

Minutes of: CORPORATION
 Date: 8th December 2022
 Time: 5:30pm
 Place: Hybrid Meeting – The Lodge Conference Room and Teams



Present: Mr S Brand
 Mr P Cook MBE (Principal)
 Mr S Crick
 Mr I Meaton
 Mr I Pursglove (Chair)
 Mr C Todd (Vice Chair) (via Teams)

In attendance: Ms J Ferguson (Vice Principal, Safeguarding and Pastoral Care)
 Mrs R Herbert (Vice Principal, Quality and Curriculum)
 Mrs P Powditch (Interim Vice Principal, Finance and Resources)

Mr P Oxtoby (RSM UK Audit LLP) (via Teams for item 22/18)

Mrs Y Doherty (Director of Governance)

22/16 APOLOGIES

Apologies for absence were received from Mr M Crook, Dr H Friend, Mr K Sonecha and Ms N Williams.

22/17 DECLARATIONS OF INTEREST

On the basis of the business to be considered there were no declarations of interest.

FOR DECISION

22/18 FINANCE & RESOURCES

18.1.1 Financial Statements 2021/22: Annual Accounts

The Interim Vice Principal Finance and Resources presented the Financial Statements 2021/22 (circulated, document Dec 22/1).

Key features of the Annual Accounts that were highlighted included:

- In line with the management accounts presented in October 2022
- Amendments had been made following consideration at the Audit Committee meeting in November 2022
- The operating surplus
- The decrease in FRS 102 pension liabilities
- The Total Comprehensive Income for the Year, taking into account the actuarial gain in respect of defined benefit pension schemes
- Total net assets after FRS 102 liabilities
- Financial health assessment remained as 'outstanding'
- Post balance sheet event – ONS reclassified FE colleges as public bodies

Going Concern

- The Board was required to form a view in approving the accounts of whether the College remains a "going concern".
- The key consideration for the Board was whether there were cash flow forecasts and monthly budgets covering at least 12 months from the date of approval of the financial statements.

- The College Financial Forecasting Return submitted in July covered the 3 years from 2022/23 to 2024/25, and was assessed as having 'good' or 'outstanding' financial health in each of the three years
- Bank covenants have been met in 2021/22 and will be met based upon the 2022/23 forecast.
- The College has good cash reserves and is rigorously monitoring the financial impact of pay and non-pay cost increases resulting from inflation.

Therefore, the recommendation was that the College continued to be a "going concern".

It was highlighted that there had been detailed discussion at the Audit Committee about the future release of provisions, and that this would be discussed as part of the business item reporting the Management Accounts, see minute 22/29.2

Mr Oxtoby confirmed that the external auditors were content with the financial statements. The key aspects were the 'true and fair opinion' and the 'regularity opinion'. There would be a need to consider the future impact of the ONS decision.

18.1.2 External Audit Findings Report

The External Audit Findings Report was considered (circulated, document Dec 22/2).

This report was the version considered by the Audit Committee.

External Audit Findings Report:

Key risk areas:

- Income recognition
- Management Override
- Pension Scheme Liability
- Going Concern

Mr Oxtoby referenced the discussions at Audit Committee with regard to the release of provisions and materiality and the need to consider if the current approach/policy was appropriate.

It was queried if the outstanding issues in the report had been completed or superseded.

Mr Oxtoby clarified that these had been superseded and that there was a meeting planned with the Director of Governance w/c 12th December for an outstanding action.

Mr Oxtoby expressed the opinion that the College was in a good place financially as a result of effective stewardship and the cash position in order to manage future challenges, including the ONS decision.

It was emphasised that there had been detailed consideration and discussion of the Financial Statements at the meeting of the Audit Committee.

The Chair of the Audit Committee expressed thanks to the Interim Vice Principal Finance and Resources, the finance team and the auditors for their work.

