



**FEGP COMMITTEE CONFIRMED
MINUTES 26.06.2024**

Date:	13 March 2024	Clerk to the Corporation Granville Road Sheffield, S2 2RL Tel: 0114 260 2620 Email : anne-marie.holdsworth@sheffcol.ac.uk	
Venue:	New Boardroom, City Campus		
Present:	Stephan Hollingshead (Chair) John Mothersole, Chair of GB (Governing Body) and governor Holly Anderson, staff governor Peter Brooks, governor Angela Foulkes, Chief Executive and Principal and governor		
In attendance:	Paul Simpson, Executive Director People (EDP) Martin Harrison, Executive Director Finance (EDF) Andrew Hartley, Deputy Chief Executive and Director of Commercial and Operations (DCE) Anne-Marie Holdsworth, Director of Governance (Clerk) Emma Lake (Executive Administrator) ^[OBJ]	Action	
		by whom	by when
24/1/1	Welcome, introduction and apologies		
1.1	The meeting started at 8.40am and was quorate.		
1.2	Apologies were given from David MacDougall. The Chair also noted that Talia Logan, student governor, had resigned and a decision had been taken not to try to recruit for the current academic year, but for the next academic year.		
24/1/2	Declarations of interest		
2.1	The committee noted the following standing interest: <ul style="list-style-type: none"> Angela Foulkes, Chief Executive and Principal (CEP), as a director of college subsidiary companies, would not be eligible to vote in any resolution concerning the companies. 		
2.2	There were no new declarations of interest.		

24/1/3	Minutes of the last meeting		
3.1	The committee confirmed the minutes of the meeting of the 22 November 2023 as being a true and accurate record.		
24/1/4	Matters Arising and Action Record		
4.1	<p>The committee received the Action Record. The Clerk commented on actions still in progress and for closure as follows:</p> <p>23/3/11.7 The DG shared the ETF (Education and Training Foundation) Climate Action Governance Toolkit with members for comment. The committee discussed the Carbon Literacy module referred to by the HE/FE Sustainability champion and expressed the view that whilst they thought that this was no longer available, they would like the DG to investigate an alternative to the module in addition to the Climate Action Toolkit questionnaire as the two were different in nature.</p> <p>23/4/9.1 Whilst the Capital Projects report had been updated for the FEGP meeting to include a progress update the committee asked for clarification for the timeframe to update the report to show due dates for expenditure and the expected profile to assist members in monitoring progress against the final due date.</p> <p>24/4/13.5 Action from ARAC meeting for FEGP to ensure that relevant findings of the cladding survey were considered in future Fire Risk Assessments and action taken on any risk improvement actions required by the insurer, if any. The DG reported that Anna Jones, Account Manager at Gallagher had heard back from Aviva, who confirmed that they were happy with the work undertaken to ascertain the nature of the cladding composition at the City Campus and no further work needed to be done. There was no further work for FEGP, and the committee were satisfied that this risk could be closed off.</p>		
4.2	<p>ACTION</p> <ul style="list-style-type: none"> • DG to share the sustainability questionnaire with the Board. DG to find an equivalent to the Carbon Literacy module and share with the committee, see what other colleges use as a benchmark, and build this into the training matrix. • EDF to clarify the timeframe for updating the Capital Projects report to show due dates for expenditure and the expected profile to assist members in monitoring progress against the final due date 		
24/1/5	People Update		
5.1	The Executive Director People (EDP) introduced the People Report 2023-2024, which provided the committee with an in-year update for Term 2 and included the updated People Strategy for implementation. The EDP also presented six policies for approval by		

