

CENTRAL SUSSEX CORPORATION

Minutes of a meeting of the Central Sussex Corporation held at 5.30 p.m. on Monday, 23rd May, 2005 in T11 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. N.K. Whitley (Clerk) and for part of the meeting Mr. S.
Araniyasundaran and Mr. P.G. Ryley

* = present

APOLOGIES

1. There were no apologies for absence.

DECLARATION OF INTERESTS

2. There were no interests to declare.

MINUTES OF A MEETING OF THE 3RD MAY 2005

3. The minutes were signed as a correct record.
4. **It was confirmed that Minutes 3 – 6 should be held confidential on the grounds that they referred to individuals' personal circumstances. Personal circumstances and Minute 16 should be held confidential on grounds of commercial sensitivity. It was agreed that no other portion of the minutes should be held confidential and all other related papers should be made available by the Clerk on request.**

MATTERS ARISING NOT ON THE AGENDA

5. **Principal's contract/4:** Mr. Allen confirmed that the contract had been scrutinised by the Haywards Heath College legal advisers. No issues of substance had been raised, although some minor drafting changes had been suggested. He had passed the contract to the Clerk for him and the Chair to consider any necessary changes.
6. **IT Project Team/14:** It was confirmed that the Wide Area Network (WAN) had been ordered. Dr. Strutt advised that he had been concerned that the Project Team had not addressed the implementation of the new system with a sufficiently robust project plan and he had commissioned a report from the KPMG IT specialist. This was due by the 27th May.
7. **Policy on confidential business /18:** The Clerk confirmed that he would present a draft policy for consideration by the Corporation by the July meeting.
8. **Membership of Local Community Boards (LCB) /29:** It was confirmed that the Corporation retained the responsibility for determining the membership of the LCBs.
9. **Scope and Terms of Reference for Local Community Boards (LCB) /32:** Dr. Strutt confirmed that he would present a paper on this topic to the next meeting of the Corporation.

10. **Three Year Development Plan discussions with the Learning and Skills Council (LSC) /42:** Dr. Strutt and the Chair had met with the Director of Operations of the LSC (on behalf of the Executive Director) and discussed the Three Year Development Plan. It had been made clear that the targets for Success Rates must be much more challenging and robust than had been included in the working document submitted earlier. This was in line with Dr. Strutt's own view.
11. **Membership of the Corporation/20-24:** It was confirmed that an approach should be made to West Sussex County Council for the nomination of a Local Authority Member of the Corporation. It was agreed that the Chair should take further soundings about the proposal that the local district/borough councils should be asked to nominate members of the Local Community Boards instead of the main Corporation.

CONFIDENTIAL MINUTE

PLANNING FOR SENIOR MANAGEMENT STRUCTURE AND APPOINTMENT

12. With the agreement of the meeting, the Chair re-ordered the agenda and took the Progress Report on the Leadership structure next.
13. Dr. Strutt circulated a set of papers giving an update on actions taken and planned, together with details of the selection process. He advised the meeting that the structure had been presented to the Joint Senior Management Team (SMT). There had been general acceptance of the approach taken.
14. Michael Notman Associates were advising on the detailed application of the Transfer of Employment (Protection of Employment) Regulations (TUPE), and what constituted best practice.
15. Dr. Strutt then took the meeting through the paper in some detail, identifying the stages reached in the recruitment procedure. Two individuals with Senior post status, namely the Vice-Principal of Haywards Heath College and the Clerk of Haywards Heath College (who, while not a member of the SMT, had the right to be treated as though she were a senior postholder), had confirmed that they did not wish to be considered for any of the six posts within the College Leadership and Strategy Team.
16. In the case of the Vice-Principal, it was noted that he would transfer across under TUPE with his pay and other conditions protected, and continue to carry out essentially the same duties as at present, but reporting to the Executive Director 14-19. He would cease to be called Vice-Principal.
17. Concern was expressed that this may create some anomalies, since a Head of Department at Haywards Heath would report to a third tier manager, whereas at Crawley, a Head of Department would report directly to the Executive Director. Dr. Strutt took note of the comments made.
18. The Clerk at Haywards Heath College wished to take on the responsibility of clerking the Haywards Heath Local Community Board (LCB). It was suggested that the Clerk should review the possibility of her undertaking a wider role, particularly in respect of other LCBs, recognising that there were constraints upon the times she could work.
19. It was noted that the Clerk and College Secretary of Crawley College had a high level match with the College Secretary post in the Leadership and Strategy Team. It was agreed to appoint him as Clerk of Central Sussex Corporation, in accordance with the TUPE regulations.
20. Dr. Strutt asked that different Members of the Corporation agree to sit on the Interview Panels for the various posts; this would provide an objective review of the process by an external person, to help ensure that the requirements of Equality and Diversity were met.

