



BHASVIC

**BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE
MINUTES OF THE RESOURCES COMMITTEE HELD ON
THURSDAY 21ST NOVEMBER 2022 AT 6.00 P.M.
IN ROOM 20, MAIN BUILDING**

Present: William Baldwin (Principal), Mick McLean (Governor), Chris Newson (Governor), Sandra Prail (Chair of Governors), Jo Usher (Governor – Support Staff) Tom Wolfenden (Vice-Chair of Corporation).

Chair: In the absence of Marcus Palmer, it was agreed that the Deputy Committee Chair, Chris Newson, would Chair the Committee meeting.

In attendance: Livvy Birnie (HR Manager) – for item 2.1 HR, Jacque Punter (Assistant Principal (Digital and Communications) for Digital Update item 3.8 but will remain at the meeting as a Member of SLT, Jutta Knapp (Assistant Principal), Louise Pennington (Governance Director/Clerk)

NOTE: FOR EASE OF REFERENCE QUESTIONS AND COMMENTS FROM GOVERNORS HAVE BEEN INCLUDED IN BOLD ITALICS

SECTION 1: ROUTINE AND STANDING ITEMS

1.1 Apologies for Absence and Welcomes

Apologies: Marcus Palmer (Governor and Chair of Resources Committee), Mark Snape (Co-opted Member of Resources Committee).

Welcomes: Livvy Birnie – HR Manager for item 2.1

1.2 Minutes of the Meeting Held on Monday 21st June 2022

The minutes were approved and the Chair was authorised to sign them.

1.3 Matters Arising

The contents of the actions' schedule were noted, including those actions which had now been completed- all done or on the agenda.

1.4 Declaration of Interests – None other than those previous disclosed and as recorded in the Register of Interests.

The Committee resolved to take item 2.1 before item 1.5.

1.5 Principal's Update

The Principal gave the following update to the Committee based around resource implications:

- Government's Autumn Statement confirmed that there was no additional funding for Colleges - 16-19 Students, although there was a significant provision for Schools. It is understood that there has been a £200M underspend by Government in respect of the 16-19 budget and there may be a possibility that this could be refunded to the sector, rather than to the Treasury.
- Owing to the current financial climate, SLT are reviewing the Management Accounts regularly and at least on a monthly basis.
- Office for National Statistics (ONS) College reclassification – the announcement regarding this is due to be made by 29th November and there are pros and cons of remaining in the private sector or being reclassified as public sector (public sector organisations may claim back VAT, equivalent to £300K for BHASVIC, but may not have commercial borrowing and the College's year end would change from 31/7 to 31/8. ***In response to a question from the Committee, the Principal advised that he thought it likely***

that should the College be reclassified, regarding its existing borrowings, these would be allowed to continue, but new loans would not be possible. Other changes which would impact the College should it be reclassified into the public sector include: the possibility that we may not be able to retain surpluses which to date the College has utilised to build up its cash reserves and contribute towards capital builds, but as academies are able to retain their cash reserves, this is unlikely to be imposed on Colleges; governance structures may change. It was confirmed that an oral report on the outcome will be made to Corporation at its December 2022 meeting although it is unlikely the detail will be available for a while.

- Planning Permission for temporary portacabins to cater for the additional 40 GLH has now been approved.
- Very good examination results this year which were discussed at Q & C Committee, noting that the College's good results had been sustained despite the move from TAG (Teacher Assessed Grade) to examinations, unlike national averages which had seen a well-publicised reduction in examination results.
- Ofsted – awaiting notification of a visit and there are probably 2 other opportunities for this to take place before Christmas.
- NEU – Teaching Staff strike on 30th November, with lessons suspended for the day which has also meant that the College has had to cancel its Parents evening organised for that evening.
- New Skills Act requirements – the College has drafted two documents to take this forward as a pilot with the DfE to demonstrate how SFCs will navigate the Skills Agenda and a meeting with the DfE has been arranged for next Tuesday, to discuss this. These will come to Corporation for approval.
- Additional 40 GLH delivery based on 1 hour per Student per week: new initiatives introduced at College, have been received well by Students and to date this has involved starting with confidence work, personal development workshops etc, with involvement from Andrew Wright (Designated Lead Safeguarding Governor); Jo Usher has also organised healthy relationships' workshops for second year Students around consent.
- External Quality Review (EQR) on Safeguarding was completed recently, which was very positive and validates the College's decision to restructure the Support area including recruitment additional Staff members.
- The College has held 2 open evenings which have proved very popular.

