



## FINANCE & GENERAL PURPOSES COMMITTEE

### MINUTES OF THE MEETING HELD ON WEDNESDAY 24 NOVEMBER 2010 AT 5.15PM

*Members:* Mr M Parkinson  
Mr D Fussell (Chairman)  
Mr D Gratton  
Ms M Hall (Chief Executive)  
Mr H Jones Owen  
Lady Stuttard  
Lady Salisbury

*Present:* Dr S R Dowbiggin OBE, Principal Designate  
Mr N Evans, Director of Estates and Buildings  
Mr D Fallon, Director of Finance  
Mr S O'Hear, Director of Human Resources  
Ms M Prince, Vice-Principal  
Mr D Triggs, Clerk to the Governing Body

The Chairman opened the meeting by welcoming Mary Prince, Vice-Principal, to her first meeting of the Committee since her appointment in September 2010.

#### 1. APOLOGIES FOR ABSENCE

An apology for lateness was received from Lady Salisbury whose train was delayed.

#### 2. DECLARATIONS OF INTEREST

- Ms M Hall declared an interest as Director of Capel Manor Limited, as a Fellow of the Institute of Horticulture and as a member of the Livery of the Worshipful Company of Gardeners.
- Mr M Parkinson declared an interest as a member of the Livery of the Worshipful Company of Gardeners;
- Lady Salisbury declared an interest as Patron of the Institute of Horticulture.
- Lady Stuttard declared an interest as a member of the Livery of the Worshipful Company of Gardeners;
- Dr S R Dowbiggin declared an interest as Managing Director of Capel Manor Limited and in his capacity as a Fellow and Trustee of the Institute of Horticulture. He also declared an interest as Master of the Worshipful Company of Gardeners and as a member of the Council of the City and Guilds;
- Mr N Evans declared an interest as a Director of Capel Manor Limited, as a Fellow of the Institute of Horticulture, as a member of the Court of the Worshipful Company of Gardeners and of their Livery.
- Mr D Fallon declared an interest as Company Secretary of Capel Manor Limited and as a Director of Forty Hall Community Vineyard Limited.
- Mr Simon O'Hear declared an interest as a Director of Capel Manor Ltd

**3. MINUTES OF THE FINANCE & GENERAL PURPOSES MEETINGS HELD ON 1 JULY AND 14 JULY 2010**

**RESOLVED:** That the minutes of the meetings of the Committee held on 1 and 14 July 2010 be approved as a correct record and signed by the Chairman.

**4. MATTERS ARISING FROM THE MINUTES OF THE MEETINGS OF 1 JULY AND 14 JULY 2010**

The Committee RECEIVED paper 4, the summary of matters arising from the minutes of previous meetings.

**NOTED:**

- i That under paper 19.6 of the meeting held on 27 November 2008 painting of the internal area of the portacabin had been completed by March 2010;
- ii that under Minute 9.6 of the meeting on 1 July 2010 concerning value for money, the amendments to the financial procedures concerning the tender waiver procedures had been made and this matter could be considered as completed.

**5. REPORT OF THE CLERK TO THE GOVERNING BODY**

The Committee RECEIVED paper 5, the report of the Clerk, the first part of which was to report a number of variations to the Financial Memorandum as notified by the Skills Funding Agency. A summary of the changes was referred to in the report of the Clerk with detail being referred to in the report of the Chief Executive (paper 16).

**NOTED:** The variations to the Financial Memorandum Part 2 reference number GL 12008034.

The second part of the Clerk's report contained proposed changes to the Committee terms of reference as follows:

During discussion governors expressed a concern that it could be made clearer that the bullet points under the headings of "Financial", "Human Resources" and "General Purposes" were powers that could be carried out if the Committee decided to bring them into effect. It was therefore recommended that the heading "RESPONSIBILITIES" should now read "POWERS AND RESPONSIBILITIES".

Governors discussed the desirability to have a paragraph under the sub-heading of General Purposes to enable the Committee to establish appropriate sub-groups to start work on an urgent project ahead of the full governing Body approving such a project

Governors also agreed that paragraph 8 under "Human Resources" be amended by deleting all of the words after "Governing Body". It was considered that these words were unnecessary, reflecting arrangements when there was a separate Personnel Committee.

**RECOMMENDED TO THE GOVERNING BODY:** That the Terms of Reference of the Finance and General Purposes Committee be amended according to the changes listed in the Clerk's report (paper 5) and the changes detailed above.