It was **RESOLVED THAT**

- i. the assessment that the College remained a 'Going Concern' be agreed;
- ii. the Financial Statements and Letters of Representation for the year ended 31st July 2022 be approved and signed.

Mr Oxtoby left the meeting.

18.1.3 Regularity Self-Assessment Questionnaire 2021/22

The Interim Vice Principal Finance and Resources presented the Regularity Self-Assessment Questionnaire 2021/22 (circulated, document Dec 22/3).

It was confirmed that the Audit Committee had considered a version of the RSAQ its meetings in June and November 2022. The document had been strengthened post the November meeting (sources of evidence).

The Audit Committee recommended the RSAQ for signature by the Chair and the Principal.

18.1.4 Audit Committee Annual Report 2021/22

The Chair of the Audit Committee presented the Audit Committee Annual Report 2021/22 (circulated, document Dec 22/4). It was noted that the Committee had considered the contents of the report, and the reports provided by the internal and external audit service.

The main points were:

- Confirming the Committees responsibilities
- The Committee's opinion **was** that the College had adequate and effective audit arrangements and processes with regard to governance, risk management and control and for achieving economy, efficiency and effectiveness, the solvency of the institution and safeguarding of its assets.
- Review and amendment of the Committee priorities for 2022/23
- The Financial Statements Auditors had provided an unqualified opinion.
- Regularity Audit –there were no issues of concern arising from the audit.
- Governor attendance at Corporation meetings
- Training

Detail was provided on the findings of the internal audit reviews, other relevant reviews, Risk Management, the Internal Audit Service Opinion 2021/22, the financial statements and the regularity audit.

It was suggested that Audit Committee consider a deep dive into the regulatory changes as a result of the ONS reclassification

It was reported that there was little impact in the immediate term as the College did not have an overdraft or a revolving credit arrangement, there was no intention to borrow at this time and there were no salaries over £150k.

The Chair of the Audit Committee reported that he had spoken to Mr Oxtoby about it and there was no particular impact at this time, but it was anticipated that there would be going forward, not least more bureaucracy, the need to comply with the Managing Public Money published by HM Treasury and the potential for a change to the financial year.

The Chair thanked the Audit Committee for its work.

It was **RESOLVED THAT** the Audit Committee Annual Report 2021/22 be accepted.

22/19 MINUTES FROM THE PREVIOUS MEETING

13th October 2022

The minutes of the meeting (circulated, document Dec 22/5) held on 13th October 2022 were considered.

It was **RESOLVED THAT** the minutes of the meeting held on 13th October 2022 be approved.

22/20 ACTIONS/MATTERS ARISING

All actions contained in the minutes of previous meeting had been completed.

There were no other matters arising.

22/21 STANDING AGENDA ITEMS**21.1 Principal's Report**

The Principal presented a report providing a general update on matters not covered in other reports (circulated, document Dec 22/6).

The report provided detail on:

- ONS reclassification of FE Colleges: immediate major changes:
 - Private Sector borrowing restrictions
 - Additional funding to address historic cashflow issues
 - Existing debt
 - Senior pay controls
 - No change to VAT
 - Subsidiaries
 - Fresh capital investment
 - Contentious transactions
 - Asset disposal
 - Banking and pensions
 - Annual accounts

It was **RESOLVED THAT** the Principal's update report be noted and received.

21.2 Student Numbers

The Vice Principal Quality and Curriculum presented a report on the Student Numbers (circulated, document Dec 22/7).

It was highlighted that at the time of distribution there were 30 applicants to be interviewed. 14 had not been interviewed w/c 5th December 2022.

It was queried how many of those 14 would receive offers.
It was confirmed that it would be the majority.

It was **RESOLVED THAT** the Student Numbers update report be noted and received.

21.3 Data Dashboard 2022/23

The Data Dashboard was considered (circulated, document Dec 22/8).