Thanks were recorded to William Baldwin for his update to the Committee.

SECTION 2: HR AND RELATED MATTERS

2.1 Termly Update on HR and Related Matters

Livvy Birnie, the HR Manager, gave the following update to Governors:

a) Front Sheet

Jutta Knapp introduced the item and confirmed that some of the sub-items would comprise oral reports only. It was also noted that although at this time of year the Committee was usually presented with the Gender Pay Gap analysis and report, owing to work pressures within the HR Department, this would be deferred to the next meeting, noting that the deadline for publishing the report (which doesn't need Governors' approval), was March 2023. However, it was noted that there would be some gender pay data analysis within the Principal's Report to Corporation December 2022 meeting. **ACTION: Jutta Knapp/HR**

b) Staff Well-being and Absence Report 2022

Livvy Birnie presented the item emphasising the importance of staff wellbeing and noting that the report also included Staff absence data which is used as a tool to assist in measuring staff wellbeing. The following key aspects were noted.

- Average absence increased mainly owing to the impact of Covid.
- Confidential counselling offer is signposted to Staff with 6 sessions paid for by the College, plus a further 6 sessions in exceptional circumstances. Despite being confidential, some Staff feedback is provided voluntarily which has been positive and on average 14-15 Staff take advantage of this per year.
- ***In response to a question from the Committee, it was confirmed that HR was encouraging all Managers to complete the return to work interviews and upload these online, noting that the IT issues impacting the number of returns being completed, was in the process of being resolved. HR staff are carrying out checks regularly to ensure that auto prompts to Managers are being issued to***



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remind them to complete the required return to work online forms. This has caused additional work to the HR Department but the outstanding IT issues should be resolved within 6 months. New Managers are also being training in the College's return to work procedures involving training from both Senior Managers and HR.

- c) **BHASVIC Trade Union Facility Time** – the statutory nature of the disclosures which are also recorded in the Annual Report and Financial Statements and published on the website, was noted by Governors.

d) **Staff Satisfaction Survey**

This was the first full Staff Satisfaction survey completed since pre-Covid (2019 last survey) and overall SLT were pleased with the positive feedback, considering the pressures and demands placed on Staff during this difficult time. 111 responses were received from Staff which compares similarly with 2019 (117 responses). Reference was made to some of the general comments included which were also positive relating to workload and wellbeing, but it was noted that not all comments would be shared owing to the importance of ensuring this remains anonymous. Post the JUMCoG (Joint Union and Management Co) meeting consultative Group) next week, the survey results will be shared with Staff; to date only the headline responses have been shared with Staff.

In response to a question from the committee, it was confirmed that the Staff survey could not be mapped fully to the Ofsted staff survey questionnaire. It was also noted that the HR Department had also not provided a separate analysis based on Teaching and Support Staff, although this could be considered in future if required.

Following a suggestion from the Committee, it was agreed that the HR Manager should liaise with other local Colleges to see if they would be interested in sharing high level staff survey responses. ACTION: Livvy Birnie

e) **Part-Time Staff holiday Pay**

The Committee was informed regarding the additional workload placed on the HR Department since July 2022, following the Supreme Court decision reached in the case of Harper Trust v Brazel which confirmed that workers who only work for part of the year, but were on permanent contracts, were effectively entitled to the same holiday allowance as workers who worked all year; the HR Department has reviewed Staff falling within this criteria and backdated for the last 2 years – this includes casual, evening language staff and invigilators. The intention going forward will be to no longer offer permanent contracts and instead to provide short term temporary contracts.

