

# Minutes

## STRATEGIC DEVELOPMENT COMMITTEE

Date:	6 November 2023	Time:	4.00 PM
Chairperson:	Sally Osmond	Location:	Room 284 UCN

Members	Name	Present	Role
1	Iain Wolloff (IW)	*	Principal & Chief Executive
2	Sally Osmond (SO)	*	External Member – Chair
3	Stuart Compton (SC)	*	External Member
4	Glyn Howells (GH)	*	External Member (On Teams)
5	Prof. Gavin Brooks (GB)	*	External Member
<b>Apologies:</b>	Sam Dibas (SD)		External Member
<b>Absent:</b>	Tom Rossiter (TR)		External Member – Vice Chair
<b>In Attendance:</b>	Cathy Wright (CW)	*	Vice Principal – Central Services
	Jo Houghton (JH)	*	Vice Principal – HE & Skills
	Lee Hunt (LH)	*	Deputy Principal – Vice Principal FE & Curriculum
	Paula Powditch (PD)	*	Director of Finance
	Heather Large (HL)	*	Governance Professional
<b>Quorum:</b>	3 required	*	5 present meeting quorate

Item		Reports
1.	<b>Apologies For Absence</b> Apologies were received and accepted from Sam Dibas. It is to be noted that Tom Rossiter was absent.	
2.	<b>Declaration Of Interests</b> There were no declarations of interest raised.	
3.	<b>Minutes of the Previous Meeting</b>	
3.1	<b>To approve the Minutes of the meeting held on 19 June 2023</b> The minutes were unanimously approved in the meeting.	
3.2	<b>To approve the Confidential Minutes held on 19 June 2023</b> The minutes were unanimously approved in the meeting.	
3.3	<b>Matters arising from the minutes</b> There were no actions arising. The Chair confirmed all actions in the Action Log have been completed.	

4	<p><b>Update on Strategy*</b> See Confidential Minutes</p>	Paper – Page 12
5	<p><b>Campus*</b> Consider the latest position with regard to the land sales See Confidential Minutes</p>	Verbal
6	<p><b>Facilities Management</b> <b>Receive an update on Facilities Management</b> Committee were informed:</p> <ul style="list-style-type: none"> <li>• Performance of Mitie has continued to worsen since the last update. In September the Contracts Manager went on long term sick leave as did the FM Manager at the start of October.</li> <li>• Mitie has actioned that the College will have a full-time contracts manager on site, and interviews for this post are arranged for 3 November 2023. The College is supporting Mitie staff and operational working relationships are good.</li> <li>• Equitix (Education Link, 2001) have been informed about the unacceptable performance from Mitie. College have ensured that performance deductions are applied and between January – September 2023 over £60K has been paid back to the College.</li> </ul> <p>The main aspects that the College claimed for were:</p> <ul style="list-style-type: none"> <li>• <b>Soft Landscaping</b> - Mitie landscaping have not addressed all areas of the estate in a timely manner under their responsibility, the poor state of the lavender beds at the front of the College is an ongoing issue.</li> <li>• <b>External Security including CCTV</b> - The College is undertaking a review of the security of the building and working with Mitie to ensure that CCTV is of sufficient quality to provide evidence in the event of a crime. The barrier system at reception should be installed during December 2023 and Mitie are still working on alarming fire exits. Once ‘Martyn’s Law’ is enacted in the new Terrorism (Protection of Premises) Bill the College will contractually have more power to ensure that Mitie action enhanced CCTV and Security measures for the development.</li> <li>• <b>Cleaning</b> - Cleaning failures continue and Mitie are being charged for failures.</li> <li>• <b>Help Desk Service</b> - The Mitie Help Desk is poor and monthly deductions are being made.</li> <li>• <b>Provision of plans requested by the College</b> - Equitix (Education Link, 2001) also actioned Mitie to ensure that they supply the College with a full set of ‘as-built’ and up to date plans for the development, the deadline set for this is end November 2023.</li> <li>• <b>Accuracy of information provided in Statutory Compliance Reports</b> - Mitie’s regional manager is working with their site team to improve the accuracy of information in the Statutory Compliance reports.</li> <li>• <b>Mitie Emergency Procedure and Business Continuity Plan</b> - College have been working with Mitie for the past year to ensure that they have adequate emergency procedures and a Business Continuity Plan in place. This is being actioned by the regional manager and both are due to be in place by mid-November 2023.</li> </ul>	Paper – Page 15

	<ul style="list-style-type: none"> <li>• <b>Receive an update on PFI expiry planning</b> - The Infrastructure &amp; Projects Authority (IPA) continue to support the College regarding the close of the PFI agreement. The IPA have provided an additional 5 days of commercial support from their Solicitor. College have used 3 days of this for its review of the contract clauses relating to the close of the PFI and for support in the first PFI Close meeting with Equitix (Education Link, 2001) and Mitie’s Regional Manager. The meeting will be to agree ways of working, and key roles and responsibilities across the organisations in relation to closing the PFI the financial model has been sent to a PFI Finance Expert for review and comment, their feedback will be given to Corporation. The College is on both the DfE and IPA lists for institutions to have a PFI structural survey carried out. This should be carried out in March 2024.</li> <li>• The Director of Estates and Facilities is due to start at the end of November 2023 and their first main project in relation to the close of the PFI will be to pick up the work relating to Future Services, as Mitie need to be informed on how College intend to move forward with this by June 2024.</li> <li>• Training by the IPA has enabled the College to reduce its reliance on external consultants and its expenditure on this has reduced from £40K 2019/20 to £13K 2020/21, £17K 2021/22 and £9K 2022/23.</li> </ul>	
7	<p><b>Climate Action and sustainability</b> The Committee were updated on:</p> <ul style="list-style-type: none"> <li>• The College adopting the definition of “Sustainability is an ideal state where human activity does not degrade the environment but maintains natural systems and resources for future generations” EAUC 2022.</li> <li>• The College has aligned its values of aspiration, integrity and respect with the Sustainable Development Goals (SDGs), which are a set of 17 global goals to achieve by 2030.</li> <li>• College has implemented various initiatives and projects to reduce our environmental impact, such as LED lighting, recycling waste, and intelligent energy software. It continues to engage with staff, to raise awareness and educate them on sustainability issues, such as climate change, biodiversity, and human rights.</li> <li>• Further collaborations have included the local and regional partners to support the development of skills and opportunities for individuals and employers in West Berkshire and the surrounding areas.</li> <li>• Overall the College has achieved positive outcomes and impacts in terms of student satisfaction, retention, employability, and wellbeing.</li> </ul>	Paper – Page 17
8	<b>Any other Business</b>	
	There was none.	

\*Confidential item

**Meeting Closed at 17:45 hours**

Signed:

*Sally Osmond*

Sally Osmond (Feb 16, 2024, 6:09pm)

(Chair) Date:

16 Feb 2024



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