

MINUTES OF YORKS & HUMBER FINANCE DIRECTORS' GROUP MEETING HELD ON THURSDAY 14 FEBRUARY 2008 AT SHIPEY COLLEGE

Members Present:

David Pullein (Chair)	-	Leeds College of Building
Lorraine Swift	-	Shihey College
Stacey Fletcher	-	Shihey College
John Glahome	-	Askham Bryan College
David Laycock	-	Barnsley College
Steve Kelly	-	Bishop Burton College
Denise Cheng-Carter	-	Calderdale College
Martin Harrison	-	Dearne Valley College
John Doris	-	East Riding College
Alan Bird	-	Grimsby Institute
Glynis Grainger	-	Hull College
Ian Dixon	-	Hull College
Tina Eastwood	-	Hull College
Caroline Bell	-	John Leggott College
Glen Duxbury	-	Joseph Priestley College
Helen Deacon	-	Leeds College of Art and Design
Phil Mandy	-	Leeds College of Music
Ian Harmer	-	Park Lane College
Dan Mackenzie	-	Park Lane College
Linda Jeffreys	-	Scarborough Sixth Form College
Pam Olbison	-	Selby College
Karen Fritz	-	Selby College
Nigel Bisatt	-	Sheffield College
Alan Parkin	-	Thomas Danby College

In Attendance:

Richard Hoyle	-	LSC
Clive Howarth	-	LSC
Ray Poxon	-	LSC
Gavin West	-	Royal Bank of Scotland
Andy Bissett	-	Royal Bank of Scotland
Alistair Hardie	-	Spikes Cavell
Caroline Rowley	-	AoC

ACTION

1. CHAIRMAN'S COMMUNICATION

DP reported that the Yorkshire & Humberside region is the 1st region to have full CPC membership.

2. APOLOGIES FOR ABSENCE

Apologies were received from:

Doug Stott	- Bradford College
Tony Myers	- Doncaster College
Tom Dannatt	- Franklin College
Mark Shillito	- Notre Dame College
Maurice Patterson	- Thomas Rotherham College
Jason Pepper	- Wakefield College
Julie Wilson	- Wiberforce College
Michelle Squires	- Yorkshire Coast College
Robert Russell	- AoC

3. MINUTES OF MEETING HELD ON 8 NOVEMBER 2007 AT THOMAS ROTHERHAM COLLEGE

The minutes of the meeting held on 8 November 2007 at Thomas Rotherham College were accepted as a true and accurate record.

4. MATTERS ARISING

Pg 2 item 7 – Reminder about the EMM return had been sent out.
Pg 5 item 10 – RH had invited C Howarth to this meeting
Pg 6 item 11 – MP had emailed about the benchmarking disc.

5. EMM EFFICIENCY SAVINGS RETURN (R POXON)

2005-2008 Government target of £75m of savings, £40m non teaching costs and £35m capital costs. EMM returns to be submitted quarterly. At November 2007, 86 submissions from 380 institutions, £15m procurement savings which would continue for a few years and approx £5m one off savings. Allowed to extrapolate the results, which indicates £60m savings to November 2007. Need more institutions to complete the return to hit the target. Workshops have been held since the last return and 130 colleges attended so hope there will be a higher level of completion for the q/e 29/02/08. The new target is £40m for ongoing savings starting from the new baseline, whether the shortfall in 07/08 adds to this new target has not be declared. Non cashable efficiencies are allowed to be recorded in the 2005-08 target, e.g. £28 per visa transaction but not the new target. The new target must be cashable items or “cash releasing” (value to saving of staff efficiencies). Some returns have very few entries, which is OK, ideally need to show about £20k per institution to hit the 2005-08 target – so may only show one large saving e.g. on insurance. E mandate is providing most of the data for capital savings. EMM V2 is available. Anticipated that the EMM will provide figures to be directly lifted into the finance plan and finance record EMM data boxes. Good efficiency ideas will be circulated. Information also available on www.felp.ac.uk, via planned newsletter and emails.

