

TRAFFORD & STOCKPORT COLLEGE GROUP

**Minutes of the Resources Committee Meeting
held on Wednesday 19 June 2024 at 5.30pm
via Microsoft Teams**

Present:	Janet Grant	(Chairperson)
	Alison Hewitt	(Vice Chairperson)
	James Scott	(Principal and CEO)
	Jill Bottomley	
	Graham Luccock	
	Jonathan O'Brien	
	Lewis Ormston	
	Ayo Oyebode	
	Louise Richardson	
In Attendance:	Rebecca Clare	(Corporation Secretary)
	Dave Fitton	(Director of IT and Digital Services)
	Carmen Gonzalez-Eslava	(Deputy Principal)
	Naomi Harrop	(Director of Human Resources and Performance)
	Michelle Leslie	(Vice Principal Corporate Services and Planning)
	Lyndsay Sheridan	(Director of Finance)
	Henry Taylor-Toone	(Chief Finance Officer)
	Kelly Wright	(Assistant Principal Planning, Funding and Performance)

Minute No:**RES/31/24 Apologies for Absence**

The Corporation Secretary (CS) reported that there were no apologies for absence.

Members further noted the ongoing sabbatical period of Jeremy Woodside, as previously approved by the Board of the Corporation.

RES/32/24 Declarations of Interest

There were no declarations of either direct or indirect interest in any of the meeting's business items.

RES/33/24 Minutes of the Resource Committee Meeting held on 24 April 2024

The minutes of the meeting were approved and accepted as a correct account of the meeting's proceedings.

RES/34/24 Matters Arising from the Minutes

The CS referred members to the pro forma actions arising from the minutes of previous meetings and it was noted that a number of matters arising were due to be completed during the summer term committee meetings or would be covered through the business items.

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The following matters were raised by members:

Matter Arising - Sustainability Strategy Outcomes 2022-2023 – Courses aligned to the Green Curriculum

(RES/05/24 – 21 February 2024; RES/79/23 – 15 November 2023)

To re-circulate the latest course information in respect of the Green Curriculum.

The Corporation Secretary confirmed that the Green Skills brochure and Green Skills offer was shared ahead of the meeting and this action was confirmed as closed and could be removed from the proforma.

Equality, Diversity and Inclusion Annual Plan 2023-2024 Mid-Year Update

To share a copy of the report with the EDI Link Governor (MR).

The Vice Principal Corporate Services and Planning (VPCSP) confirmed that the next meeting of the EDI Committee is scheduled, and an update will be provided at the next meeting and this action could be closed.

There were no further issues raised by members arising from the minutes.

RES/35/24

People and Culture Update including the Staff Survey

The Director of Human Resources and Performance (DHRP) referred members to the previously circulated People and Culture update report including the Staff Survey.

The DHRP presented a summary of the report with reference to the following:

- since 1 August 2023, the Group has onboarded 311 new starters, of these 182 have been engaged on a flexible basis. This is compared to 222 new starters of which 86 have been engaged on a flexible basis for the same period last year
- attraction of candidates for all roles has seen an improvement on the previous year. There have been some recruitment challenges for roles of a specialist nature
- since 1 August 2023 there have been 207 leavers of which 119 were on a flexible contract up until the 31 May 2024. During the same period, last year there were 240 leavers of which 132 were on a flexible contract.
- since August, there have been 64 absence reviews meetings with a further 13 in progress
- sickness from 1 May 2023 – 30 April 2024 is 9.21 compared to 8.13 for the same period the year before. The top 5 reasons for absence were provided for 2022/2023 and 2023/2024 including flu and stress
- management training and coaching has been taking place throughout the year to upskill managers in the various employee relations processes. There is still a mixed economy in terms of manager capability in this area and tailored sessions will continue into 2024-25
- performance management will be a key focus for the new academic year, as managers have been informally raising concerns and historically there has been low numbers of staff placed on formal performance improvement plans. The leadership team are keen to ensure managers are holding staff to account for performance and it is anticipated that this is likely to see a corresponding increase in sickness and grievance casework
- key themes are an increase in flexible working requests, increase in cases relating to conduct and an increase in absence triggers being reached
- there is one case scheduled for a tribunal that will be heard next year
- it was confirmed that settlements are becoming more difficult due to OnS reclassification and the restrictions surrounding this

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Questions and comments were invited.