College has also had to review how to manage the various employment contracts going forward. Additionally, following an error within the College's HR systems, relating to the method of paying those on casual zero hours contracts, including holiday pay element (12.7%), where the College has not followed best practice. The HR Department has worked on correcting the historical discrepancy, backdating to 2 years.

The cost impact which has been reported in last year's Annual Report and Financial Statements was stated as £70K but is likely to be in the region of £50k.

At this point Sandra Prail reported that she had attended the HR SARAP meeting and had been made aware of the challenging year experienced by the HR Team owing to the issues raised above. Thanks were also recorded to HR for their involvement with the Governor recruitment processes.

f) **PDR Metrics**

The Committee noted that this year's PDR (professional development review) cycle was nearly complete with 80% of Staff PDR records uploaded to the HR records. Almost all of the Staff PDRs had been completed but some hadn't yet been formally signed off/uploaded to the system and HR and SLT will be chasing any outstanding PDRs before the end of the year.

g) Update on National Pay Negotiations

The Committee noted that the negotiations between the SFCA and the unions were continuing and that the offer of 5% had been accepted by Unison (Support Staff), with the proviso that if the NEU (Teachers) reaches a significantly higher pay agreement, then Unison will be able to re-open negotiations. The Support Staff pay rise will be paid this month, backdated to 1st September. The NEU have balloted their members and national strike action will be taking place on 30th November, with possibly more strike days to follow. Teaching staff have also been offered on average a 5% settlement (lower grades offered 8.9%). The NEU are seeking 11.7% which no Colleges would be able to afford with the current funding levels. At this point reference was made to the situation in Secondary Schools, where there is greater Government funding, but the Unions here are balloting Staff anyway as they are not prepared to accept the 5% offer either; despite this, and unlike Colleges, Schools have still paid their Staff the 5% pay rise.

Other options available to Colleges should an agreement be reached which would be unaffordable, were noted including no longer following the sector national pay spines, as a last resort in order to remain solvent.

It was also noted that there was no room to manoeuvre this year in terms of cutting costs to enable a higher pay rise to be feasible for the College, although this was a potential option for next year, with longer term planning; financial modelling for next year will be investigated, but it would also encompass reviewing the College's curriculum delivery and could involve a reduction in staffing which would not be a popular option.

The pressure on the College's budget this year and for the next few years bearing in mind no funding increases, whilst having to manage an increase in costs (energy etc), combined with an increase in interest rates on loan arrangements. The intention will be to review the budget options for next academic year and bring the draft budget to Resources Committee for consideration next term, together with sensitivity analysis. The final budget for next year would be signed off during the Summer term by Corporation, based on Resources Committee recommendations.

Account was also taken of the fact that the College will continue to be required to meet the various bank covenants.

It was suggested that Jutta Knapp could arrange to meet with the Chair and Deputy Chair of Resources Committee for a pre-meeting before the March 2023 Resources Committee, to review various options and discuss the budget details.

The Committee recommended to Corporation that the Support Staff should be paid in line with the agreement reached by Unison and the SFCA, being 5%, backdated to September 2022, noting that this was feasible as shown by the latest management accounts and that there was assurance that the College would be able to continue to meet all the bank covenants. Furthermore, the Committee recommended that should the SFCA negotiations with the NEU be reached for 5%, that this should also be paid to Teaching Staff, backdated to September 2022, subject to Corporation agreement. **ACTION: Jutta Knapp**

At this point Livvy Birnie was thanked for her HR Update and she then left the meeting.