	<p>the committee, along with the review of SMS (Sparks Managed Services) terms and conditions which was for consideration and to agree a resolution.</p> <p>The primary areas covered by the EDP within the report were as follows:</p> <ul style="list-style-type: none"> – Talent attraction, data showed that there has been an increase in the number of candidates from ethnic minority groups applying for roles in the college and a greater proportion of minority candidates are progressing to interview and appointment. – Engagement, attendance absence rates are below the sector average at 2.5% for the college compared to 2.7% nationally. – Support and development, a lot of work has been undertaken with regards to training and there has been a focus on timely completion of Go Further Reviews (GFR). 65% of employees had had a stage 1 GFR compared to 60% at the time of the last report to FEGP. However, discussion at performance review has shown that many of those indicated as outstanding have been completed but not yet recorded. The focus has therefore shifted to ensuring the timeliness of recording GFRs rather than GFRs being conducted, and work is ongoing to improve this aspect of the process to improve statistics for this area. – People Strategy, the college’s existing strategy was written in 2018 and whilst the themes were still relevant it needed updating. The written style of the document had been changed to make it more accessible for all employees. In addition, the college’s FREDIE + values and behaviours had been included and made prominent. The document had also been updated to reflect additional key priority areas. Consultation with recognised Trade Unions on the strategy had been undertaken and ELT have also reviewed and agreed this. Whilst it was recognised that the strategy would need to be reviewed again in line with the 2025-30 College Strategy, it was not felt that notable change would be required from this version. – Policies, key changes regarding the policies had been highlighted within the report. IT was noted that some changes were required due to legislation concerning the right to request a regular working pattern and carers’ leave entitlement. Also, of specific note was the fact that bereavement leave had been increased from 3 days to 1 week and disability leave had been introduced, this being 2 days paid leave. – SMS Review, Sparks Managed Services (SMS), a subsidiary company of The Sheffield College (TSC), is a provider of services to the college, including facilities services, cleaning services, catering services, and nursery services. Some queries had been received by SMS colleagues in relation to the 		
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	<p>differences in terms & conditions for staff on SMS terms and conditions and those staff on TSC, which had prompted a review of options in relation to those terms and conditions. As part of that review, several options had been considered and the college proposed to continue with the current SMS terms and conditions for SMS employees.</p>		
5.2	<p>The committee received the report and the primary areas of discussion included:</p> <ul style="list-style-type: none"> – Talent attraction, members asked about the TSC staff turnover rate of 17.2% and where this sat in relation to sector averages. The EDP said that whilst the rate was a little higher than it had been any figure of between 10 and 20% was acceptable in his view. The turnover rate would be kept under review though and of particular interest was the turnover rate with regards to new teachers. A close eye would be kept on this as the college wished to retain newly appointed teachers. Members also questioned about the applicant diversity graph on page 8 of the People Update report and asked for clarification as to whether the figure of 53 applicants was a % or a number. The EDP said that it was number and not a % of the total and it was agreed to take this forward as an action to provide clearer labelling to graphs to aid interpretation and understanding of the data presented. The EDP went on to explain that of the number of ethnic applicants, a higher number are now being shortlisted for vacancies. – People Strategy, the committee commented that the strategy was a very readable document but asked to clarify about the use of the term ‘onboarding’ and the period to which this related. The EDP explained that ‘onboarding’ was the process from the offer of employment to Day 1 of employment, whereas the term ‘induction’ was used to refer to the process when an employee started work. The EDP said that he would look at if this could be made clearer within the People Strategy. – SMS Review, members asked if the review of terms and conditions would take place every year. The EDP said that whilst the college periodically undertook a review, this was not set as an annual matter. Discussion focused on various aspects of the terms and conditions which were of greatest importance i.e., annual leave entitlement; sick leave entitlement; and pension contributions. The EDP explained that of these, the factor employees were most concerned about, and which had led to this particular review, was holiday entitlement. The EDF said that moving SMS staff to TSC would result in a change of pension, which may cause staff to pay at a higher rate so reducing their take home pay and may not be something they wanted based on previous experience of such transfers. The committee asked questions 		

	<p>regarding the leave entitlement, including the operation of Christmas leave in relation to the forced closure of the college and commented that of the differences in terms and conditions, annual leave entitlement appeared to be the most important to SMS staff. The committee were satisfied though that SMS were offering employees better terms and conditions than they would receive for like employment in the private sector.</p>		
5.3	<p>The committee <u>received</u> the People Update report for assurance, noting progress in the priority areas, and <u>approved</u> the revised People Strategy for implementation. The committee further <u>approved</u> all policies presented and <u>received</u> the SMS Terms and Conditions review for assurance.</p>		
	<p><u>ACTION:</u></p> <ul style="list-style-type: none"> • Graph labelling on the applicant diversity chart within the People Report to be reviewed by the EDP to ensure that it is clear and accurate. • EDP to review terminology regarding onboarding and induction within the People Strategy so that all understand the periods to which these relate. 		
24/1/6	Health and Safety Reports		
6.1	<p>The EDP introduced the report which provided information on the following:</p> <ul style="list-style-type: none"> – In-year update on incidents in Term 2 of 2023-24, with comparator data for previous years – Insurer, Fire Assessment External Risk Improvements – summary results from the 2023 Fire Risk Assessment (FRA). Fire risk was declining with only 2 actions remaining for the 12-month actions. To comply with the insurers report and FRA a fire suppression system had recently been fitted within the City refectory. – Health and Safety Strategy (updates and impacts) - significant improvements via the strategy objectives were being delivered via the TSC Health and Safety Management Team. 		
6.2	<p>The committee received the report and commented as follows:</p> <ul style="list-style-type: none"> – Accident reporting, whilst figures were slightly higher than last year the committee were satisfied that the nature of accidents reported were less serious. – Medical assessments process, members were pleased to note the amount of work undertaken in this area since the last report. – Health & Safety Data/Statistics - Appendix A, members asked for clarity regarding the coding of curriculum areas on the fifth graph. The EDP said that the main curriculum areas 		