## **6. REPORT OF THE CHIEF EXECUTIVE**

The Committee RECEIVED paper 6, the report of the Chief Executive, for information.

### **6.1 Background**

**NOTED:** There were an increasing number of challenges being faced by the College as the full implications of the Government's Comprehensive Spending Review started to become known.

### **6.2 Known Challenges**

**NOTED:** The College had met ambitious targets for recruitment and had aligned the great majority of qualifications in 2010/2011 with the government's funding priorities. The exceptions being the Cordwainers' Diploma in Saddlery and one-year level 3 programmes in Garden Design: areas were being managed with discretionary funding and cost recovery provision respectively.

### **6.3 New Challenges**

**NOTED:**

- i Overall funding for participation of 16-19 students has been protected by the Government. However, the level of income per student was likely to decrease;
- ii funding for adult training will reduce by 7.1% per year for each of the next four years with student loans likely to be introduced from 2013 for students over 25 wishing to take a level 3 course;
- iii apprenticeship numbers will increase with enhance investment marking the transfer of funding for the Train to Gain initiative to apprenticeships.

### **6.4 College Priorities**

**NOTED:**

- i The College's operational priorities for 2010/2011 had been endorsed at the Strategic Awayday in June and were embraced by all staff at the staff conference held in October 2010;
- ii Geoff Russell, the Chief Executive of the Skills Funding Agency (SFA), has been directing colleges to consider making efficiencies through partnerships, shared services and mergers but at the same time regional managers from the SFA recognised that there is a special case to be made for Carpel's niche provision. Chris Wright and Richard Bell from the SFA had offered to visit the College to discuss matters and a meeting had been scheduled to take place between 4.15pm and 5.45pm prior to the next meeting of the Full Governing Body on Wednesday 15 December 2010.

### **6.5 Financial Outturn 2009/2010**

**NOTED:** The College projected surplus at the end of the 2009/2010 financial year of just over £32k (0.03% of the total budget) is a testament to the careful management of resources. Governors noted that there was a separate report in part 2 of the agenda setting out a proposal for the expenditure of the small surplus.

### **6.6 Old Manor House Garden**

**NOTED:** The Old Manor House Garden Committee had met on 17 November 2010 and the minutes of this meeting are included as Paper 18. The project had been delivered within budget with over £200k of gifts in kind being donated.

## **7. REPORT OF THE DIRECTOR OF FINANCE**

The Committee RECEIVED paper 7, the report of the Director of Finance.

### **7.1 Donations**

**NOTED:** In line with Financial Regulation 19.19, the total donations received by the College for the year ended 31 July 2010 was £952.02. It was noted most of these donations were collected for charitable organisations and immediately paid out by the College.

### **7.2 Bad Debts**

**NOTED:** In line with Financial Regulation 15.14, it was reported that there were no bad debts written off for the year ended 31 July 2010.

### **7.3 Capel Manor Limited Annual Accounts**

**NOTED:**

- i Draft dormant accounts of Capel Manor Limited for the year ended 31 July 2010;
- ii the Directors of this company will meet in early December and a report on the accounts will be presented to the Corporation meeting on 15 December 2010.

### **7.4 Amendment to Financial Regulations – Approved Budget Holders**

**RESOLVED:** That the amended list of budget post holders, as laid out in appendix II of the report of the Director of Finance, be approved.

### **7.5 Forty Hall Community Vineyard Limited (FHCVL)**

**NOTED:**

- i A summary of the background to the above Company that has been registered at Companies House to shelter the College from this trading activity;
- ii FHCVL is a non profit making organisation with about 15-20 volunteers; a small core of whom are regular volunteers.

### **7.6 Changes to Charitable Status**

**NOTED:** Guidance had not yet been received to confirm that the Skills Funding Agency (SFA) had been registered as the Principal Regulator for Further Education Colleges.

### **7.7 Financial Regulations**

**NOTED:** The Director of Finance is currently undertaking a review of the Financial Regulations and will report the outcome to the next meeting of the Committee.

### **7.8 SFA Letter concerning the FMCE submission for 2008/2009**

**NOTED:** The LSC (predecessor to the SFA) concurred with the College's self assessment of the Financial Health and Financial Management and Control Evaluation (FMCE) for the year 2008/2009.

### **7.9 Bank of Scotland/Lloyds TSB**

**NOTED:** Due to a reorganisation within the Lloyds TSB Group, from early 2011 the College's bank account will be transferred from the Bank of Scotland (part of HBoS and owned by the Lloyds TSB Group) to Lloyds TSB.