- ILTA
R04 had been submitted, more detail would be available at the next meeting
- WILCS
Safeguarding Training data, also covered in the later report. Further face to face delivery was scheduled for January 2023.
- MMCR
Sickness absence was increasing with data indicating it was at the top of the 'green' range.

It was **RESOLVED THAT** Data Dashboard 2022/23 update report be noted and received.

22/22 STRATEGY**Accommodation Strategy**

The Principal presented an update on the development of the Accommodation Strategy (circulated, document Dec 22/9).

It was reported that the

- The feasibility study had been completed and reviewed by the Governing Body.
- The Senior Team had completed both a curriculum strategy and a sensory strategy which would feed into the new Accommodation Strategy and provide a clear view of priorities.
- Option 2 of the feasibility study had received the most positive feedback and senior leaders would work to find a lower cost method of achieving the design.
- The Senior Team will consider its capacity in both managing the further work needed on design and also on fund raising.
- The new Accommodation Strategy will be submitted to the February board meeting

Discussion points included:

- The ONS reclassification could complicate
- Issues with funds being based on learner numbers

Would there be an update to an existing strategy or a new Accommodation Strategy?

It was confirmed that it would be a new Accommodation Strategy as the previous version was now out of date.

[ACTION]

SLT

It was **RESOLVED THAT** update on the Accommodation Strategy be noted and received.

22/23 FINANCE AND RESOURCES**23.1 Audit Committee Meeting – 21st November 2022**

The report presented provided the Corporation with an update on the work completed by the Audit Committee at its meeting on 21st November 2022 (circulated, document Dec 22/10).

Business considered included:

- Report on review of IT systems
- Draft Financial Statements for year ended 31st July 2022 *minute 22/18.1.1*
- External Audit Findings Report *minute 22/18.1.2*
- Regularity Self-Assessment Questionnaire 2021/22 *minute 22/18.1.3*
- Audit Committee Annual Report 2021/22 *minute 22/18.1.4*
- Students' Union Accounts 2021/22 *minute 22/28.3*
- Risk Management Policy *minute 22/23.2.1*
- Risk Management Update Report
- Policies *minute 22/23.2.2 & 23.2.3*
- Internal Audit Review: Key Financial Controls 03.22/23
- Progress against the Internal Audit Plan 2022/23
- Progress against Audit Recommendations
- Gifts and Hospitality
- Deep Dives: Curriculum Planning and Costs *minute 22/29.4*
- Performance Review of Audit Services

Attention was drawn to the following key points:

- The review of IT systems. This was a good report and highlighted risks, including those associates with single point of failure e.g. MIS. It was suggested that there was the need for prompt action in some areas.
- The IAS audit review which indicated appropriate controls.
- Deep Dive presentation on Curriculum Planning and Costs which was impressive and had been shared with the wider Corporation.

It was **RESOLVED THAT** the report from the Audit Committee meeting 21st November 2022 be noted and received.

23.2 Policies (circulated, document Dec 22/11).

23.2.1 Risk Management Policy

The Interim Vice Principal Finance and Resources reported on the Risk Management Policy.

It was confirmed the policy was subject to a major re-write in November 2021. No further amendments were required at this time.

The next review of this policy was due in November 2023.

The Audit Committee recommended the Risk Management Policy for approval.

It was **RESOLVED THAT** the Risk Management Policy be approved.

23.2.2 Public Interest Disclosure Act/Whistleblowing Policy

The Interim Vice Principal Finance and Resources reported on the Whistleblowing Policy.

Minor amendments had been identified, and were highlighted. This policy was reviewed in June 2022. There had been no changes to relevant legislation since then.

The Audit Committee recommended the Whistleblowing Policy for approval.

It was **RESOLVED THAT** the Whistleblowing Policy be approved.

23.2.3 Anti-Fraud Policy

The Interim Vice Principal Finance and Resources reported on the Anti-Fraud Policy.

Grammatical change only, highlighted. This policy was reviewed in June 2022. There had been no changes to relevant legislation since then.