	to be aware of were CO12, which was Construction and CO32, which was Catering.		
6.3	The committee <u>noted</u> the assurance provided and that as all matters reported were standard, they had no concerns.		
	ACTION <ul style="list-style-type: none"> • Ensure graphs are labelled clearly and key codes provided where relevant (as per graph 5 of Appendix A – Health & Safety Data/Statistics) 		
24/1/7	Finance		
7.1	The Executive Director Finance (EDF) presented the In-year Term 2 update 2023-24 and Capital Projects report and the main points discussed were as follows. <ul style="list-style-type: none"> – An update on the VAT position for the college – one credit had been received but also one demand for £2.2 million for which no details had been provided. – An update on the Financial Forecast for the college and Capital Expenditure – the figures showed the adjusted P3 forecast based on the P6 numbers. The formal forecast was not complete but would be updated in the next submission. Any significant changes were highlighted as there had been some movement since the last forecast was provided. – An updated Tuition Fees policy for consideration and recommendation of approval to the GB – there were no significant changes although funding body guidance had not been published yet and so there may be some minor amendments required once this had been received. 		
7.2	The committee received the report and the main points for discussion were as follows: <ul style="list-style-type: none"> • The VAT position, members asked for detail regarding the credit and the demand and were satisfied that the EDF would take advice in relation to the latter once he had received the detail awaited. • The financial forecast, members asked about the AEB (Adult Education Budget) shortfall but were satisfied that this budget would move from amber back to green as part of the P6 forecast process as action would be taken to improve the position. The committee was also pleased to note the improving position with Apprenticeships compared to the previous forecast position. Members further noted that the 		

	<p>HE (Higher Education) position was slightly worse and had decreased since the last forecast and was to be monitored.</p> <ul style="list-style-type: none"> • Pay and non—pay expenditure, members noted the positive position and commented that they were pleased that the college had been able to respond to the need to increase the Maths and English teaching required. • Capital expenditure, members were satisfied that whilst there had been some challenge regarding the T Level specialist equipment spend, they were content that this was being managed and that other colleges had similarly been faced with the same challenge. Members further commented that whilst construction costs were rising, impacting on tender prices coming in, they were pleased that the college were monitoring this and building in the possible effects on projects to future planning. 		
7.3	<p>The committee <u>noted</u> the assurance given in respect of the In-year Term 2 Update 2023-24 and the position of the financial forecast and VAT.</p> <p>The committee <u>recommended</u> the approval of the Tuition Fee Policy to the GB.</p>		
24/1/8	Estates and Environmental Sustainability		
8.1	<p>The DCE introduced the report which covered the following:</p> <ul style="list-style-type: none"> – Estates Strategic Developments including progress on the Estates Strategy and specifically developments for Peaks, the Advanced Technology Centre at Olive Grove, the Construction Training Centre, and the 6th Form and Academic Centre. In particular, the DCE updated members that planning permission had been granted in respect of the Advanced Technology Centre at Olive Grove, Robinson’s had been appointed as the main contractor through the tender process. FEGP were further asked to recommend approval of signing by the Chair of the contract for these works. – Other Estates Matters – various matters being progressed, including work at Pennine 5 and with the Forging & Forming Accelerator initiative. Also, the college insurers had confirmed that they were happy with the surveyor’s report of the visual inspection of the external walls to the tower block at the City campus. Northern Power had requested an easement across the Hillsborough site to lay cables to upgrade the network. – Environmental sustainability update – there had been a sustainability focused staff development day; environmental sustainability steering committee and environmental sustainability working groups were now operational; there had been a successful visit by Steve Frampton (Environmental Consultant to the FE (Further Education) sector) to review embedding sustainability into the curriculum; Salvis (external consultant) had been commissioned to produce 		

	recommendations for heat decarbonisation and expansion of renewables.		
8.2	<p>The committee <u>received</u> the report and <u>noted</u> the assurance on progress in respect of estates and environmental sustainability matters.</p> <p>The committee commended the VP SE for his work to progress the Peaks project, and further requested a more detailed report for the next FEGP meeting in respect of financial planning and funding in relation to the Sustainable Construction Centre.</p> <p>The committee <u>recommended approval</u> for the Chair of the GB to sign the contract in respect of Advanced Technology Centre works at Olive Grove.</p>		
	<p><u>ACTION:</u></p> <ul style="list-style-type: none"> Bring a detailed report regarding financial planning and funding in respect of the Sustainable Construction Centre to the next FEGP meeting. 		
24/1/9	Review of Meeting and Closing Remarks		
9.1	Members said that it had been an efficient meeting and that they were pleased with the quality of reports being provided; the reports were very accessible. It was commented that good progress had been made on fire risk assessment from an area of previous concern, along with the position on Apprenticeships improving. The committee also commented that Health & Safety was at an acceptable level.		
9.2	The meeting closed at 9.45am due to the efficiencies in reporting and organisation.		
24/1/10	Date and Time of Next Meetings		
10.1	26/06/2024, 08.30 - 10.30 in the Boardroom, City Campus		