**RESOLVED: That the transfer of the College's bank accounts to Lloyds TSB be agreed for a trial period of one year before undertaking a review to decide whether to place the College's banking business through a tender exercise.**

**8. MANAGEMENT ACCOUNTS FOR THE YEAR ENDED 31 JULY 2010**

The Committee RECEIVED paper 8, the report of the Director of Finance.

**NOTED:**

- i the management accounts for the year to 31 July including the commentary to the accounts, the Key Performance Indicators, the Income and Expenditure Account showing out-turn against the last approved budget and the Balance Sheet showing changes since 31 July 2009;
- ii the amended income and expenditure account (yellow paper) which showed an end of year surplus of £32,099; this paper to be amended accordingly;
- iii the Chair congratulated the Director of Finance on his team's excellent management of the accounts throughout the year.

**RESOLVED: That, subject to the amendments, the Management Accounts for the year to 31 July 2010 be approved for distribution to the Governing Body.**

**9. LETTER OF REPRESENTATION FOR THE YEAR ENDED 31 JULY 2010**

The Committee RECEIVED paper 9, the report of the Director of Finance.

**NOTED:**

- i The draft letter of representation for the financial statements audit for the year ended 31 July 2010;
- ii the Chair of the Governing Body indicated that he would be prepared to sign off the letter of representation following a conversation and appropriate assurances from the Chief Executive, the Principal Designate and the Finance Director.

**RECOMMENDED TO THE GOVERNING BODY: That the Chair of Governing Body and the Chief Executive be authorised to sign the Letter of Representation for the financial statements audit for the year ended 31 July 2010 on behalf of the Corporation as part of approving the financial statements for this year.**

**10. DRAFT REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2010**

The Committee RECEIVED paper 10, the report of the Director of Finance.

The Committee considered the draft Report and Financial Statements for the College for the year ended 31 July 2010. In considering the report governors noted a number of adjustments, as circulated on a yellow amendment sheet. These included:

- i treating £545k RPI/CPI indexation adjustment as an extraordinary adjustment on the face of the Income and Expenditure Account;
- ii amending the narrative disclosure to report Forty Hall Community Vineyard Limited as a subsidiary of the College;
- iii treating the £76k pension finance charge as a cost rather than a reduction in income (notes 5 and 9);
- iv using the preferred going concern accounting policy wording provided by Baker Tilly;
- v record restructuring costs within the staff cost note (2009/2010: £Nil; 2008/2009 £75k); and
- vi record in the fixed asset note that Forty Hall Farm was transferred to the College at nil value.

**RECOMMENDED TO THE GOVERNING BODY:**

- 1) That the accounting policies in the draft Report and Financial Statements for the year ended 31 July 2010 be adopted;
- 2) That subject to the above amendments and any further comment by committee members, the draft Report and Financial Statements for the year ended 31 July 2009, be approved.

**11. KEY ACCOUNTING RATIOS AND PERFORMANCE CRITERIA FOR 2009/2010 AND 2010/2011**

The Committee RECEIVED paper 11, the report of the Director of Finance.

**NOTED:**

- i. the forecast was for the percentage of staff costs to rise just above the current target to about 63.5% by July 2011. The reasons for this were detailed in the report and included:
  - savings in non-pay expenditure;
  - the need to maintain investment in staffing as the college continues to expand; and
  - the advertised increase in employers' national insurance contributions.
- ii. That the College remained in "good" financial health and would require a significant increase in its operating surplus if it was to return to an "excellent" score as determined by the Framework for Excellence. *The Chair of the Governing Body asked for clarification as to whether there was an opportunity for the College to return to "excellent" financial health during future years.*

**RECOMMENDED TO THE GOVERNING BODY that:**

- 1) The following key accounting ratios be approved for the 2010/11 financial year:
  - i. Current Ratio 1.5: 1
  - ii. Cash days in hand > 40
  - iii. Operating surplus > 0
  - iv. Staff costs =/< 64%
- 2) It be noted that for the 2009/10 financial year the College operated within the key accounting ratios approved by the Governing Body.

**12. ADEQUACY OF COLLEGE INSURANCES 2010/2011**

The Committee RECEIVED paper 12, the report of the Director of Finance.