SECTION 3: RESOURCES AND RELATED MATTERS

3.1 Annual Report and Financial Statements to 31/7/22

The contents of the Annual Report and Financial Statements for the year to 31/7/22 together with the front sheet summary, was noted by the Committee. Jutta Knapp drew attention to the follow points:

- Page 28 of papers – figures compared to outturn as predicted as at 9 months, were close in comparison, with adjustments in respect of FRS102 and the pension liability (reducing from £900K liability to £6M asset).
- Clean audit report
- Financial targets met except pay as percentage of surplus.
- Bank covenants achieved (in preparation for a potential breach, the bank had issued a waiver in respect of one loan but this wasn't needed).

b) Audit Findings Report – for information and assurance



The Committee noted the above Report, also recording that this would be discussed in detail at the Audit Committee meeting later this week.

In conclusion, noting the points made above, the Annual Report and Financial Statements for the year to 31/7/22 was recommended to Corporation for approval. **ACTION: Jutta Knapp**

3.2 Management Account for the three months to 31st October 2022

The Management Accounts were noted and the Committee was reminded that a copy of the final version would be included in the Corporation Meeting papers for information. **ACTION: Jutta Knapp**

The following points were discussed:

- Adjustments made in respect of costs affected by the cost of living climate, including staffing, energy etc and it was confirmed that the College's current utility contract for gas and electricity was due to end in March 2023. The accounts have included an allowance to cover an increase in energy costs post next March
- The figures enable the bank covenants to continue to be met.
- There is very little room for adjustments to be made and in light of this, where there are job vacancies, replacements are not being sought at the moment. Likewise regarding spend on sustainability developments, this will be kept under review and should there not be sufficient money available, progressing this programme will be delayed. The sensitivity analysis work reported above, would incorporate all of the above issues and it was also recognised that should the financial situation worsen, the College may need to re-visit its strategy.
- As recorded earlier, SLT are reviewing the management accounts more regularly, on a weekly basis and all Staff are reminded to manage their budgets careful as there is no room for overspend.
- ***The Committee queried whether there were other areas which could generate income, noting that this had been discussed at previous meetings, particularly with regard to catering. Reference was made to the paper later on the agenda, entitled Income Generation and it was agreed to discuss the matter at that time.***
- Capital bid/estates development: The College has submitted a £4M bid (£1.4M contribution from the College) for post 16 capital funding in respect of a change in demographics. This would support an increase in Student numbers, with the growth improving the College's financial situation. However, based on the new building requirements for this work to take place, this would only provide for approximately half the overall build necessary. Therefore, the College will also be submitting a bid for the CIF (Conditions Improvement Fund), the deadline of which is 7th December, with the aim of this meeting the other half of the finances to build the additional accommodation to meet the predicted capacity requirements. It was noted that there was no guarantee of success in the bid submission/s as many Colleges were also submitting bids. ***In response to a question from Governors, the Principal confirmed that demographics were predicted to increase for several years.*** Jutta Knapp explained the enormous preparatory work required to have the bid submissions ready in a very short time and recorded her thanks to HNW architects and Morgan Sindall, the latter of whom provided assistance with costings, together with input from the College's lawyers. The outcome from the bid submissions is expected to be announced in Spring, with building having to be in place by September 2024 (part of the funding condition). A pre-application meeting has been scheduled with Brighton and Hove Council. ***In response to a question from the Committee, regarding the accommodation plans, the Principal and Assistant Principal confirmed that SLT were considering an offsite modular option which would meet the needs of the College and also be available within the very short timetable available.*** Currently, SLT has allocated a £50K budget in respect of the design elements, but it was recognised that this would almost certainly need to be increased.
- Should the bid applications be successful, the Governing Body would need to review the proposals recommended by SLT to assess the risk, determine whether to proceed with a build during this difficult global financial crisis, review the contribution towards the project from the College's cash reserves (£1.4M)

particularly in light of the Staff pay negotiations and issues and also take into account other issues such as the risks of finding and retaining contractors.