The Audit Committee recommended the Anti-Fraud Policy for approval.

It was **RESOLVED THAT** the Anti-Fraud Policy be approved.

23.3 Bank Mandates

The Interim Vice Principal Finance and Resources presented a report requesting amends to the Bank Mandates (circulated, document Dec 22/12).

It was reported that the College holds four accounts with Barclays Bank. One of the signatories had resigned and no longer works for the College. Consequently, the signing authorities for these accounts required updating to ensure appropriate access to the accounts.

The signing rules remain unchanged, i.e. any two authorised signatories but the Finance Manager and Vice Principal Finance & Resources cannot sign together.

Detail of the proposed signatories was provided.

The Students' Union holds one account with Barclays Bank. It had been a number of years since the bank mandate had been updated. In this time, two of the signatories had resigned and no longer work for the College. Consequently, the signing authorities for this account required updating to ensure appropriate access to the account.

The signing rules to remain unchanged, i.e. any two authorised signatories.

Detail of the proposed signatories was provided.

It was **RESOLVED THAT** the amended bank mandates be approved.

22/24 QUALITY AND STANDARDS**24.1 Careers and Employability Strategy**

The Vice Quality and Curriculum presented the Careers and Employability Strategy (circulated, document Dec 22/13).

It was noted that the Careers and Employability Strategy had been considered by the Quality and Standards Committee and following feedback and amendments

The Quality and Standards Committee recommended the Careers and Employability Strategy for approval.

It was **RESOLVED THAT** the Careers and Employability Strategy be approved.

24.2 Self-Assessment Report 2021/22 and Quality Improvement Plan (QuIP) 2022/23

The Vice Principal Quality and Curriculum reported on the Self-Assessment Report 2021/22 and Quality Improvement Plan 2022/23 (circulated, document Dec 22/14).

Self-Assessment Report 2021/22

It was confirmed that the report had been considered in detail by the Quality and Standards Committee with suggested revisions incorporated in the document presented.

It was highlighted that it was particularly significant this year in anticipation of a possible Ofsted inspection.

The format had been amended slightly to include

- Improvements since the last inspection
- Mapping against the EIF criteria

The Chair of the Quality and Standards Committee commented that the format of the SAR read very like an Ofsted report.

The Quality and Standards Committee recommended the Self-Assessment Report 2021/22 for approval.

It was commented that the report was considered robust, honest and self-critical.

Quality Improvement Plan (QuIP) 2022/23

The QuIP remained in the same format, and had been populated since the meeting of the Quality and Standards Committee.

The Quality and Standards Committee recommended the Quality Improvement Plan (QuIP) 2022/23 for approval.

It was **RESOLVED THAT**

- i. the Self-Assessment Report 2021/22 be approved; and
- ii. the Quality Improvement Plan 2022/23 be approved.

24.3 Equalities Data 2021/22 for publication

The Vice Quality and Curriculum presented the Equalities Data 2021/22 (circulated, document Dec 22/15).

It was noted that the Equalities Data report had been considered by the Quality and Standards Committee, and revisions had been made in response to discussions.

It was reported that this data would inform the work around Equality, Diversity and Inclusion, including the Steering Group and meeting the agreed Equality, Diversity and Inclusion objectives.

It was noted that the Quality and Standards Committee had sought confirmation that the data was self-declared.

The Quality and Standards Committee recommended the Equalities Data 2021/22 for approval and publication in line with the requirements of the Public Sector Equality Duty.

It was **RESOLVED THAT** the Equalities Data 2021/22 be approved for publication.

22/25 SAFEGUARDING and PASTORAL CARE

25.1 Students' Union / Student Council / Learner Involvement Strategy

The Vice Principal Safeguarding and Pastoral Care presented a proposal for the change of the student representative group from a Students' Union to a Student Council. An amended Learner Involvement Strategy incorporating the changes was also presented (circulated, document Dec 22/16).

