

HOPWOOD HALL COLLEGE CORPORATION

Minutes of a meeting of the Employment and Finance Committee held on 22 April 2010

Present	Robert Clegg (Chair)	James Gallagher	Derek O'Toole (Principal)
In Attendance	Ralph Devereux (Clerk)	Janet Meenaghan (VP(C&Q))	John Spindler (VP (F&CD))
Apologies	Linda Feerick	Caroline Taylor	

24/09 APOLOGIES, ELIGIBILITY, QUORUM AND DECLARATION OF INTERESTS

The apologies were accepted. No notice had been received of any member becoming ineligible to hold office. The meeting was quorate and no interests had been declared.

25/09 MINUTES OF THE LAST MEETING

The Minutes of the meeting held on 11 February 2010 were confirmed and signed.

26/09 MATTERS ARISING AND NOTIFICATION OF URGENT BUSINESS

- a. There were no matters arising
- b. It was agreed to consider parking provision at the Rochdale Campus as an item of urgent business.

27/09 FINANCE REPORT

The Finance Report accurate to 28 February was scrutinized in detail. It was noted that the format of the report had been varied and was now more comprehensive and this was welcomed. The current position was a deficit of (£441k) against a forecast (£281k) an unfavourable variance of (£160k). YTD income was £754k below expectations due mainly to a lower than expected ER funding (£187k below expectation), R2R income profiling, which would pick up later in the year and low fee income. YTD expenditure was £594k to the good, mainly because of a lower level of pay award and unfilled posts, overall pay costs were £809 below budget. All other variations were noted as fully attributable and were analyzed and discussed. The unfavourable position was not expected to continue and the budgeted surplus of £300k was confidently expected. All income streams were then individually considered in detail. The cash position continued to be tight because of payment profiling and the nugatory expenditure on the abortive LSC capital programme, however the situation was controlled by use of the overdraft facility which had been reduced to c£500k through till June when the payment profile would recover. The graphical information was then studied and discussed. Key PIs were then also considered and discussed and, although the overall FMCE Grade was noted as "Good", the key areas for development were noted and agreed. The new Technology Centre would be funded through grant funding (£3.8m) and a loan for £4.2m, 3 banks had been tested and the offers were considered and discussed; it was unanimously agreed that Barclay's offer represented good VFM and it was agreed to recommend acceptance to the Corporation. Funding allocations for 20010/11 were then discussed and it was noted that they were better than had been expected with an overall reduction of c£370k. Good progress was being made with the efficiency project, with 30 staff reductions mainly post deletions, harmonisation of lecturer contracts completed and staff utilisation under scrutiny; savings of c£1m had been realised. The report was recommended to the Corporation.

- a. **The Information was noted and received.**
- b. **Acceptance of the Barclays offer of the load was recommended to the Corporation.**

28/09 HR REPORT

The HR Report updating the committee on a wide range of issues including detailed information on equality and diversity was considered and discussed in detail. It was noted that the current ratio of M/F employees was 40/60%; the reciprocal of that for applications and that was the only apparent anomaly. The continued reduction in grievances and disciplinaries was noted and welcomed. Staff sickness level continued to vary across departments and it was agreed to scrutinise the worst performers in more detail, it may be useful to remove long term sickness from the data to show the short term position. The efficiency project had been considered in the former item but it was noted that staff morale continued to hold up and was at a high level. Future initiatives were explained and noted.

The information was welcomed and received.

29/09 TUITION FEE PROPOSALS

It was noted that funding responsibility had transferred from the LSC (Now closed) to the YPLA/SFA. The tuition fees proposal was generally non-contentious but included a suggestion for introduction of a £20 student registration fee, which would yield some £100k income and this was discussed in detail. It was important that 2900 16-18 Student enrolled for 20010/11 and there was concern that introduction of the registration charge could prejudice that target. It was agreed to complete more research into the issue with particular reference to practice at other local colleges; with that condition the Fee Policy was approved.

The Fees Policy was conditionally approved.

30/09 URGENT BUSINESS

A paper detailing a proposal for car parking at the Rochdale Campus was circulated. Some 220 car parking spaces had been lost to the campus when the RSFC had been built and alternative arrangements had been made however these were temporary and expensive. Transfer of Construction and Engineering to Middleton and the demolition of C Block would enable further car parking space however an interim short term solution was necessary. After close examination the optimum solution had emerged, to lease the Mellor Street car park for the period in question (21 months) at a total cost of £137k, a saving of £98k over the current arrangements, all necessary arrangements had been agreed and were in place; it was agreed that this represented excellent VFM and it was agreed to proceed.

The lease of the Mellor Street car park was approved.

31/09 DATE OF NEXT MEETING

The next meeting would be on 24 June 2010.