**NOTED:**

- i. At its meeting in November 2009 the Committee had agreed to defer a competitive tendering exercise to benefit from a 20% bonus award due to the College's long working relationship with the NFU thereby reducing the College insurance costs to pre-2006/07 levels;
- ii. the College will carry out a competitive tendering exercise for insurance services in readiness for the renewal of provision by 31 July 2011 and this will be reported to the June meeting of the Committee;
- iii. professional indemnity for volunteers was already included in the current insurance cover.

**RESOLVED:**

- 1) That the significant savings made on the College's insurance costs for 2010/2011 be noted;
- 2) That Governors endorse the adequacy of insurance cover in protecting College business activity.

**13. FRANCHISING ACTIVITY AND PARTNERSHIPS**

The Committee RECEIVED paper 13, the report of the Vice-Principal, for information.

**NOTED:** The situation regarding partnership agreements:

- i with the Royal Parks signed in 2005;
- ii with Birkbeck, University of London in offering a Foundation Degree in Garden Design (March 2009) and a Foundation Degree in Horticulture (May 2009);
- iii with Barking and Dagenham College – specialist floristry provision;
- iv with Southgate College for provision at Edmonton Green Colleges Centre;
- v partnerships for 14-19 Environment and Landbased Diplomas for delivery from September 2011 with the following:
  - the London Boroughs of Tower Hamlets and Hackney
  - the London Boroughs of Haringey, Enfield, Waltham Forest and Barnet
  - the London Borough of Bromley – diploma on offer although Bromley College has not recruited;
  - Stanley Park School – diploma and specialist learning from Crystal Palace Centre;
  - the London Borough of Croydon
- vi Students with Learning Difficulties and Disability (SLDD) – contracts with various secondary schools;
- vii with the Environmental Trust for Richmond.

**14 UPDATE ON PROJECTS**

The Committee RECEIVED paper 14, the report of the Vice-Principal for information.

**NOTED:**

- i Heart of Thameside project: The College had been successful in securing £100,000 from the FE Efficiency Innovation Fund to undertake a project with three colleges and three London boroughs, led by Capel, to research and explore use of partnerships. The aim being to provide a flagship for the efficient use of resources for Horticulture and Floristry;
- ii The Real World: The College was awarded £20,000 for a 14-19 Partnership project which aims to engage with employers in order to secure work experience, apprenticeships and employment opportunities;
- iii the College had not been successful in achieving funding for the Local Food Project partnership with the London Borough of Enfield and Tottenham Hotspurs Academy. Managers and staff continued to look for and evaluate other suitable funding opportunities.

**15 MANAGEMENT ACCOUNTS FOR THE THREE MONTHS TO 31 OCTOBER 2010**

The Committee RECEIVED paper 15, the report of the Director of Finance.

**NOTED:**

- i that the first quarter of the financial year had been stable;
- ii that income had increased compared to last year but to the levels forecast;
- iii that costs had increased to support the planned activities;

- iv that overall there was an additional surplus of £64k above the budgeted surplus of £350k;
- v the income and expenditure to disclose the outcome for quarter 1 for 2009/2010;
- vi future management accounts to disclose the detail behind tuition fees and charges income.

**RESOLVED: That the Management Accounts for the first quarter ending 31 October 2010 be approved, subject to amendment, for distribution to the Governing Body. (See Paper 15 for details.)**

## **16 FINANCIAL CURRICULUM PERFORMANCE 2009/2010, FUNDING ALLOCATIONS 2010/2011 AND PROJECTIONS 2010/2011**

The Committee RECEIVED paper 16, the report of the Chief Executive.

### **16.1 Curriculum Financial Performance 2009/2010**

#### **(a) Learner Responsive:**

**NOTED:** That the College had outstripped its allocations for both 16-18 and 19+ activity. Additional funding was not forthcoming in-year but the over-achievement of 16-18 had been recognised in the 2010/2011 funding allocations.

#### **(b) Employer Responsive:**

**NOTED:**

- The College planned to recruit additional apprenticeship numbers throughout the rest of the year. Demand was anticipated to exceed the current contract value. The College may be able to secure additional apprenticeship funds in the new year;
- Train to Gain will meet the full contract value – this cannot be exceeded as Train to Gain will not be funded for new starts in 2011-2012.

### **16.2 Funding Agreements**

**NOTED:** A summary of the YPLA and SFA funding agreements.

### **16.3 Learner Support and Hardship Funds**

**NOTED:** An update on changes to travel support, learner support and hardship funds as a result of the transfer of responsibilities from the LSC to the YPLA/SFA and general budget reductions.

