

CENTRAL SUSSEX CORPORATION

Minutes of a meeting of the Central Sussex Corporation held at 5.00 pm on Thursday, 21st July 2005 at Crawley College

Membership: Mr M Allen*, Mr P Berry*, Mr M Delbridge*, Mr M Froud*, Mr P A Harding*, and Mr J A Peel (Chair)*

Also in attendance: Dr R Strutt, Mr S Araniyasundaran, Mr A Dodwell, Mr N K Whitley (Clerk), and for part of the meeting, Mr S Hutchinson (KPMG)

* = present

APOLOGIES FOR ABSENCE

1. There were no apologies for absence.

DECLARATION OF INTERESTS

2. There were no interests to declare.

PROPERTY STRATEGY – PRESENTATION

3. Members of the Lee Evans and McComb Partnerships attended the meeting to give a presentation of the proposed property developments of the Haywards Heath Campus. They took the meeting through a booklet that was laid round, together with a sheet identifying a revised programme of its implementation.
4. It was confirmed that alternatives had been considered in aiming at the proposals before the meeting; including the possibility of relocating the campus. However there did not appear to be any alternative site and the planning officers had indicated that they considered the College was in the right place. It was within walking distance of good public transport links, which meant that it could serve the surrounding rural communities as well as Haywards Heath.
5. Concern was raised about the financial implications of the proposals. It was recognised that this was potentially the most opportune time to apply for capital support from the Learn and Skills Council (LSC); furthermore construction costs were likely to rise as the date of the Olympics approached. However the impact on the College's cashflow would be significant.
6. It was noted that there was a risk that the works would impact negatively on those learners studying during that time; this would require careful managing. A robust business continuity plan would need to be prepared. The overall plan had been designed so that the works could be placed, both from a financial perspective, and to minimise the impact on the learners.
7. It was explained that the programme had been revised because it was necessary for Central Sussex College to take stock of overall impact and requirements of the scheme. The scheme needed to be placed within the context of an accommodation strategy for the whole of Central Sussex College, not solely the Haywards Heath campus. There was a great deal of work to be done to meet even the revised deadlines. Many aspects would have to be developed in parallel, to meet the time-scale, which had been calculated to meet the original commitment to have the Theatre and Performing Arts Centre available for use from September 2007.

8. It was recognised that it would be necessary to submit the overall scheme for outline planning permission at the same time as detailed planning consent was sought for Phase 1, the Theatre and Performing Arts Centre. This would be regarded by the Planning Authority as a major development, that would take thirteen weeks, not eight weeks, for consideration by the planners.
9. It was confirmed that the non-specialist buildings were designed to be flexible, recognising that there would always be changes to the curriculum requirements.
10. **It was agreed that a contingency plan must be developed alongside the proposed programmes, to take account of the major risks inherent in such a development, including the possibility of appeals against the planning decision, as well as difficulties in financing it.**
11. It was confirmed that the revised programme be approved, including the preparation of outline and detailed planning applications, and their submissions, and to conform with European Union procurement regulations.
12. The consultants who had given the presentation then left the meeting.
13. It was explained that the architects and planners had been appointed by Haywards Heath College on terms that reflected the original scheme for a Theatre and Performing Arts Centre. As had been explained, this had developed into a much larger scheme, that exceeded the minimum limits above which it was necessary to advertise in the Official Journal of the European Union (OJEU).
14. The partnerships had carried out a great deal of useful work to date, for which they would of course be paid; however, it was now necessary to redefine their contracted terms because it would be necessary to engage in separate tendering process for architects and quantity surveyors, as well as a contractor for the works. Mr Araniyasundaran would be renegotiating the scope of their work and fees accordingly.
15. **It was agreed to appoint a Project Team to oversee the development of the project, to consist of Mr Berry and Mr Harding, with Mr Araniyasundaran.** Mr Hutchinson confirmed that he would be providing some support. Mr Araniyasundaran confirmed that he would be continuing to draw in staff from the Haywards Heath site, as well as the Facilities Team based at Crawley.
16. **It was agreed that an exercise should be carried out to re-evaluate the case for selling the Haywards Heath site, and rebuilding elsewhere, as part of the exercise to demonstrate best value.**

MINUTES OF A MEETING OF THE 16TH JUNE 2005

17. The minutes were signed as a correct record.
18. It was confirmed that no portion of the minutes needed to be held confidential and all related papers should be made available by the Clerk on request.