- Other management accounts points: - £1.4M cash reserves predicted
- Potential impact re the ONS announcement – due shortly.

The Committee agreed that the proposals would require discussion by Governors before any final decision is made regarding proceeding with building works. **ACTION: Chair/SLT**

3.3 Condition of Funding Agreement (ESFA) – significant Changes only in the annual contract with the ESFA

The Committee noted the minor changes to the agreement.

3.4 ESFA Dashboard and Financial Health Confirmation

The contents of the Financial Dashboard and the financial health confirmation were noted by the Committee and with regard to the latter, this provided the ESFA's confirmation of the College's own self-assessment assessment of its financial health (part of the financial forecasting return submitted in July 2022).

The ESFA should be providing a dashboard for use by Governors but the link in the ESFA letter received by the College, doesn't yet work and this is being followed up. Once the link is working, Jutta Knapp will ask Tara Davies (CIS Manager) to provide access to the Chair, Vice-Chairs and Resources Committee Chair/Vice-Chair. **ACTION: Jutta Knapp**

3.5 Income Generation

Reference was made to the discussions held earlier in the meeting and Jutta Knapp introduced the paper to the Committee, noting the summary of income generating activities for last year. The following was noted:

- Lettings – restrictions on utilising new buildings (Elm, Copper) were noted owing to VAT issues.
- The impact of costs associated with any new income generation initiative was noted.
- All areas of current income are under review and reference was also made to the strategic plan including the discussions held last year regarding adult education evening qualifications for reskilling adults etc – although the College does not currently have the capacity to take this initiative forward at present, also noting the marginal returns in this area and VAT implications if considering outsourcing this provision.
- Catering at Colleges is focused towards providing a service to Students (and Staff) and account also has to be taken if considering is given to extending catering options on site, to the welfare of Students and site security. At this point it was agreed that Governors should be invited to discuss this subject in more detail perhaps via an interim strategy event in the Spring Term. This would also give time for SLT to do some planning and analysis of the various options and scenarios. **ACTION: Chair/SLT**
- At this point Governors sought assurance on which of the various proposals above would achieve the highest return on the £1.4M cash reserves, taking into account risk and other issues such as Staff pay, providing for increasing utility and other costs etc.
- The Committee expressed some reservations regarding the proposal to invest in capital projects during such a difficult and uncertain financial climate and would want assurance about this including a specific risk assessment.
- It was agreed that SLT's proposals and supporting assessments and analyses should be provided to Governors for review, before the proposed strategic discussion in March 2023. **ACTION: SLT**

3.6 Premises Update - CONFIDENTIAL

Reference was made to the Premises update already provided within the Management Accounts item – refer above. Note was also taken of the minutes from the last Premises Group meeting held on 27th July 2022 (included in the confidential business below) regarding the portacabin planning permissions.

3.7 Risk Assurance

Jutta Knapp introduced the paper which detailed the risks within the Risk Register, which were attributable to this Committee, the contents of which were noted, and included the key risks scoring 6 or 9. The Committee endorsed



the view that adequate assurance from SLT was obtained by the Committee that risks were being managed with an appropriate level of mitigation.

The Committee agreed that the necessary assurance should be provided to the Audit Committee in respect of the risks attributed to the Resources Committee. **ACTION: Jutta Knapp**

3.8 Digital Update including input from Digital Lead Governor

a) Digital Strategy

The Strategy was presented to the Committee by the Director of Digital Strategy, Jacquie Punter, together with input from the Lead Digital Governor, Mick McLean. The following points were highlighted.