### **16.4 Funding Projections 2011/2012**

**NOTED:**

- i The general level of funding for 16-18 was being maintained although the measure of calculating the funding was changing;
- ii funding for adult learners would continue to decrease with entitlement to funded level 2 and 3 courses being limited to those aged under 25. Basic Skills will continue to attract funding and the College was seeking clarification that the definition of basic skills extended to all training at level 1;
- iii the College had received £96,000 of additional funding from the National Apprenticeship Scheme for August 2010 to March 2011 and, with the government indicating that it would be supporting apprenticeships; this was an area that could be expected to grow further.

## 17 REPORT OF THE DIRECTOR OF ESTATES AND BUILDINGS

The Committee RECEIVED paper 17, the report of the Director of Estates and Buildings.

### 17.1 Enfield Campus - Planned Maintenance Tendering of Works

**NOTED:** The College property consultants McBains Cooper had carried out a tendering exercise to appoint a contractor to undertake scheduled 1A/B priority works as identified on the general condition survey prepared by the consultants for the Enfield, Forty Hall Farm and Gunnersbury Park sites. The tender submitted by RD Bull and Sons was the lowest of four tenders received.

**RESOLVED: That Governors approve the appointment of R D Bull & Sons to undertake the above works following its submission of the lowest tender in the sum of £87,605.53 including VAT.**

### 17.2 Capital Works and SFA Renewal Grants

**NOTED:** That the College has received the £225k full grant from the SFA towards the various identified projects as detailed in the report of the Director of Estates and Buildings. All the projects listed were scheduled to be completed by September 2011.

### 17.3 Forty Hall Farm Site

#### (a) General Works

**NOTED:**

- i The London Borough of Enfield has approved a planning application for a replacement to the Forty Hall barn destroyed by fire earlier this year. The planning approval is for a new steel agricultural structure, located on land west of the main barn complex and is subject to a number of conditions, including:
  - archeological and ecological watching briefs on clearing the footprint for the new structure
  - change of roof cladding from cement sheet to metal profile sheeting and gutter profiles
  - the addition of soft landscaping around the west and northern edges of new barn;
- ii details of tenders received for demolition work, for the fire related clean up and the supply of a new barn.

#### (b) New Barn

**NOTED:**

- i The NFU has agreed that £14,000 of the insurance claim may go against the replacement barn;
- ii the lowest tender received for replacement of the barn (subject to some minor cost variations to materials as requested by the Council's Planning officers), was £31,984.67 inc VAT;
- iii a ring fenced restricted fund of £67,524 existed within the College reserves for works at Forty Hall.

**RECOMMENDED to the Governing Body:**

- i. **That it be acknowledged that NFU have approved the full cost reimbursement for fire damage repairs to buildings and other damaged college equipment and has identified a £14,000 advanced payment towards replacement of the barn;**

- ii. that funding of £18,000 be allocated from the current Forty Hall restricted fund towards replacement of the new barn, to be supplemented by £14,000 from the NFU fire reimbursement;
- iii. that the Chair of the Finance and General Purposes Committee be authorised to release additional expenditure of up to £10,000 from the Forty Hall restricted fund to meet cost arising from the imposition of additional planning conditions.

**(c) Forty Hall Rangers' Building**

**NOTED:** That the former Rangers' building will form the new public entrance, as part of the long term vision to open up the Farm and increase income.

**RESOLVED:**

- (1) That Governors note that the lowest tender for the work to build a new Rangers building in accordance with the vision was from Robyland. When added to the Architects fees (£5,000), the total sum of the works was £36,471.
- (2) That Governors approve the allocation of £38,000 (inclusive of VAT and fees) from the Forty Hall restricted fund to support refurbishment and improvement to the Rangers' building.

**(d) Forty Hall Farm Conversion of Building 19**

**NOTED:** That although a budget of £7,500 had been allocated for capital works for conversion of building 19, following a tender exercise, the lowest tender received totalled £9,948.

**RESOLVED:** That the variance in the project costs of £2,500, for the conversion of Building 19, be noted and the additional expenditure required, be endorsed.

**17.4 Crystal Palace Park Centre – Jubilee Stand**

**NOTED:**

- i Progress with the works carried out to phases 1 and 2 had led to the Centre having 8,400 square feet of accommodation;
- ii a start on Phase 3 of the works would be commenced during the Christmas closure period with planned completion by the spring 2011 half term; and
- iii a new lease was being prepared by the LDA for the Jubilee Stand.