A member asked out of the 21 requests for flexible working, how many were agreed. The DHRP did not have the exact details to hand but provided some contextual information.

A member requested further detail in relation to the section of the report for talent and attraction. The DHRP confirmed that the Group has engaged with an agency recruiter to support with recruitment and several recruitment events with the focus on 'a day in the life of' had been organised. Market supplements are used for difficult to recruit posts and job designs were considered to support competition in salaries.

A member commented that in relation to the number of disciplinarys increasing, whether this was due to individuals being reluctant to comply. The DHRP provided an example of tackling absence and confirmed that this related to where managers had strong relationships with their team and felt uncomfortable giving a warning, but a fair and consistent approach was required, and HR are working with all members of staff to follow the same process.

A member commented in relation to staff turnover and attrition rates, where were the Group sitting regionally and nationally. The DHRP did not have the exact figures to hand but confirmed that the Group perform the same or better in comparison to the sector by a couple of percentage points. The DHRP confirmed that the public sector always performs higher than the private sector.

A member questioned in relation to the 64 absence review meetings that have taken place, have all meetings taken place that need to be completed. The DHRP confirmed that where absence has been reported all review meetings have taken place.

A member commented on the reduced leavers rate and tighter processes and whether this has resulted in a positive. The DHRP confirmed that the results of the Staff Survey give a good indication.

A member commented in relation to the numbers reported for capability whether there was double counting. The DHRP confirmed that 8 went to disciplinary but this could be the same person but a different process.

A member commented in relation to working days lost from August to May whether this could be split into long term and short term and split into teaching and non-teaching. The DHRP reported that there was a 30% percent drop in non-teaching which was significant, but this was not the same drop for teaching members of staff.

A member commented on the positive overall picture.

Staff Survey Results 2023-24

The DHRP presented a summary of the Staff Survey Results for 2023-2024 with reference to the following:

- the overall response rate for the 2023-24 Staff Survey was 71% which was significantly higher than the previous year, but the benchmark scores will be available during the autumn term

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- all results are more positive than the previous year with the overall satisfaction rate coming out at 85% and 95% of staff agree with the statement “I am proud to work for the Trafford and Stockport College Group”
- the survey has highlighted that there is still work to do regarding resources for staff and students, how complaints are viewed and opportunities for progression
- the next steps will include to carry out further analysis for review and create an action plan

The DHRP confirmed that benchmarking data for the Staff Survey will be provided in the latter part of the autumn term.

Action: Director of HR and Performance

A member commented on the positive participation increase.

The PCEO confirmed that the survey was anonymous but the question relating to values and being safe was not anonymous. The response to this question was very high but the Group continue to work towards this being 100%. All members of staff who had commented in relation to not feeling safe were being followed up to ensure a duty of care and action was in place to support them.

Members commented on the positive survey results and the high number of respondents was a good sign that members of staff are engaged. Members commented that this was a success story and a positive cultural change. A member questioned whether the Group was planning a success story in relation to the positive results. The DHRP confirmed that some videos had been recorded in relation to the positive culture of the Group. Members discussed that this was a great foundation to support the next stage of the Strategic Plan and an excellent tool for attracting and supporting members of staff. A member suggested using some of the evidence from the survey to support talent and attraction to showcase TSCG as a great place to work with some of the quotes from members of staff being used to support recruitment.

There were no further questions or comments from members and following consideration it was resolved that the People and Culture update report including the staff survey be received and noted.

RES/36/24**Finance Update**

The Chief Finance Officer (CFO) presented a finance update to members with reference to the following supporting reports/documents:

- P9 Management Accounts ending 30 April 2024
- New Management Accounts Format for 2024-2025
- OfS/DfE Capital Funding update

The CFO reported that two elements of the report required updating before being submitted to the Board of the Corporation.

