



**MINUTES OF THE CORPORATION MEETING
HELD ON 7 NOVEMBER 2022**
Remotely via Microsoft Teams

Present:

Mervyn Ward	Chair
Andrew Bainbridge	Member
Martin Berman	Member
Stephen Broomhead	Member
Andrew Ellams	Member
Lucy Gardner	Member
Sam Naylor	Member
Nichola Newton	Principal
Peter Scott	Member
Kirstie Simpson	Member

In attendance:

Michelle Seeley	Deputy Principal: Finance and Resources
Laura Churchill	Clerk to the Corporation

1 APOLOGIES FOR ABSENCE

For noting: to receive any apologies for absence

- 1.1 Apologies for absence were received from Robert Cox, Geoff Spencer and Peter Lloyd.

2 DECLARATIONS OF INTEREST

For noting: members to declare any interests in items on the agenda

- 2.1 There were no declarations of interest from members in any item on the agenda.

3.1 FINANCIAL MATTERS:

BAD DEBTS WRITE OFF

To consider and if so minded, approve the write off of debtor balances totalling £128,451.46 (and the release of the provision for the same amount), as recommended by the Finance and Resources Committee

- 3.1 Members noted that the Finance and Resources Committee had scrutinised the bad debt write off request and had recommended approval to the full Corporation. Members were made aware that provision had been made in the budget for all of the debts proposed for write off. The Deputy Principal: Finance and Resources ('DP:FR')

explained that the total amount of debts proposed for write off would be smaller in total in forthcoming years as a result of the college being able to make provision for the write offs in year.

It was **RESOLVED** that members approved the write off of debtor balances totalling £128,451.46 (and the release of the provision for the same amount), as recommended by the Finance and Resources Committee

3.2 STAFF PAY AWARD

To consider and if so minded, approve a 3.5% consolidated pay award to staff, in addition to a £500 non-consolidated payment to those on £25k plus and a £750 non-consolidated award to those on less than £25k

- 3.2.1 Members noted that the proposal for the pay award had been presented to the unions and that an e-ballot had been held and results were expected imminently. The DP:FR outlined that if the proposal was agreed by the unions, the non-consolidated pay element would be incorporated into the November pay and the consolidated element would be processed in time for December.

It was **RESOLVED** that members approved a 3.5% consolidated pay award to staff, in addition to a £500 non-consolidated payment to those on £25k plus and a £750 non-consolidated award to those on less than £25k

Lucy Gardner and Kirstie Simpson joined the meeting at 11:35am.

4 T-LEVEL BUILDING FUND IMPROVEMENT GRANT (BFIG) – CONTRACTOR TENDERING PROCEDURES

For resolution: To note the contents of this reports and approve the appointment of Evans Warrington Ltd and Anthony Dever Construction Ltd in the roles outlined and to the values as detailed in the accompanying papers.

- 4.1 Members were informed that the college were in a difficult position in respect of the ACCE project and needed to urgently appoint a contractor to carry out specific parts of the project. The Board were therefore being asked to appoint Evans Warrington Ltd and Dever Construction Ltd, waiving the formal tendering processes. Members were informed that the college needed to have a principal contractor as a requirement from AA Projects to have oversight from a principal design perspective. It was reported that the college had used Dever previously and the proposal was that they would be appointed to carry out the majority of the existing works.
- 4.2 Members noted that the recommendation was for Evans Warrington Ltd to undertake the mechanical elements. It was discussed that if the Board were unhappy to appoint the aforementioned contractors, it was likely that the college would have to go back to the Department for Education ('DfE') and return the money because completing within the timescale was highly unlikely.
- Q- A member asked whether the AA project numbers were estimates or quotes.
- R- Members were informed that they were stage 2 costing estimates made at the time DfE acceptance was received for the project.

- Q- A member asked what level of control the college had over the costs.
- R- Members were informed that the work was being done piecemeal which facilitated easier management by the college, in the same way that the Health and Social Care Academy work was undertaken and resulted in the project being delivered under budget by using local contractors.
- C- A member suggested that the Board should look to approve spends up to a certain amount to take into account the fact that the figures presented did not include VAT or preliminaries and therefore a more prudent approach might be to approve up to a certain percentage of the original values.
- C- A member questioned the rationale for using AA Projects when the college were able to make such significant savings organising the work themselves.
- R- Members were informed that there was an expectation that work would be project managed and the volume of projects meant that the college needed support. It was explained that returns were expected to be overseen by project management companies, however, because the project in question was mainly refurbishment work the college did have more control over the project.
- Q- A member asked for clarification over the timeframes and process given that the spend needed to be completed by March 2024 but the college would be providing T-Levels from September 2023, and whether that meant that the real deadline as September 23.
- R- Members were informed that as long as learners were not disadvantaged by having a small proportion of the work incomplete in September 2023 the college would commence delivery because there was flexibility within the curriculum to accommodate the slightly later introduction of some facilities. Members were informed that across the sector, there were already problems with T-Level recruitment and that certain T-Levels would not be ready until September 2024, such as plumbing.
- Q- A member asked whether there was urgency to make the direct appointment of contractors.
- R- Members were informed that the works did need to start with immediate effect in order to meet the deadline.
- Q- A member asked for clarification of the approvals procedure.
- R- Members noted that spends between £50-100k could be approved by the Principal and anything over £100k required Board approval.
- 4.3 Members commented that colleges could circumnavigate approvals procedures by breaking down project costs and it was pleasing to see that the college were following correct approval procedures for transparency and good governance, and that the items below £100k were being brought for completeness.

It was **RESOLVED** that members approved the appointment of Evans Warrington Ltd and Anthony Dever Construction Ltd, two contractors (both of which were on the college's approved list of suppliers):

- Anthony Dever Construction Ltd to the value of £400k to undertake the building works and act as Principal Contractor for these works which include fire alarm, intruder alarm, decoration, flooring and fabrication;

- Evans Warrington Ltd to the value of £150k to undertake the mechanical works.

A cost plan of the proposed works was initially prepared by AAP as part of the £1.7m T- Level BFIG submission. Each project phase will be mapped against these costs.

The meeting closed at 11:56am.