SAFETY LINK
MEMBER**

Noted [i]: This item was presented by R Larcher, Clerk to the Corporation

Noted [ii]: The need for a new Health & Safety Link Member since the resignation of the Governor who had previously held the position.

Noted [iii]: The proposal, seconding and resolution that H Morgan be elected as the H&S Link Member.

Resolved [i]: That H Morgan be elected as the Health & Safety Link Member.

**F&GP CTTE
28.09.11**

**FGP11/12: 008 REVISED FINANCIAL REGULATIONS AND
PROCEDURES**

Noted [i]: This item was presented by K Holley, Vice Principal: Finance & Information Systems (VP:FIS).

Noted [ii]: The Regulations and Procedures were reviewed, as they are every two years, with the following main revisions and additions:

- The section in the Financial Procedures on subsidiary companies has been revised considerably to allow more flexibility in terms of director appointments whilst still maintaining a strong corporate overview by the Board.
- The VP:FIS and Clerk to the Corporation worked together on revising the documents.
- Good practice and simple language formats were utilised wherever possible.
- The revisions have been made to make both of the documents read in a more logical manner so that relevant sections have been brought together.

Noted [iii]: The thanks of the Committee for the work put into the revisions.

<u>Resolved [i]</u>: That the revised Financial Regulations and the Financial Procedures be approved.	F&GP CTTE 28.09.11
--	-----------------------------------

SIGNED BY COMMITTEE CHAIRPERSON

Signature:.....

Date:.....