Action: Chief Finance Officer

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The presentation made by the CFO highlighted the following:

- P09 Education EBITDA Forecast including a comparison of P08 versus P09 full year forecast
- an improvement from P08 and the continuation of a prudent approach to the final financial position
- risks and opportunities were shared including an increase in risk due for AEB to ALS under delivery, however there is still some opportunity for over delivery in core AEB and partnerships. Apprenticeships is moving towards a mid-case and reported to be on track, Non-pay was reported to be in control and the risk was reducing for High Needs as the Group move towards the end of the year as the risk reduces due to less time to deliver more High Needs support
- the financial health was now showing as “Good” and an improved position, however the Group was still close to “Requires Improvement” and there was significant headroom in respect of the covenants
- the cash position, in which cash was £4.5m higher than budget consistent with the cash held for the Cheadle project but this will be spent in FY 2024/2025 as the Cheadle project progresses
- confirmation that there were no immediate short term cash issues and the budget showing an improved position

P9 Management Accounts ending 30 April 2024

Further detail was provided in respect of the Management Accounts as follows:

- the forecast EBITDA was down £216k against budget
- financial health was showing as Good but remain close to a ‘Requires Improvement’ financial health grade
- increased income via funding for High Needs learners was offset by increased pay costs for the additional staff needed and this had been included in the forecast
- the AEB forecast is based on delivering 105% of our GMCA allocation. At present there is a risk that this will not be delivered due to lower-than-expected ALS activity and lower recruitment of AEB students across curriculum areas. Corrective actions are being taken but the worst cash position would be a £279k reduction in Ed. EBITDA as a result of this potential shortfall
- overall forecasting shows an underlying £912k shortfall in Apprenticeship income this year due to reduction in starts and the inclusion of the potential DLock risk, therefore £430k has been released of the risk reserve, showing a £482k shortfall. The DLock position is currently £485k and includes an assumption in P09 that 65% will be resolved. This is being monitored weekly
- that a pay award had been costed within the budget, but staff costs would require close in-year management consistent with increased agency costs
- year to date the non-pay is £1.424m over budget, which is down from the P08 position of £1.511m over year to date. This is driven by extra exams costs slowing towards the end of the year. £125k of Estates costs have been transferred out of the I&E and allocated against an available capital grant which has reduced the year to date overspend. There is still a need to control costs to maintain financial stability for the year
- a forecast cash position of £12.6m as of 30 April 2024 including the Cheadle reserve
- that the Group remains covenant compliant.

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Questions and comments were invited from members.

A member questioned in relation to if the Group were to receive a RI grade would this have an impact. The PCEO confirmed that the DfE had been made aware of the financial position during the Annual Strategic Conversation and they confirmed that no action would be taken.

New Management Accounts Format FY 2024/2025

The CFO presented the new Management Accounts Format for 2024/2025.

The CFO shared a summary of the main changes including:

- monthly presentation of Balance Sheet, Income & Expenditure and Cashflow with a monthly forecast
- income & expenditure to show performance in the period and year to date
- inclusion of performance by area/cost centre (under construction as the baseline for 2024/2025 needs to be set)
- inclusion of both direct and indirect cashflow and how this will be reported robustly going forward
- financial health and covenants section provides a summary of the calculation to improve transparency (and to understand the importance of how these are built up)

Questions and comments were invited from members.

A member questioned if monthly management accounts and top lines around KPI headlines would still be shared, and CFO confirmed that they would still be shared.

The CFO confirmed that in relation to the cost centre, the areas that were performing well would be shared and the information will be aligned to members of the leadership team and responsibilities. The CFO commented on the positive actions taken over the last 6 months to improve the financial position.

A member requested the new management accounts to show colours to easily detect improvement and decline through reports. The CFO confirmed that this will be included.

OfS/DfE Capital Funding Update

The CFO reported that there was an error within the table for this section of the report and this will be updated prior to sharing with the Board of the Corporation.

Action: Chief Finance Officer

The CFO provided an update of the position in relation to Office for Students (OfS) and Department of Education (DfE) capital projects within which it was reported that good progress was being made across all grants.

The following was highlighted:

- Office for Students (OfS) Capital Grant, of the £1.7m there had been spend of £1.3m with a further £400k planned
- DfE Condition Improvement Grant, confirmation that of the £1,179k grant the full allocation had been spent/claimed

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- DfE Energy Efficiency Grant, of the £471k grant there had been spend of £127k with a further £343k planned
- HTQ Skills Injection Fund, confirmation that of the £268k fund the full allocation had been spent/claimed
- T Level Specialist Equipment, of the £372k there had been spend of £40k with £280k planned and £52k clawed back
- LSIF, of the £765k there had been spend of £746k with £18k remaining. The LSIF was submitted at the end of March 2024 and Year 1 was reported to be complete
- RAAC, for which the DfE were committed to fully reimbursing establishments for all RAAC related remedial works.