Discussion points included:

- Student Governor – what was intended?
it was suggested that support for the student governor at meetings would be provided by a member of staff, who would not be able to disclose the content of the reports or discussions. The business for consideration would also be structured so as to support input from the student.
- Clarity was required as to whether the student governor was elected from the body of the Student Council or if the Chair of the Student Council would be the student governor.

An update report on work completed in establishing the Student Council was provided.

It was **RESOLVED THAT** subject to the discussion points being addressed

- i. the establishment of a Student Council in place of the Students' Union be approved;
- ii. the Learner Involvement Strategy be approved; and
- iii. the update report on the Student Council be noted and received.

25.2 Positive Touch and Use of Reasonable Force Policy

The Vice Principal Safeguarding and Pastoral Care presented the Positive Touch and Use of Reasonable Force Policy (circulated, document Dec 22/17).

Amendments were confirmed as

- Addition of Positive Intervention Plan template, Appendix 1
- Further information regarding the Positive Intervention Planning Process pg 4

It was commented, that as observation, the policy also included procedural aspects.

It was **RESOLVED THAT** the Positive Touch and Use of Reasonable Force Policy be approved.

It was noted that as Mr Todd would need to leave the meeting at 7.30pm the further item for decision, listed at the end of the agenda needed to be moved to earlier in the meeting.

22/26 SEARCH and GOVERNANCE COMMITTEE

A report on the meeting of the Search and Governance Committee held on 30th November 2022 was considered (circulated, document Dec 22/25).

Mr Todd took the Chair for the first item. Mr Pursglove left the meeting.

Vacancies and Recruitment

It was reported that the term of office for Mr I Pursglove expired with effect from 12th December 2022

Mr Pursglove had indicated his intention to step down from the Board, however in recognition of his membership of the Selection Panel that is in the process of recruiting for a permanent Vice Principal Finance and Resources he had agreed to seek an extension to his term of office until this activity was completed.

It was envisaged that this would be February 2023.

The Committee **recommended that Corporation extend the term of office of Mr Pursglove** until the Vice Principal Finance and Resources recruitment process is concluded.

It was **RESOLVED THAT** the term of office of Mr Pursglove be extended until the Vice Principal Finance and Resources recruitment process is concluded.

Mr Pursglove re-joined the meeting.

The Committee had also discussed the use of an agency for Governor recruitment.

The Board had previously used Peridot, and this was the agency engaged for the VP recruitment campaign. In acknowledgement of the existing relationship Peridot had provided a proposal at a discounted rate to support Governor recruitment.

The Committee requested that additional agencies be approached for detail on costings to allow comparison detail with detail to be provided at the meeting if possible.

The Director of Governance confirmed that two additional agencies had been approached. One of which had ceased to offer a Governor recruitment service. Details of the costs for both agencies were provided. It was noted that the cost of the Peridot proposal was the lowest.

It was also suggested and agreed that Governors be requested and encouraged to use their networks to support Governor recruitment and that the Director of Governance would investigate the possibility of colleges with Governors stepping down from their current colleges but who may wish to continue as a Governor at a different college.

It was **RESOLVED THAT** Peridot be engaged to support the College with Governor Recruitment.

Search and Governance Committee Terms of Reference

The Committee had reviewed the Terms of Reference 2021/22 and its compliance against them. There were no amendments proposed to the Terms of Reference for 2022/23.

It was **RESOLVED THAT** Search and Governance Committee Terms of Reference be approved.

Governance Self-Assessment Questionnaire 2021.22 & Code of Good Governance Assessment of Compliance 2021.22

Documentation had been issued to members for completion and return, an update on responses was provided. Less than 50% had been returned by the deadline.

The Chair asked that the Director of Governance follow this up with members with the request that those who had yet to do so complete and return the questionnaires by Tuesday 13th December at the latest.