MATTERS ARISING

- a) **Authority to authenticate the seal.**
19. **The report was received.**
20. It was noted that the Corporation could only give one Member general authority to authenticate the Seal of the Corporation (in addition to the general authority conferred upon the Chair) by the Instrument of Government.

b) Calendar of meetings and the “Matrix”

21. It was noted that the November date shown in the calendar for the Finance & Operations Committee required amending. With that correction, the Clerk was authorised to issue the Calendar of meetings for 2005/2006.
- 22. It was agreed that the “Matrix” should be referred to a meeting of the Governance and Search Committee meeting, to be convened in September.**

c) Appointment of College Leadership Team Members

23. Dr Strutt drew attention to the briefing note he had circulated to all Corporation Members. Mrs Dare, the Executive Director 14-19 would be taking up her role on the 17th September and Ms Poor, the Executive Director HR and Communications, was currently negotiating with her employers when she could be released.
24. There were six candidates short-listed for the Executive Director Skills to be interviewed on the 28th July.

d) Progress Report on Set-up Projects

25. Mr Hutchinson advised the meeting that he had gone through his report in detail with members of both Colleges’ Senior Management Teams. There were no areas of concern.
26. It was noted that there were a number of projects with an “amber” status; this was, in most cases, because decisions were awaited from this evening’s meeting.
27. Mr Peel reminded Mr Hutchinson of the need to draw in the linked Corporation Members, particularly with respect to the ILT Strategy.
28. Concern was expressed that steps had not been taken to ensure that staff from all sides would be able to use a common e-mail address from the 1st August.
- 29. It was agreed that this should be reviewed as a matter of urgency, with a view to adopting one of the possible methods for achieving this in the near future.**

REPORT OF THE POLICY AND PLANNING COMMITTEE

30. The report was received.

31. The proposed terms of reference for the Committee were considered. Concern was expressed that the remit for the Committee may overlap with that of the Finance & Operations Committee and the Curriculum and Quality Committee.
32. It was stressed that the Committee’s approach would be to consider strategy, at a high level, and to ensure that all aspects of the individual strategies (such as the Curriculum and Property Strategies) were complementary and did not conflict in any way.
33. The Committee also offered an opportunity to discuss strategic issues at greater length than could be achieved within a full Corporation meeting.
- 34. It was agreed to approve the terms of reference, and to undertake a full review of the role of the Committee in twelve months’ time.**

a) Budget 2005/06 and 3 year financial forecast

35. The Clerk laid round a paper summarising the LSC Indicative Health Category formula.

36. **The budget for 2005/2006 was approved.**

37. **The three year financial forecast was approved, recognising that it would need to be revised to take account of the proposed property developments.**

b) Proposed franchise programme 2005/2006

38. The Clerk laid round a revised table, that identified the financial details of the programme more clearly than the original table in the paper considered by the Policy and Planning Committee.

39. The Programme was summarised in the table was approved, in accordance with the paper considered by the Policy and Planning Committee.

c) Risk Register

40. The Executive was commended on the methodology adopted to compile and review the risk register.

41. **The Risk Register was approved.**

42. **It was agreed to ask the Risk Assurance Group to develop a definition for “significant risk”.**

43. **The Membership of the Risk Assurance Group was approved as follows:-**

Chair:- Chair of Audit
Vice-Chair:- Chair of the Finance & Operations Committee
Membership:- Executive Director of Corporate Services
College Secretary
Head of Quality Improvement
ANO - Haywards Heath Campus

44. **It was agreed that the Local Community Boards (LCB) would be asked to monitor site specific risk registers.**

APPOINTMENT OF INTERNAL AND EXTENAL AUDITORS

45. **It was agreed to appoint Tenon as Internal Auditors for Central Sussex College for a period of five years.**

46. **It was agreed that KPMG be appointed as Financial Statements and Regularity Auditors for a period of five years, subject to annual re-appointment.**

47. The Panel's comments with respect to the re-tendering for auditors were noted.

STANDING ORDERS

48. **The Standing Orders were adopted, subject to an immediate review by the Chair with Mr Allen.**