There were no further questions or comments from members and following consideration it was resolved that subject to the recommended changes:

- (a) the Management Accounts for the 9 months ending 30 April 2024 be recommended to the Board of the Corporation for approval;**
- (b) New Management Accounts Format for 2024-2025 be recommended to the Board of the Corporation for approval;**
- (c) the capital funding update be received and noted.**

Action: Board of the Corporation

RES/37/24**Financial Regulations Update**

The CFO referred members to the previously circulated report and presentation of the new financial regulations.

The following changes to the financial regulations were proposed:

- section 7 – new descriptions of roles and responsibilities
- section 11.9 – to change register of gifts to Director of Finance
- section 20 – the removal of cheque signatory requirements as we do not issue cheques any more
- section 20.19 – a cash deadline for banking
- section 24 – a new procedure for the engagement of Freelance/Self Employed Staff
- section 26 – the notice regarding procurement to refer to the new incoming procurement policy and procedure following engagement with Tenet consultant
- section 26.25 – a change Heading to Contracts & Leases
- section 26.26 – all contract and lease copies to be sent to finance for filing
- section 26.28 – a change to services exempted from the requirement to issue a PO in advance
- section 26.32 – any invoices without valid POs will be rejected for processing by finance
- section 26 – change from Petty Cash heading to Petty Cash & Cash Advances
- section 26.46 – 26.48 – further guidance for cash advance for trips and treatment for receipts and currency
- the scheme of delegation to be added as an appendix
- all budget holders to be issued a copy of the Financial Regulations and to sign confirming they understand their responsibilities and obligations

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Questions and comments were invited from members.

The Director of Finance (DoF) confirmed that once procurement legislation is known, there will be a further update to the financial regulations as a mid-year review will need to take place. The DoF confirmed that a consultant will be supporting the new procurement legislation to ensure the Group is compliant.

A member requested that guidance to support trips is simplified to encourage members of staff to book trips rather than making them overly complicated. The DoF confirmed that this will be considered.

A member requested that in relation to the Scheme of Delegation that the rows of authority need to include non-cost items and attention needs to be drawn to procedural items too.

A member sought clarity in relation to staff entering leases and whether this was a risk. The DoF confirmed that this was in relation to small items such as coffee machines but that it could be cheaper to buy than lease, so this now required a signature from the CFO or DoF depending on the value.

A member questioned in relation to PO systems and procurement whether the finance system was as up to date as possible and if there was a plan in place to update the financial system. The DoF confirmed that the system needs improving but this would need to be a longer-term strategy and for now the current system would be enhanced rather than replaced. The DoF also confirmed that for purchases of 5/10k, rather than this being filtered through to finance, Assistant Principals would check this.

A member asked if there would be workshops with members of staff to support implementation and day to day occurrence issues. The DoF confirmed that there would be a handbook and workshops will also take place.

The Chairperson of the Committee thanked the finance team for their work on this.

There were no further questions or issues raised by members and following consideration it was resolved that the financial regulations be recommended to the Board of the Corporation for approval, subject to the Scheme of Delegation being added to it.

Action: Action: Chief Finance Officer/ Director of Finance

RES/38/24**FE Workforce Data**

The VPCSP presented a report on the FE Workforce Data. The ESFA published the annual statistics on the further education workforce in England on 30 May 2024. The information in the release is based on data collected in the Further Education Workforce Data Collection (FEWDC) and covers the 2022 to 2023 academic year. The FEWDC collects data on the FE Workforce and vacancies, in addition to data on governors. The headline figures for 2022-2023 were shared within the report.

The VPSCP confirmed that whilst TSCG did return the relevant data, it should be noted that not all providers in scope were able to return data for the collection. The figures in this release are therefore estimates based on known data and should be treated with

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caution. The ESFA anticipates that as FE providers become more familiar with the requirements of the collection, the coverage should increase and therefore improve the data quality and accuracy of any estimates.

There were no further questions or issues raised by members and following consideration it was resolved that the FE Workforce Data be received and noted.

RES/39/24**Accommodation Strategy Update**

The VPCSP referred members to the previously circulated report and an update on the Cheadle Campus redevelopment as recently reported to the Strategic Property Working Group.