**17.5 Regent's Park Centre**

**NOTED:**

- i Positive discussions had been held with The Royal Parks' Deputy Chief Executive Colin Buttery in July concerning renewal of the licence arrangements post August 2011 (when current licences would expire) on similar terms and conditions enjoyed by the College over the last seven years;
- ii that subsequent to the above meeting The Royal Parks have had to take stock of the impact of the Comprehensive Spending Review and the 25% budget cuts that it now faces over the next four years. As a result it was unlikely that The Royal Parks would consider a licence renewal for terms longer than 2-3 years;
- iii that the College had set aside capital funding of £25,000 to repair a large greenhouse. The information in ii above meant there was a possibility that any funding might need to be written off over the course of two to three years. However, investment in repair would help bring in additional income to offset some of the costs, improving conditions for existing and future students and help to engage with the local community and provide a valuable service for local people.

**RECOMMENDED to the Governing Body:**

- 1) That the Director of Estates and Buildings be authorised to negotiate the best terms for the licences relating to the Regents Park Centre recognising that this might only be for a two/three year period;
- 2) that the restrictive reserve of £25,000 of capital funding be confirmed for use as required;
- 3) that the Royal Parks be invited to enter into an agreement that would offer the College a compensatory payment for its investment in Regent's Park should the licence not be renewed at some point in the next few years.

**17.6 Gunnersbury Park Centre**

**NOTED:** The capital project to create a new classroom at Gunnersbury Park had been completed with the total expenditure being £36,024 against a budget of £35,000 inc VAT.

**RESOLVED:** that it be noted that the above project was completed £1,024 over budget.

**18 MINUTES OF THE MEETING OF THE OLD MANOR HOUSE GARDENS COMMITTEE HELD ON 17 NOVEMBER 2010**

The Committee RECEIVED paper 18, the minutes of the Old Manor House Gardens Committee. During the course of this item the Committee noted computer generated images circulated by Lady Salisbury, Chair of the Old Manor House Gardens Committee.

18.1 **NOTED:** Minute 5 of the meeting concerned the revised strategic plan.

The Committee considered the two recommendations in minute 5 and although the first recommendation was approved the second referring to the development of an amphitheatre was deferred for the time being.

**RESOLVED:**

- i. That the original project investment period be re-phased to two years, with the overall financial plan still being evaluated within the original five year cycle;
- ii. that consideration of the proposal to develop the amphitheatre area be deferred.

18.2 **NOTED:** Minute 6 of the meeting concerned the detailed proposals from Redwood Stone.

**RESOLVED:**

- i That Redwood Stone be contracted to provide the building specified within the proposal at the overall agreed subsidised price of £65,000 inclusive of VAT;
- ii that the revised plan be endorsed and it be agreed that this phase of construction concludes the investment phase of the project.

18.3 **NOTED:** During consideration of the minutes it was agreed that there may be merit in re-establishing this Committee as a fundraising group with a revised membership and new terms of reference.

At the close of this item the Chairman of the Committee wished to place on record the grateful thanks of the Committee to Tim Redwood for his sponsorship and help in kind. The Chair went on to congratulate the Committee and everyone involved in the project for the success achieved.

## 19 REPORT OF THE DIRECTOR OF HUMAN RESOURCES

The Committee RECEIVED paper 19, the report of the Director of Human Resources.

### NOTED:

- i Manor Matters detailing staff changes as of November 2010;
- ii the Draft Human Resources Annual Plan for 2011 which is the main method of delivering and recording achievements towards meeting the HR Strategy;
- iii Human Resources and Payroll System development update;
- iv Equality and Diversity Group: five sub-groups had met across three centres to begin initial development of a Single Equality Scheme;
- v Appraisal, Probation and Performance Management Scheme including the development of a new competency based appraisal scheme;
- vi Manor Matters would be included as a Part II paper on future agenda agendas.

## 20 RECRUITMENT POLICY AND PROCEDURE

The Committee RECEIVED paper 20, the report of the Director of Human Resources.

**NOTED:** The revised recruitment policy and procedure for consultation.

### RESOLVED:

- 1) **That the revised Recruitment Policy and Procedure (Appendix I to the report), be adopted;**
- 2) **that the revised policy and procedure be implemented, subject to a two-week consultation with all staff;**
- 3) **that it be noted that procedure would be implemented during the consultation period;**
- 4) **that any material changes arising from the consultation with staff and following verification of the equality impact be reported to the next meeting of this Committee.**

21. **DATE OF NEXT MEETING:** 6pm on 15 December 2010 (short meeting before Corporation) and 5.15pm on 17 March 2011.