- The document in the papers reflects the second phase of the digital strategy, with the second document being the development plan.
- Much progress has been made over the last 3 years.
- The latest phase of the strategy not only focuses on ongoing progress with infrastructure but also upon cyber security issues and engaging with Students and Staff to ensure IT skills training and development are up to date.
- The Chair of Governors raised the matter of governors using BHASVIC e mail addresses or home e mail addresses and it was reported that the Chair, Vice-Chairs and Principal would be meeting in December to review this in terms of security with the likelihood that all Governors will be asked to only communicate via their BHASVIC e mail address in future; it was agreed that all Governors should follow the College's best practice to comply with the digital strategy and come into line with cyber security requirements. **ACTION: Chair**
- Regarding the recent implementation of the MFA for devices with staff, it was noted that Governors had not yet been asked to comply with this, including registering their own devices with the College, but that action to implement this would follow in the New Year. **ACTION; Jacquie Punter/Governors**
- It was also noted that progress regarding procedures on password changes will be taken forward after Christmas and the Committee discussed the pros and cons of have regular password changes/more complicated passwords.
- The Committee was made aware of the difficulty which all Colleges are experiencing in terms of keep up with cyber security developments and the associated costs.
- The Committee was informed of the progress towards migration towards the Cloud and also noting at the same time, the need to maintain the onsite infrastructure, keep up to date with equipment etc. The move towards Students bringing their own devices (BYOD) was discussed, noting that online working via mobile phones was unsuitable, but that during the difficult financial climate, it was difficult to taken forward the BYOD.
- Data management issues were discussed including updates and associated costings required in this area.
- The work underway in finalising the College's Communications Strategy was noted including the importance of this in relation to the Digital Strategy; a new Communications Manager was appointed in September 2022 and is working on finalising the Communications Strategy now, after which it will be included with the Digital Strategy as an addendum.
- ***In response to a question from the Committee regarding how it would be best to monitor the digital strategy to ensure that the College is compliant and succeeding in managing as well as possible the cyber security threats. In response, the Chair highlighted the role which Mick McLean played as the Digital Lead Governor, providing regular assurance to Governors at Governing Body meetings, and that he was in regular contact with Jacquie Punter and he confirmed that he was kept up to date with progress, monitoring, targets and measurements within the Strategy. It was also noted that the various relevant key documents would be added to the Strategy Plan schedule in due course, including CDP, SAR, together with metrics, once the Communications Strategy has been incorporated (due Spring Term 2023). ACTION: Jacquie Punter/Mick McLean***

- ***Governors also queried the cost implications of all the essential work required in this area and it was recognised that, not unexpectedly within the FE sector, the IT budget was very limited so that each urgent piece of work was assessed in terms of cost, with works progressing on the basis of most urgent need.***
- Microsoft licences are due for renewal shortly with predictable cost increases.
- IT annual budget £750K to meet costs of licences, hardware, projects etc
- The Committee discussed the issue regarding Students' access to devices and the fact that the College would not have funds to provide lap tops to all Students. It was reported that via the Student Survey, the College collated information on if Students have their own devices and whether it's owned/part owned etc, noting that there were in effect, 3 cohorts – 1) Student who couldn't afford devices, 2) Students who are registered to use the limited bank of College devices on a loan basis and 3) Students where there is uncertainty regarding their device status and where the College is investigating whether to issue a short term loaned device, which would have a significant additional cost implication for the College.

Taking into account the points made above, the Strategy was recommended to Corporation for approval and thanks were recorded to Jacquie Punter. **ACTION: Principal**

b) Cyber Security

The contents of the internal audit report were noted and the following points recorded:

- The limited assurance provided by the audit work was highlighted including the various "red" issues and recommended actions required.
- Mick McLean, Digital Lead Governor confirmed that all the key issues had been reviewed and advised the Committee that this reflected where the College had reached in its process to improve its cyber security, and provided a summary of what the College had achieved to date over the last few years including implemented various controls, fire walls and improving key processes. Despite the audit highlighting a number of significant areas requiring attention, he advised that this was to be expected within the FE Sector where the funding is limited. As a result of the audit, the IT risk register is being reviewed and an action plan being developed to deal with the urgent items in order of priority and this will continue to be reviewed on a monthly basis. The latest IT risk register and action plan will be presented to Governors at the next Resources Committee meeting. **ACTION: Jacquie Punter**
- More time will also be spent on looking at management controls and back up plans and tolerance levels - budget dependent. As there are lots of areas to review, there are also plans to work on scenario planning – identifying various likely scenarios and responses to incidents - taking into account resources, recovery options, technology required to restore systems if corrupted, and other solutions. An update on progress with this crucial project and the other internal audit areas classified as "red", will be provided at the next Resources Committee meeting. **ACTION: Jacquie Punter/Mick McLean**
- The Internal Auditors will review progress made by the College regarding the various recommendations in the report, via the usual "follow up" audit work and the outcome from this will be reported to Governors via the Audit Committee.
- It was noted that the Internal Audit report would be considered at the Audit Committee on 24th November 2022, at which the Internal Auditor would be presented the Cyber Security Report.
- Jacquie Punter explained some of the challenges relating to IT and Cyber Security which the College is experiencing including the fact that the IT Team's main skill set and experience is with hardware and not with the specialist area of expertise of cyber security. The College is looking to recruit a cyber security specialist and is also bidding for training for the current IT Team. Progress with all the above necessary developments are also impacted by the existing work schedule, as the Team operates a live system all the time, whilst Students and Staff are at work. Hence, the Digital Director and Lead Digital Governor was able to provide some assurance to Governors, combined with notification of action being taken, with a focus on improving processes, scenario planning, training and implementing controls.
- The Committee acknowledged the significant cyber security risk – noting its top level placement in the College's Risk Register.



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- The move to the Cloud was highlighted as this would prepare the College better for any potential ransomware attack, notwithstanding the continued reliance on the existing infrastructure in respect of the Student database, although the latter is backed up.

3.9 Sustainability Update

William Baldwin presented the report and the following points were recorded:

- SARAP progress on road map and collaborative work with FE Sussex Colleges
- Shortlisted for AoC Beacon award.
- Carbon footprint recalculation – to be actioned in the Spring term.
- In process of discussing Heat Pump feasibility study with Morgan Sindell.

Simon Porges, the new Sustainability Lead Governor provided an update on progress with this role via e mail, having recently succeeded Tom Wolfenden:

“I have now taken on the role of Sustainability Link Governor and completed the following:

- *Met with Tom Wolfenden to transition the role*
- *Met with Will Baldwin who gave me a good summary of work carried out to date and the plans for the future*
- *Reviewed the Sustainability SARAP*
- *Registered for the Carbon Literacy Award*

I am also arranging to meet Jane Dickson and Kristin Gaymer and plan to attend a Climate Action Society meeting in the near future.

All of the above has given me assurance that BHASVIC are taking a highly proactive approach to the Sustainability targets identified on the Strategic Plan.”

SECTION 4: CONSENT AGENDA

POLICIES AND OTHER DOCUMENTS

It was recorded that no questions or comments had been received from Committee members prior to the meeting and the following policies/documents were recommended to Corporation for approval.

4.1 Health and Safety Annual Update – noted.

4.2 Policies/Documents

- a) Health and Safety Policy
- b) Treasury Management Policy

The above policies were recommended to Corporation for approval, noting that these were housekeeping amendments only.

SECTION 5: OTHER MATTERS

5.1 Any Other Business

Grateful thanks were recorded to Tom Wolfenden and Mark Snape as this was their last meeting.

5.2 Date of Next Meeting – 14th March 2023 - noted

SECTION 6: CONFIDENTIAL BUSINESS

6.1 Confidential Minutes from Last Meeting held on June 2022 - The minutes were approved by the Committee and the Chair authorised to sign them.

Premises Group – 27/7/22 - noted

6.2 Matters Arising - refer confidential minutes

6.3 Any Other Business (Confidential Matters) - None

Louise Pennington

Chair.....

DATE.....