

# CORPORATE SERVICES COMMITTEE

THURSDAY 25 SEPTEMBER 2014



GATESHEAD COLLEGE

**Report:** Minutes of a meeting held on 3 July 2014  
**Author:** Clerk  
**Action:** Approve  
**Status:** Open

**Present:** Keith Cann Evans (Chair)  
Ivan Jepson  
John McElroy  
David Mitchell  
Ian Renwick

**In attendance:** Mick Brophy  
John Holt  
Samantha Pritchard (Clerk)  
Gwyneth Jones (Minutes)

## **F/1719 Welcome/Apologies**

Keith Cann Evans welcomed everyone to the meeting. Apologies for absence were received from Judith Doyle and Robin Mackie.

The Chair invited members to declare any interests on any item on the Agenda. No further interests were declared at this stage in the meeting; however, members noted that should the direction of debate on any item result in a potential conflict of interest, this should be indicated during the meeting. Members were also reminded to advise the Clerk of any changes to be made to the Declaration of Interest.

## **F/1720 Minutes of the meeting held on Thursday 5 June 2014**

The minutes of the meeting held on Thursday 5 June 2014 were accepted as a correct record.

## **F/1721 Matters Arising**

There were no matters arising which were not substantive items on the agenda.

***F/1707 Charge Your Car Ltd (CONFIDENTIAL)***

***F/1717 Any Other Business - College IT Security Breach (CONFIDENTIAL)***

## **F/1722 Management Accounts: May 2014**

John Holt (JH), Director of Finance, presented the Management Accounts for May 2014.

*Ian Renwick joined the meeting at 12.45pm*

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**Supplementary Paper**

John Holt (JH), Director of Finance, presented a Supplementary Paper which updated the Committee on the outturn for 2013/2014 shown in the May Management Accounts.

**Discussion and Challenge**

A member asked what the range of risk is. JH replied the risk could range from +£100,000 down to -£200,000. This is an estimate and JH is hoping it will be towards the lower end of the scale.

Another member enquired whether there had been an oversight in the billing for the invoicing of Maintenance Technician Apprenticeship Costs for 2012/2013. JH confirmed that this was the case but it was now being billed. A member asked if activities could be done month on month to identify such issues earlier and JH confirmed that it was through such a process that this issue had been identified.

The Managing Director of Business, Innovation and Development, Mick Brophy (MB), indicated that the most significant activity was on SSU where they were able to claim £600 for every person who got a job. A call centre had been set up to identify job outcomes and in one week had identified 234 people who had secured employment. We can continue to get achievement funding until the end of October 2014.

**RESOLVED to note the contents of the report**

**F/1723 Budget 2014/2015 – CONFIDENTIAL**

**The report and the record of discussion ‘are closed to the public’ until such time as they are considered to be no longer commercially sensitive**

**F/1724 Gazelle Update – CONFIDENTIAL**

**The report and the record of discussion ‘are closed to the public’ until such time as they are considered to be no longer commercially sensitive**

**F/1725 International Update – CONFIDENTIAL**

**The report and the record of discussion ‘are closed to the public’ until such time as they are considered to be no longer commercially sensitive**

**F/1726 Any Other Business**

**Smiths Electric Vehicles**

JH advised that the College had approached Matthew Hancock, a Minister from the Department of Business, Innovation and Skills as Smiths Electric Vehicles was one of the prospective tenants of Barmston Court and is connected to Robin Mackie but that the SFA has confirmed the College does not need its consent. The College has confirmation from the commercial agent that the rent is at a commercial rate.

**F/1727 Date of next meeting**

The date of the next meeting is to be confirmed.  
[The date of the first meeting of the Corporate Services Committee was later

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confirmed as Thursday 25 September 2014 at 4.30pm]