An overview of the report was presented in which the following was detailed:

- design is on-going
- project commenced on 15 April and was reported to be on track
- contract agreed and signed with Willmott Dixon on 18 April 2024.
- batch 1 of the planning conditions have been discharged. This includes confirmation from SMBC that Sport England's request that we turf the southern redgra pitch is not a reasonable request and therefore the condition has been discharged
- no change to project timescales or overall budget

There were no further questions or comments from members and after consideration it was resolved that the Accommodation Strategy Update be received and noted.

RES/40/24**Partner Subcontracting Update**

The Assistant Principal Planning, Funding and Performance (APPPF) referred members to the previously circulated report and an update on the current position in relation to Group's Partnership and Subcontracting during 2023-2024.

It was noted that there were no significant changes to report for 2023-2024 since the last reporting period and that the Group continued to work with Flixton Girls' School, Carrington Riding School, Debut Academy of Performing Arts and Stockport County Football Club for subcontracting. There was confirmation that in relation to the current academic year this would be the last year for new starts from OLC (Adult and Higher Education) and Flixton Girls School (16-18 provision). It was noted that partnership arrangements for Altrincham FC and City in the Community continued this year, but recruitment was below target in both areas. It was confirmed that this is the last year of the City in the Community partnership arrangement for the Group.

There was confirmation that work was ongoing in relation to adult partnership arrangements working with Working Wonders and Code Nation. It was noted that it was currently under review, with the potential to increase to support the ambitious target of arriving at 110% of the AEB GMCA allocation.

Subcontracting and Partnership Arrangements for 2024/2025

The APPFP confirmed the planned headcount and income for 2024/2025 compared to 2023/2024. It was noted that the decrease in Flixton Girls is as expected, due to the phased closure of this arrangement and the OLC numbers represent the enrolments continuing into next year but with no new starts.

Minute No:**Internal Audit for Subcontracting and Partnership**

The APPFP reported that the internal audit final report in relation to re subcontracting and partnerships was still being drafted and will be available for presentation to and consideration by the Audit Committee at its meeting on 24 June 2024.

Action: Audit Committee

It was noted that any further partnership activity will only be undertaken following these actions:

- no activity to start before signed agreements received
- pre-engagement checklists to complete every year for all partners
- written consent from GMCA for Code Nation and Working Wonders
- set up direct management of partner staff team meetings, KPI and CPD for oversight and direct control of delivery
- ensure all materials have TSCG branding

The APPFP confirmed that by following these actions, the Group will ensure that delivering partnerships is in line with the Group's agreements and will provide a clear distinction between subcontracting and partnership activity.

Questions and comments were invited from members.

The CFO reported that ongoing discussions were taking place with Stockport County from a quality perspective in terms of growth. In relation to Code Nation, delivery is starting next week and was reported to be on track.

A member questioned if relationships with Stockport County were good. The PCEO reported that the relationship with Stockport Count was good but that they are extremely ambitious and quality checks were important. The PCEO confirmed that applications for Cheadle and Marple were being monitored closely and Stockport County applications to ensure that any further growth is not detrimental to TSCG's own courses.

The PCEO confirmed that the Group has exercised its right to pull out of the Woodley arrangement through a break clause and Stockport County are hoping to have conversations surrounding the future of the facility.

There were no further questions or issues raised by members and following consideration it was resolved that the Partner Subcontracting Update 2023-2024 and arrangements for 2024-2025 be received and noted.

RES/41/24**Learner Numbers and Funding Update 2023-2024**

The Assistant Principal Planning, Funding and Performance (APPFP) presented a report which provided a summary update in relation learner numbers and predicted learner funding income. There was confirmation that the report was complementary to the CFO's reporting made earlier in the meeting.

The APPFP provided an updated position in relation to learner numbers and highlighted the following:

ESFA (Education and Skills Funding Agency) Funding for 16 to 19 revenue funding

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That the 16-19 learner numbers currently stood at 106% of allocation and that moving forward the focus would be upon retention and achievement.

16-19 T Levels

Recruitment in relation to 16-19 T Levels was unchanged from the previous report with numbers currently at 108 against an allocation of 127 with in-year clawback having been confirmed with allowance having been made in the budget accordingly.

Adult Education Budget (AEB) (ESFA and Greater Manchester Combined Authority)

It was reported that to date there had been 9,571 enrolments processed on the system against an allocation of 10,043 (95%) for the 2023-2024 academic year, an increase of 1,583 since the last report. The APPFP confirmed that AEB would be referred to as ASF through papers going forward.