[ACTION]

YD

FOR INFORMATION

22/27 CORPORATION

FE Commissioner Letter

The Chair presented the recent letter from the new FE Commissioner (circulated, document Dec 22/18).

It was **RESOLVED THAT** the letter from the FE Commissioner be noted and received.

22/28 SAFEGUARDING AND PREVENT**Safeguarding and Prevent Update Report**

The Vice Principal Safeguarding and Pastoral Care presented the Safeguarding Update Report (circulated, document Dec 22/19).

The report provided detail on a number of aspects:

- Safeguarding Overview
- Operational MDT (Multi-Disciplinary Team)
- Clinical MDT (Multi-Disciplinary Team)
- Natspec Safeguarding and HR Forum
- Supervision
- Happy Holidays Card
- Safeguarding Data
- Child Protection, Adult Protections, Child in Need and Early Help data
- Safeguarding Referrals
- Internal Safeguarding concern categories
- Staff and Governor Training

Discussion points included:

Approaching the clinical team regarding additional capacity to further support the College, what is the plan if this is not possible?

Some of the clinical team had indicated they had capacity.

The Clinical Psychologist did not have any additional capacity, but the support provided had been adapted allowing for fortnightly meetings with the Vice Principal Safeguarding and Pastoral Care to focus on those learners with serious mental health issues.

The Consultant Psychiatrist was providing additional support on a Wednesday.

The position remained under review.

It was **RESOLVED THAT** the Safeguarding Update Report be noted and received.

Mr Todd left the meeting at 7.30pm

22/29 FINANCE AND RESOURCES**29.1 ESFA CFFR and Financial Dashboard**

The Corporation considered the correspondence from the ESFA on the College Financial Forecasting Return (CFFR) 2021 (circulated, document Dec 22/20).

Discussion points included:

- The position was good
- Profitability
- Performance Ratio – education specific costs, not necessarily the same for us.

It was **RESOLVED THAT** the ESFA CFFR and Financial Dashboard be noted and received.

29.2 Monthly Management Accounts (Month 3)

The Interim Vice Principal Finance and Resources presented the Monthly Management Accounts for Month 3 (circulated, document Dec 22/21).

Detail of key issues included:

- The Financial health assessment
- The cash balance at the end of the period
- Banking covenants are forecast to be met
- Updated forecast and surplus
- Updates against previous reporting

- YTD position with detail on identified key issues including:
 - Income, expenditure, underspends, and inclusion of prior year figures for comparison
- Full Year data with detail on identified key issues including:
 - Revised budget, student numbers, revised forecast to the February Board meeting
- Risks and opportunities
- Release of provision

It was highlighted that there were a number of provisions held on the balance sheet relating to low attendance of learners.

The provisions were made in respect of clawback from the Local Authorities, under the terms of the funding agreements.

Detail of the practise adopted by the College was provided, including that release was based on risk.

As a result of COVID the level of provisions had increased over the last two years.

The release of provisions in 2022/23 would affect EBITDA, either under the current practise or by extending the term provisions are held.

Discussion points included:

Should a middle ground position be identified? Could a percentage be released?

Could the risk of future claims be quantified, was the risk negligible?

What was the opinion of the external auditors?

It was suggested that the auditors would expect the College to make a proposal for comment,

There was discussion as to when this issue should be dealt with.

It was advocated that any proposal should allow for materiality. The issue of consistency was also raised. The idea of modelling of scenarios was raised.

It was agreed that this issue should be considered by the Audit Committee in the first instance.

It was **RESOLVED THAT**

- i. the Monthly Management Accounts, Month 3, be noted and received;
- ii. the issue of the policy/procedure for provision release be considered by the Audit Committee in the first instance

[ACTION]

AC

29.3 Students' Union Accounts 2021/22

The Corporation considered the Students' Union Accounts and Annual Report 2021/22 (circulated, document Dec 22/22).

It was noted that the Students' Union Accounts 2021/22 had been considered by the Audit Committee.