In Yorkshire & Humber to November 2007 – 11 Colleges submitted, 10 non users attended workshops, 5 users attended the workshops and were upgraded to V2.

6. LSC CLIVE HOWARTH TRAIN TO GAIN

See copy of presentation attached - comments arising from the presentation:

Concern raised that colleges can't get a share of the Brokers monies but in most cases are getting their own students and employers not via the brokers. CH confirmed this would not happen the Brokers are there to work for the employers. Brokerage from 31/03/09 moves to Yorkshire Forward as part of the Business Link activity. CH confirmed there are no geographical boundaries to where work can be delivered. Some colleges had been given different advice and CH to follow this up. No quality issues in Y&H region so far. Believe the LSC have systems in place to identify issues. Calderdale College expressed concerns over the confusion on contact hours although a student had achieved they were being knocked back at audit. RH offered to discuss the particular issues directly. Also Colleges expressed issues with eligibility and told work is ongoing to try to improve this. A provider newsletter is to be produced for all providers not just consortia leaders and these sort of audit issues will be addressed in this. Advised to watch work with larger employers >5000 employers e. g. NHS as NES working with these employers specifically.

CH

CH reported that LSC are piloting "tied broker" system which colleges can apply to be selling only their own products and declaring this to the employers. Eligible students are going to include self employed and volunteer workers to achieve 1st level 2. The provider portal is coming soon to enable providers to pitch for the work with a 3 day turnaround. LSC lobbying for employers contributions to be waived due to the inconsistencies. Reminded colleges that ETP learners can be re-engaged through Level 2 Train to Gain.

Main message:

Deliver contract
Keep Quality
More Resources available.

CH happy to do similar presentations to individual College SMT's.

7. PRESENTATION BY GAVIN WEST AND ANDY BISSETT - ROYAL BANK OF SCOTLAND

Short presentation about the current climate and how it can affect colleges.

8. PRESENTATION BY ALISTAIR HARDIE - SPIKES CAVELL DEMONSTRATION OF THE OBSERVATORY SERVICE

Basically a company who provides data, and working with a pilot of 10 colleges have used this data to create an efficiency savings plan. Hull and Wakefield Colleges were part of the pilot. After an initial extract of data from the PL system of a College there is a 4-6 week turnaround for the provision of the data base. Cost about £3k pa with updates anticipated annually, the cost includes training to use the tool. General demonstration of the type of reports available.

9. FINANCE RECORD & BENCHMARKING CHANGES

MP has emailed the sector to try to establish what the sector wants from the Benchmarking, work has been done and identified up to 150 fields which could be removed from the finance record. RH stated he felt this was a very optimistic target.

10. NATIONAL GROUP FEEDBACK

The National group met on 17/1/08 in London with the person responsible for funding (was John Bolt). Colin Stronach who was very helpful and open. Concern was raised about the lack of time and information. A letter has been sent to R Healey.

Efficiency sub group have asked for Regional Reps – DP asked for anyone interested to be Y&H rep to speak to him.

Self regulation - DP had meeting with John Taylor who agreed to consult with CFDG where appropriate. DP on behalf of MP updated on the financial reporting benchmarking– disc should be out by April.

Management accounts project on going as an advisory basis only due out in the next couple of months.

VAT guide tender going out.

Conference 3rd & 4th June at Hinckley.

R Healey came to National meeting to discuss framework for excellence and discussed the effect on the financial health scores of a capital projects. RH commented that use of resources factor to be involved.

11. CAROLINE ROWLEY – AoC

Apologized for not being able to attend previous meetings. Set out the 4 aims of the AoC and her intention to regularly attend these meetings.

12. ANY OTHER BUSINESS

P Mandy has represented the group with CPC to tender for audit services for internal and external work. There have been a number of meetings and responses from organizations willing to enter the framework agreement. Final document to be launched in March and highlighted at the CPC conference and hopefully the AOC conference.

13. DATE OF NEXT MEETING

The next meeting is scheduled for Thursday 19 June 2008 at Wakefield College.