49. **It was agreed that any proposed changes be circulated electronically to all members of the Corporation for comment.**

a) Publication of Corporation and Committee Minutes and Papers (including Confidential Matters)

50. The procedure was approved.

Mr Delbridge left the meeting at 6.57 pm.

b) Delegation of authority to act on behalf of the Corporation

51. The procedure was approved.

c) Register of interests

52. The arrangements for a Register of Interests to be maintained were adopted.

CODE OF CONDUCT FOR CORPORATION MEMBERS

53. The Code of Conduct was approved.

FINANCIAL REGULATIONS

54. The proposed Financial Regulations were reviewed.

55. It was agreed that, in paragraph 3.6, the period of 3 working days be substituted for 24 hours.

56. It was confirmed that guidelines for the authorisation of overtime referred to in paragraph 7.2 were already in existence.

57. It was agreed to add in a paragraph within 5.7 to make explicit the fact that Corporation Members were subject to the Financial Regulations in order to claim reimbursement for travel and subsistence.

58. It was agreed to replace paragraph 6.5 (Authorisation to Borrow) with the requirement that all borrowing (including short-term overdraft facilities) must be approved in advance by the Corporation. Where there was a requirement to act urgently, the provisions of the Delegation of authority to act on behalf of the Corporation would apply.

59. With those amendments the Financial Regulations were approved.

60. It was agreed that the Audit Committee should review the Financial Regulations, with particular regard to the values quoted for purchasing/obtaining quotations and to Section 1.5, waiver of Financial Regulations.

61. It was noted that a full Whistle-blowing policy would be presented to the Corporation for approval.

HEALTH AND SAFETY POLICY

62. The Chair drew attention to a revision to the circulated document, that separated the primary responsibilities of the Corporation to:
"Maintain an appropriate organisational structure and culture to ensure that appropriate systems are in place for the management, monitoring and auditing of health and safety"
and to
"Continue to seek improvements in systems, culture, processes and operations in order to promote health and safety in all areas of the College's activities",

from the managerial responsibilities of the College Leadership Team that were also listed under the broad heading "Policy".

63. It was noted that there were some minor typographical corrections to be made, that the Chair and Mr Allen would oversee.

64. With those amendments the Health and Safety Policy was approved.

EQUALITY AND DIVERSITY POLICY

65. The Equality and Diversity Policy was approved, subject to detailed scrutiny by the Chair and Mr Allen.

66. Should there be any points of fundamental concern, the Chair undertook to consult all Members of the Corporation electronically.

RACE EQUALITY POLICY

67. The Race Equality Policy was approved, subject to detailed scrutiny by the Chair and Mr Allen.

68. Should there be any points of fundamental concern, the Chair undertook to consult all Members of the Corporation electronically.

DISABILITY STATEMENT

69. The Disability Statement Policy was approved, subject to detailed scrutiny by the Chair and Mr Allen.

70. Should there be any points of fundamental concern, the Chair undertook to consult all Members of the Corporation electronically.

COLLEGE CHARTER

71. The College Charter was approved, subject to detailed scrutiny by the Chair and Mr Allen.

72. Should there be any points of fundamental concern, the Chair undertook to consult all Members of the Corporation electronically.

APPOINTMENT OF NEW MEMBERS OF THE CORPORATION

73. It was agreed to refer this item to the Governance & Search Committee meeting to be convened in September.

ANY OTHER BUSINESS

Membership and remit of LCBs

74. It was agreed that the Chair and Mr Allen should prepare proposals for circulation electronically to all Members of the Corporation. Any comments would be taken into account by the Governance & Search Committee at its meeting in September. Authority to determine the matter at that meeting was delegated to the Governance & Search Committee.

IMPACT OF THE OLYMPIC GAMES

75. Dr Strutt agreed to prepare a paper addressing the impact of the Olympic Games.

SIGNS FOR CENTRAL SUSSEX COLLEGE

76. Dr Strutt advised that many of the external signs for Central Sussex College were already in place and the remainder were on track to be erected for the 1st August.
77. Dr Strutt drew attention to the College's success in bidding for a 3 year national contract to train engineering apprentices for the Royal Mail.

There being no other business, the meeting closed at 7.38 pm.