Apprenticeships

It was advised that 375 new apprenticeship commencements had been recorded against a target of 686 learners, an increase of 29 starts since the last report. There was confirmation that enrolment numbers were still expected to increase, with monthly profiling of planned starts taking place.

In terms of the new and continuing Apprenticeship enrolments it was confirmed that 88 learners were in a D-lock data error position and 3 learners were in ILR error, a decrease since the previous reporting period. The CFO confirmed a continued relentless focus to ensure issues were being swiftly resolved.

Higher Education (HE)

It was advised that 625 HE active learners were enrolled in the system against a planned target of 354 enrolments, an increase of 241 since the last report.

Advanced Learner Loans

It was advised that with respect to Advanced Learner Loans 155 active learners had been enrolled against a target of 209, an increase of 11 since the last report.

Full Cost (Internal)

It was reported that the initial target of 419 full cost enrolments had been exceeded with 1,202 enrolments having been processed, an increase of 517 since the last report.

The APPFP further referred to the information provided within the report in relation to 2024-2025 and receipt of the Group's official funding allocation from the ESFA. There was confirmation that the allocation presented a significant increase in the 16-19 funding compared to the previous year consistent with the growth in learner numbers in 2023-2024 (lagged learner model) and the revised methodology being adopted by the DfE to calculate the disadvantage uplift for learners.

Questions and comments were invited from members.

The PCEO confirmed the position in relation to STEGTA going into administration and there being no further income. The PCEO confirmed that the Group has been in direct contact with Ofsted and the ESFA to inform them of the situation. The PCEO explained the long-standing relationship with STEGTA and difficulty surrounding the current situation. The PCEO confirmed that the ESFA cannot get involved in the transfer of students, and members of staff are working with STEGTA to resolve this. The Group are

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working to support the redeployment of members of staff from STEGTA by sharing some of the current Group vacancies. The CFO confirmed that the loss in relation to income as not material.

There were no further questions or issues raised from members arising from the report and following due discussion and consideration it was resolved that the Learner Numbers and Funding update report be noted.

RES/42/24**Policies**

The CFO referred members to the previously circulated report and information in relation to the Procurement Strategy 2024/2027 and the Local Government Pension Scheme Discretionary Policy 2024/2026.

Members were directed to the copies of the proposed strategy and policy.

The CFO requested that the Committee consider delaying the publication of the Procurement Strategy until after the new Group Strategy has been launched. In addition, the CFO reported that procurement resource will be engaged from 1 July 2024 (via Tenet) which can assist in shaping the procurement strategy.

The VPCSP referred members to the Local Government Pension Scheme (LGPS) Employer Discretions Statement of Policy. Members were informed of the following:

- the Local Government Pension Scheme Regulations 2014 require all scheme employers to publish and keep under review a written policy statement on how they will apply their discretionary powers in relation to certain provisions of the scheme
- the Policy was last reviewed in April 2022
- In preparing the Policy Statement, consideration has been given to the Group's responsibility to maintain confidence in it as a public body
- the Corporation also has a responsibility to ensure that any actions taken with regards to reviewing, making revisions, or applying the policy take into account the Group's public body duties
- reference is made to the Managing Public Money framework in line with the additional requirements placed on the Group, following the ONS reclassification of FE colleges into the central government sector in November 2022
- the application of any of the adopted regulations should be made in exceptional circumstances only

A member questioned in relation to the policy whether the ratification of governors was required or members of staff.

The VPCSP confirmed that the employer makes the decision in relation to the fund and therefore it does not require governors' approval.

There were no questions or comments raised by members and following consideration it was resolved that the Local Government Pension Scheme (LGPS) Employer Discretions Statement of Policy be recommended to the Board of the Corporation for approval.

Action: Board of the Corporation

Minute No:

It was agreed that the Procurement Strategy 2024/2027 be delayed until after the new Group Strategy has been launched.

Action: Chief Finance Officer

RES/43/24

Any Other Business

There were no matters raised under any other business.

RES/44/24

Date of Next Meeting

The Corporation Secretary provided a provisional date for the next meeting of the Committee to be held at 4pm on 13 November 2024 via Microsoft Teams. This will be confirmed upon approval of the Schedule of Board, Committee and Working Group meeting by the Board of the Corporation at the meeting in July.

The meeting ended at 7.09 pm.