



## **CORPORATE SERVICES COMMITTEE**

**THURSDAY 7 FEBRUARY 2019**

**Report: Minutes of the meeting held on Thursday 22 November 2018**

**Author: Clerk**

**Action: Approve**

**Status: Open**

**Present:** Robin Mackie (Chair) (by phone)  
Judith Doyle (Principal)  
John Holt

**In attendance:** Sally Cooper (Clerk)  
Ivan Jepson  
Martin Jesper (Observer)

### **1. CHAIR'S WELCOME, APOLOGIES AND CONFLICTS OF INTEREST**

The Chair of the Corporation chaired the meeting.

The Chair welcomed Martin Jesper as an observer to the Committee pending his formal appointment to the Committee.

No conflicts of interest were declared at the start of the meeting and members were reminded to declare any conflicts that arose during the discussions in the meeting.

### **2. MINUTES OF MEETING DATED 18 OCTOBER 2018**

The minutes of the last meeting were approved

### **3. MATTERS ARISING**

**THIS ITEM IS CONFIDENTIAL AND NOT FOR PUBLICATION.**

### **4. MANAGEMENT ACCOUNTS SEPTEMBER 2018**

The report was presented by the Director of Finance.

**The report was noted.**

### **5. MANAGEMENT ACCOUNTS OCTOBER 2018**

The report was presented by the Director of Finance.

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**The report was noted.**

## **6. FEES POLICY**

The report was presented by the Director of Finance.

In a response to a question from the Chair, the Director of Finance confirmed that the College had used the recommended framework in drafting the policy. The College had also benchmarked their policy against those that had already been approved, so was confident that their policy would meet the required standards.

**The report was approved.**

## **7. SUBCONTRACTED PROVISION**

The report was presented by the Director of Finance.

The Director of Business Development explained to the Committee the current challenges in the market and the need for the College to balance between growing internally and working with partners who are aligned within the sector, whilst ensuring the high quality of provision. The College believes that the three partners selected to work with us going forward are low risk. The College's strategy is not to chase income for the sake of it, but to develop sustainable growth. This plan is believed to support this approach.

The Principal commented that, even with the low risks identified, the College has increased oversight of its sub-contractors, undertaken quality assurance and monitoring to ensure that a high quality of teaching is maintained.

The Chair commented that, as the College had decided to focus on a smaller number of key partner organisations, it would now require work to keep them on side, manage them as part of the College's supply chain and assure agility.

The Committee was advised that the College may need to sub-contract adult and ESF work (although to a decreasing proportion). Traditionally the College does not sub-contract 16-19 core provision, because this is seen as too high risk an area to do so.

The Committee was advised that there was a dedicated "checks and balances" team within the Director of Business Development's team, which manages the sub-contractors and ensures compliance with contractual requirements. There was also an independent team that assesses the quality of their teaching provision and carries out inspections in the same way as it would do internally. The sub-contractors were therefore treated in the same way as part of the core business. The current sub-contractors' willingness to be involved in this process also helped the College to identify them as suitable candidates to work with going forward, because they are open and willing to receive assessment.

**The report was approved.**

## **8. ESTATES UPDATE**

The report was presented by the Director of Finance.

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**The report was noted.**

## **9. AOB**

The Chair noted that he would welcome Martin Jesper's involvement and oversight on the Committee and believed he would add value to discussions, particularly due to his insight around businesses in the North East

There was no other business.

**10. DATE OF NEXT MEETING**

Thursday 24 January 2019 at 12.30pm