21. In the light of the availability of Members, the following allocation to the recruitment Panels was agreed:-

Executive Director	-	14-19	Mr. Harding
Executive Director	-	Skills	Mr. Froud
Executive Director	-	Corporate Services	Mr. Peel
Executive Director	-	Human Resources & Communication	Mr. Allen

Mr. Delbridge left the meeting at 1800.

22. It was noted that there was no reference in the documentation of any policy on detriment: namely the requirement under TUPE to maintain an individual's pay and conditions at the same level as before the transfer (even if their duties diminish). It was recognised that this needed to be addressed in a policy statement.
23. Dr. Strutt advised that, following the recruitment process, any unfilled vacancies would be advertised nationally on the 17th June.
24. It was recognised that a protocol that set out the way TUPE applied to all staff was required; Dr. Strutt confirmed that Michael Notman and Claire Austin were working jointly on such a protocol, in consultation with the Unions.
25. The meeting considered the schedule analysing Senior Team salaries and conditions. This section of the report is to be held confidential as it contains sensitive personal data.
26. It was noted that holiday entitlement for the members of the Leadership Team should be confirmed as being up to 35 days, in accordance with the sector norm.
27. It was agreed to endorse the process being followed by Dr. Strutt. It was noted that he would use the six months following the appointment of the Leadership Team to review the staffing structure required for the New College, before deciding whether and what changes were required.
28. It was noted that outplacement facilities may prove beneficial for some individuals; Dr. Strutt undertook to explore this further with Michael Notman Associates.

THREE YEAR DEVELOPMENT PLAN

29. Mr. Araniyasundaran and Mr. Ryley joined the meeting at 1906.
30. Dr. Strutt introduced the Three Year Development Plan, giving an overview of the main features by reference to his Summary of Targets.
31. He drew particular attention to the focus on growth in 16-18 year old learners, which was in line with the Colleges' market information and matched the Government and learning and Skills Council's (LSC) priorities.
32. The LSC officers had confirmed that, should the New College achieve more than target growth in the 16-18 category, then it could make an in-year bid for additional funding to cover the additional costs. Furthermore, there would be a strong argument for the additional numbers to be incorporated into the base-line for the following year.
33. The main revision to the Plan lay with the Success Rates. Considerable work had been put into evaluating the performance at departmental level. Bench-marks were always some two years out of date and an assumption had to be made about the rate of improvement nationally when setting targets.

34. The meeting questioned whether the targets that were now being set were realistic ones for Central Sussex College to achieve, and not merely dictated by central LSC policy. A particular concern for the Central Sussex area was the buoyant economy; a learner who left before completing a qualification because she obtained a well-paid job may well have succeeded because of the College; but this would be shown as a failure in the statistics.
35. Dr. Strutt reassured the meeting that the targets were achievable; they had been set after a careful analysis of success rates department by department, looking to identify not only what had to improve, but also how improvement could be achieved.
36. There was considerable discussion about the employer engagement targets. Experience showed that some 80% of employers were very resistant to paying for any form of training. The targets were based on Central Sussex College increasing market penetration from 20% to 40%; this was not an easy task. No account had been taken of the forecast slow-down (some said decline) in the economy.
37. It was noted that the employer engagement targets could be described as aspirational, and that more modest growth had been built into the financial forecast; the College had to position itself for Action for Business accreditation.
38. It was confirmed that the capital programme was indicative; no firm commitments had been made.
39. It was noted that the risk management section of the Plan required the inclusion of downside risks only; when the whole College risk register was prepared it would include opportunities as well as threats.
40. The Three Year Development Plan (including Adult and Community Learning) was approved.

ANY OTHER BUSINESS

41. It was noted that the re-branding exercise was going well.
42. It was agreed that a tour of the Crawley Campus should be arranged for Corporation members.
43. The Chair drew attention to the formal Dissolution Order for Crawley and Haywards Heath Colleges, a copy of which he had received.

There being no other business, the meeting closed at 19.48.