It was **RESOLVED THAT** the Students' Union Accounts for year ended 31st July 2022 be noted.

29.4 Curriculum Planning and Costs

The Corporation considered the Curriculum Planning and Costs deep dive presentation from the Audit Committee meeting of 21st November 2022 (circulated, document Dec 22/23).

It was commented that this was very welcome.

It was **RESOLVED THAT** the Curriculum Planning and Costs deep dive presentation be noted and received.

22/30 QUALITY AND STANDARDS**Quality and Standards Committee Meeting – 16th November 2022**

The Corporation considered the update report on the work completed by the Quality and Standards Committee at its meeting on 16th November 2022 (circulated, document Dec 22/24).

Business considered included:

- Careers and Employability Strategy
- Self-Assessment Report 2021/22 *minute 22/24.2*
- Quality Improvement Plan (QuIP) 2022/23 *minute 22/24.2*
- Equalities Data 2021/22 for publication *minute 22/24.3*
- Data Dashboard *minute 22/21.3*
- Next Deep Dive presentation

It was **RESOLVED THAT** the report from Quality and Standards Committee meeting on 16th November 2022 be noted and received.

22/31 ANY OTHER BUSINESS

- **Going concern**

It was noted that an additional document detailing the cashflow up to December 2023 had been provided to support the 'going concern' assessment.

- **External Governance Review**

Mr Brand reported that the timing of such a review had been considered at both the Search and Governance and Audit Committee meetings.

Notwithstanding the current position it was advocated that it would be of significant benefit to prepare for this sooner rather than later.

It was further suggested that there may be merit in commissioning an informal review in advance of any 'official external review', which would allow for the identification of areas for improvement.

The Chair expressed agreement with these suggestions. He requested that **Mr Brand produce a report** for the Corporation to consider and determine the course of action. This could be dealt with either by correspondence or at the next meeting of the Corporation. **[ACTION]**

SB

22/32 DATE OF THE NEXT MEETING

The date of the next meeting was confirmed as Thursday 2nd February 2023

Signed:

Chairman

Date:

ACTIONS: CORPORATION 8th DECEMBER 2022

- 22/21 STANDING AGENDA ITEMS**
21.1 Principal's Report
 Premier Inn
 An update would be provided in the next Principal's report. **Principal**

Update: completed
- 22/22 STRATEGY: Accommodation Strategy**
 The new Accommodation Strategy will be submitted to the February board meeting. **SLT**

Update: completed
- 22/26 SEARCH and GOVERNANCE COMMITTEE**
Governance Self-Assessment Questionnaire 2021.22 & Code of Good Governance Assessment of Compliance 2021.22
 The Chair asked that the Director of Governance follow this up with members with the request that those who had yet to do so complete and return the questionnaires by Tuesday 13th December at the latest. **YD**

Update: Follow up email issued 09.12.2022, with a deadline of 13.12.2022.
1 Governor returned both questionnaires
1 Governor returned the Governance Self-Assessment Questionnaire 2021.22

50% have yet to return their Code of Good Governance Assessment of Compliance 2021.22 questionnaires
33% have yet to return their Governance Self-Assessment Questionnaire 2021.22 questionnaires
- 22/29 FINANCE AND RESOURCES**
29.2 Monthly Management Accounts (Month 3)
 The issue of a policy/procedure for provision release be considered by the Audit Committee in the first instance. **VP F&R
AC**

Update: This is in progress
- 22/31 ANY OTHER BUSINESS**
External Governance Review
 It was advocated that it would be of significant benefit to prepare for this sooner rather than later. It was further suggested that there may be merit in commissioning an informal review in advance of any 'official external review', which would allow for the identification of areas for improvement.

 It was requested that **Mr Brand produce a report** for the Corporation to consider and determine the course of action. This could be dealt with either by correspondence or at the next meeting of the Corporation. **SB**

Update: