

**MINUTES OF CORPORATION MEETING,
CORPORATION 91, HELD ON 30 SEPTEMBER 2009**

Present: Pam Blackman, Gail Burrows, George Coyle, Jim Darmody, Jackie Goodman, Mary-Rose Hardy, Richard Heseltine, Mike Noddings (Vice-Chair of Corporation), Richard Smith (Principal), Neil Telfer, Richard Welton, John Wilson (Chair of Corporation), Daniel Wood, Philip Wright

In attendance: Fiona Bagchi (Clerk to the Corporation), Steve Rogers (Finance Manager), John Hamlin (Liaison Manager), Mike Rogerson (Vice-Principal, Staff and Student Support), Mark Rothery (Assistant Principal), Ian Taylor (Vice-Principal, Performance Improvement)

90.1 Apologies for absence

Corporation members: Rory Clarke, Cayleigh Galloway, Sarah Kimemia, Sarah Smythe, Julian Stern
Management: Alan Woodcock (Director of Resources)

91.2 Declarations of interest

The following declaration was noted:

- ***Councillor Mary-Rose Hardy had asked that her membership of East Riding of Yorkshire Council should be a standing declaration of interest for each meeting.***

91.3 Minutes of Meeting 90 held on 8 July 2009

Corporation approved the minutes of Corporation meeting 90 held on 8 July 2009

91.4 Matters arising and actions

(Actions shown below are numbered according to their position in the action points table appended to the end of the previous minutes. The reference to the item where the action can be found in the previous minutes is given in brackets at the end of each item).

- 1 Letters of appointment had been sent to Cayleigh Galloway and Daniel Wood (90.3).
- 2 The minutes of Corporation 88 had been amended as agreed (90.5).
- 3 A Governance Working Group meeting had been convened by the Chair following

the Search Committee meeting on 14.9.09 (90.6).

- 4 Corporation had agreed that the Chair of Corporation and the Principal should sign routine documents relating to the building project as required and that the Chair should be able to delegate signing, if necessary, to another Corporation member, with documents being sealed where this was a requirement or to the College's advantage (90.6).

Action: Clerk/Chair/RTS

- 5 The Principal would review whether letter to officers from KHCC and ERYC concerning attendance at a Corporation meeting had been sent out (90.6).

Action: RTS

- 6 A confidential paper presented to Corporation 84 was on the agenda for review, as agreed (90.6).

- 7 The Clerk would contact a member who had yet to update their audit of skills forms (90.6).

- 8 The Strategy Event Statement would be reviewed annually with the Development Plan ((90.7).

Action: RTS/Clerk

- 9 The College's top 10 key risks had been submitted to the LSC in July 2009 with the College's financial plans (90.8).

- 10 A letter of re-appointment had been produced for Baker Tilly (90.8).

- 11 ESOL fees had been amended, as agreed (90.8)

- 12- The 3-year financial plan had been submitted to the LSC in July 2009, with the
13 financial objectives and performance indicators (PIs) (90.8)

- 14 The updated Every Child Matters report would be presented to the Curriculum and Quality Committee later in the term (90.8)

Action: MWR/Clerk

- 15 Corporation PIs had been amended as agreed (90.8)

- 16 Discussions with West Hull partner schools concerning the establishment of a Trust Schools federation were ongoing (90.9).

- 17 The implementation of Corporation's training/briefing schedule for 2009/10 was a standing agenda item for the Search Committee and for Corporation (90.100).

Action: Clerk/RTS

- 18 June 2009 minutes of the C&Q and F&GP Committee meetings were on the agenda (90.11).

91.5 Annual review of confidential Corporation minutes

Members noted that:

- under its standing agenda item list, Corporation reviewed annually at the first autumn term meeting of the year any confidential minutes produced during the previous academic year with a view to releasing such minutes from confidentiality where possible;
- Corporation had agreed at its September 2008 meeting that the confidential minutes of Corporation 84, arising during 2007/08, should be further reviewed at the September 2009 meeting of Corporation.

Corporation agreed that:

- ***the confidential Reserved Business minutes arising from Corporation meetings 85 and 90 should not be released from confidentiality as they related to the pay and conditions of named staff members;***
- ***the confidential minutes of Corporation 84 should be released from confidentiality as the information they contained was now in the public domain.***

Action: Clerk

91.6 Management Report, including enrolment report, report on exam results, student retention, property strategy: Part I

(The Principal joined the meeting during this item).

(i) Enrolment report

Mike Rogerson, Vice Principal (Student and Staff Support), and John Hamlin (Liaison Manager) gave a report on student enrolment for 2009/10.

Members noted in discussion that:

- the College had enrolled about 1,160 students for 2009/10;
- there had been good recruitment from almost all the College's partner schools, St Mary's College and East Riding of Yorkshire schools, with an increase in students from Malet Lambert and Kingswood Schools;
- the Liaison Manager generally had good access to pupils at the College's partner schools but recruitment from Sir Henry Cooper School remained low, with many students predicted to get 5 GCSEs at A-C grades applying to Hull College or Bishop Burton College;
- there had been a small drop in the number of students recruited from Beverley High School, which now had a combined sixth form with Beverley Grammar School;
- marketing activities were beginning for 2010/11;
- the College under 14-19 provision was on Hull City Council's website.

The Committee noted that there had been an increase in enrolment for 2009/10, with the College currently having around 1,160 students. The Committee congratulated Mike Rogerson, John Hamlin, and the marketing team.

(John Hamlin left the meeting).

(ii) Management Report, including property strategy report

The Principal spoke to the management report.

Members noted:

- student activities and events, thanking the Student Association for its contribution to the enrolment process and noting that the Freshers' party had gone well and the Association was now considering staging a Halloween party;
- the re-development project was progressing well and Corporation members were invited to the "Topping Out" event for the Oak Building which would be held later in the week;
- the transfer of staff from the Learning and Skills Council (LSC) to the local authority and other roles was advanced and during 2009/10 the College's planning discussions would take place with joint representatives of the LSC and Hull Children's Services;
- a representative of the principals of the sixth form colleges in the sub-regional group (i.e. Wyke, Wilberforce, and Scarborough sixth form colleges) had been invited to sit on the Regional body created under the new funding system;
- three representatives from the Department for Children Schools and Families (DCSF) had visited the College to view the Common Application Process (CAP) as Hull was further ahead with the system than many areas, with representatives of the local authority and David Igoe, Chief Executive Officer (CEO) of the Sixth Form Colleges Forum (SFCF), also in attendance;
- the College had, some time ago, agreed to take part in a scheme which allowed civil servants to visit colleges to gain experience of the further education (FE) sector but no-one had taken up the opportunity to date;
- the Principal, together with the Chair, and the Vice-Chair of Corporation, had attended a second meeting with the head-teachers of a number of the College's partner schools which were considering federation trust arrangements and it had been agreed that all partner schools should be invited to the next meeting of the group;
- any legal or financial commitments or benefits arising from the proposed federated trust arrangements would only be possible for the school partners;
- Wyke would be an associated or contributory partner, if it became involved in the above arrangements;
- at a recent meeting of Hull school head-teachers, the local authority had clarified the position regarding the planning of post-16 places under Building Schools for the Future (BSF), stating that, with the exception of two academies, there would be no re-designation of schools from 11-16 to 11-18 under the proposals ;
- NorVlc principals would meet to review the full scope and potential direction of the NorVlc Federation of sixth form colleges in Yorkshire the Humber and the North-East at an event in October 2009 at which David Igoe, Chief Executive of the Sixth Form Colleges Forum, would give a briefing on the implications of the Machinery of Government (MOG) changes;
- Chairs of NorVlc colleges were invited to attend the above event.

Action: Chair

Corporation received the management report.

(iii) Progress against the Development Plan: exam results and student retention report

It was agreed that Ian Taylor's report should be considered after item 91.7.

91.7 Committee reports, presentations and recommendations

(a) Finance & General Purposes Committee

(i) Student numbers and funding report

(Richard Heseltine joined the meeting).

John Wilson invited the Principal to speak to the student numbers and funding report for September 2009, which had been considered at the September 2009 meeting of the F&GP Committee.

Members considered the 2008/09 LSC funding allocation, noting in discussion that:

- the College had achieved 106.3% of its LSC funding allocation for 2008/09, which meant that 6.3% of the College's activity was unfunded;
- with reference to the figure for Additional Learning Support (ALS), it was noted that the Finance Manager has calculated that the College's actual expenditure for 2008/09 was close to the target figure shown but less than the College had been able to claim under the LSC's funding criteria, which the College would discuss with the LSC.

Members considered student retention, achievement and success rates for 2008/09, noting in discussion that:

- there had been a significant improvement in success rates for students aged 16-18 at level 3 in 2008/09 compared to 2007/08 (82.7% and 80.7% respectively), with retention having significantly improved and achievement having fallen slightly (92.4 % and 89.5% respectively for 2008/09, 89.3% and 90.3% for 2007/08);
- the LSC was changing the date from which colleges calculated retention from 1 November annually to 6 weeks after the beginning of the student's programme, although the LSC had yet to issue the software which would enable the College to calculate this;
- the LSC would adjust colleges' retention figures for 2008/09 to allow comparison with data for 2009/10.

Corporation considered the Student Numbers and Funding Report for September 2009, noting that the College had exceeded its LSC funding target for 2008/09. Corporation also noted that success rates for 2008/09 had improved significantly at levels 2 and 3, with improvements in retention at level 3 for 16-18 year old students, the College's core business, showing a secure trend of year on year improvement.

(ii) Annual pension report

John Wilson invited the Finance Manager to speak to the annual pension report on the East Riding Pension Fund, the pension scheme for the College's support staff, which had been considered at the September 2009 meeting of the F&GP Committee.

Members noted in discussion that:

- the report noted the actuarial valuation for Financial Reporting Standard 17 (FRS 17) purposes as at 31.7.09;
- the annual actuarial report showed that there had been a significant increase in the College's share of the overall scheme deficit from £471,000 at 31.7.08 to £1,170 million at 31.7.09 due predominantly to actuarial losses, in particular the fall of the stock market during 2008/09;

- while the scheme deficit was outside the College's control, the annual report allowed the College to budget for any increase in employer contributions required.

The Committee received the annual report on the East Riding Pension fund, the pension scheme for the College's support staff, noting that there had been a significant increase in the College's share of the overall scheme deficit for the year ending 31 July 2009.

(John Wilson left the meeting and Mike Noddings, Vice-Chair of Corporation, chaired the meeting from this point forward).

(iii) Management accounts, including review of financial performance indicators (PIs)

Mike Noddings, as Vice-Chair of the F&GP Committee, invited the Finance Manager, Steve Rogers, to speak to the draft management accounts for the year ended 31 July 2009, which had been considered at the September 2009 meeting of the F&GP Committee.

Members noted that:

- the draft management accounts were subject to audit, which would take place shortly;
- Corporation had approved a budgeted deficit of £177,100 for the year ended 31.7.09 but it was likely that there would be a small historical cost surplus of around £14,000, taking into account accelerated depreciation i.e. slightly lower than stated in the draft accounts being considered;
- the key performance indicators and ratios were affected by the College re-development project.

Members considered the reasons for the College performing better than budget, noting that these included:

- the generation of additional income,
- savings on interest payments on the bank loan to support the College re-development project;
- expenditure being kept close to budget.

Corporation considered the unaudited draft management accounts for the year ended 31 July 2009 and noted that the audited financial statements would be presented to the December 2009 meeting of the Corporation.

Corporation members noted that it was anticipated that the audited accounts would show an improvement on budget for 2008/09 and congratulated the Finance Manager and College budget-holders on ensuring that expenditure during 2008/09 was close to budget.

(b) Search Committee

(i) Report and recommendations on Corporation and Committee vacancies

Mike Noddings invited the Clerk to give a progress report on Corporation and Committee vacancies.

Members noted that:

- since the September 2009 meeting of the Search Committee, Rory Clarke had confirmed that he had decided not to seek re-appointment for a second term of office when his current term of office as a Business member of Corporation ended on 3

November 2009, which would also lead to a vacancy for a Corporation member on the Audit Committee;

- the vacancy for an external co-opted member of the Audit Committee remained unfilled but an accountant had contacted the College with a view to undertaking voluntary work at the College and the Clerk would contact him concerning the Committee vacancy; **Action: Clerk**
- four nominations had been received for the vacancy for a Parent member of Corporation and an election would be held in due course.

With reference to the vacancy for a Corporation member which would arise following the ending of Rory Clarke's term of office, it was noted that:

- as the Business category of membership was abolished on 1 January 2008, any appointment to the vacancy would be in the Corporation member category;
- the Search Committee had agreed at its September 2009 meeting that should Rory Clarke confirmed that he would not seek a second term of office, they would recommend to Corporation that Grace Richardson, who had previously served as a Parent member of Corporation, should be appointed to the vacancy;
- to qualify for consideration for appointment in the Corporation category of membership, candidates must have "the necessary skills to ensure that the Corporation carries out its functions under Article 3 of the Articles of Government" (Instrument of Government 2(1)(a));
- the Search Committee were agreed that Grace Richardson had the necessary skills required for appointment in the Corporation category;
- Grace Richardson had been approached and had indicated that she was willing to accept appointment.

Corporation received a report on Corporation and Committee vacancies and agreed, on the recommendation of the Search Committee, to appoint Grace Richardson as a Corporation member with effect from 4 November 2009 for a term of 4 years.

Action: Clerk

91.6 Management Report, including enrolment report, report on exam results, student retention, property strategy: Part II

Ian Taylor, Vice-Principal, Performance Improvement, gave a presentation on initial College performance data. It was noted that raw exam results had been sent to Corporation members in August 2009 and that the C&Q Committee would review data in details at its October 2009 meeting.

Members considered Level 3 and Level 2 long course performance trends for retention, achievement and success rates since 2004 for students aged 16-18, noting that:

- there had been a significant improvement in retention but achievement at AS had declined slightly, although the aggregated success rate figure (i.e. retention x achievement) showed a rising trend;
- it was noted that the benchmark figure for success rates remained slightly ahead of the College's results but was within the 5% tolerance band recognised by Ofsted and the LSC;
- the College was committed to working to work to improve both retention and achievement.

Members considered ALPs valued-added data, noting that:

- the College was in the top 25% of colleges for actual against expected UCAS points for A2 and AS and in the “very good” area for the T (aggregated course) score.

The significance of improved retention for the College was noted, given that it was one of the College’s particular challenges, and the following noted as having contributed to the improvement:

- improved availability of live data;
- the new building;
- improved internal communication e.g. Bromcom and e-record;
- ensuring the joint action of teachers, tutors, mentors, Guidance, Division Heads’ attention to detail and appropriate revisions to systems e.g. the new system which had 12 dedicated tutors with larger groups
- the fact that students enjoyed being at Wyke.

It was noted also that:

- while the current presentation was of headline trends, a more detailed review, including a review of areas where there were concerns, would be undertaken by the C&Q Committee later in the term;
- areas where there had been concerns in recent years (e.g. maths and biology) had shown improvements in 2009;
- where raw data for 2009 showed a decline in achievement in areas which had previously achieved well, e.g. at AS, this would be investigated by the College.

The Committee received the report on trends in headline performance data congratulated the College on retention, success rates and value added scores.

91.8 Governance issues

(i) Designation of College as a Sixth Form College

The Principal spoke to an extract from the SFCF Machinery of Government Newsletter concerning sixth form college designation.

Members noted that:

- once the Apprenticeships, Skills, Children and Learning Bill (ASCL) Bill received Royal Assent later in the autumn, sixth form colleges would each be asked formally whether they wished to designate as a sixth form college.

It was agreed that the Corporation would formally consider at its December 2009 meeting whether Wyke Sixth Form College should seek formal designation as a sixth form college.

Action: Clerk

(ii) Annual review of Corporation attendance

Corporation attendance for 2008/09 (both including and excluding the June 2009 Strategy Event) was 74% against a target of 75% set.

(iii) Corporation training/briefing schedule 2009/10

The Clerk reported that:

- the Search Committee considered Corporation's training and briefing schedule at each of its meetings and had last reviewed the schedule for 2009/10 at its September 2009 meeting;
- Corporation had agreed at its July 2009 meeting that the following topics should be included as pre-Corporation briefing sessions or included in the Management Report during 2009/10, as appropriate:
 - changes in sector representation
 - Building Schools for Future (BSF) updates, with particular reference to the re-development of Kelvin Hall School
 - Academies updates
 - 14-19 diploma or Machinery of Government updates
 - a briefing on the LSC's Framework for Excellence (FfE)
 - a briefing on Ofsted's new inspection framework in force from Sept. 2009
 - the College's new tutorial arrangements (*Dec. 2009*)
 - the Good Governance Practice Guide (GGPG) website and other governance websites, to fit in with the rest of the schedule as appropriate

Corporation considered its training/briefing schedule for 2009/10 and agreed that to fulfil the new requirement for corporations to undertake regular safeguarding training, a briefing on safeguarding children and vulnerable adults should be added to the programme.

Action: MWR/Clerk

Corporation noted the Learning and Skills Improvement Service (LSIS) Leadership Skills for Governance programme 2009-10 and, that if interested in attending one of the LSIS events noted in the programme, they should contact the Clerk to the Corporation.

Mary-Rose Hardy, Chair of the Personnel Committee, reported that she had recently attended, with the Clerk, a useful SFCF event for Corporation members and clerks on disciplinary and grievance procedures, including procedures for senior post-holders, and that a report would be made to the November 2009 meeting of the Personnel Committee. It was noted that this was the first event for Corporation members arranged by the SFCF and that Corporation members would be notified of any future events.

(iv) Annual review of skills audit and register of interests

The Clerk reported that the annual review and updating of Corporation's register of interests was substantially complete and that she would contact any members who had yet to return their updated forms.

Action: Clerk

It was noted that skills audit forms would be sent to members for updating.

Action: Clerk

(v) Annual review of Corporation effectiveness: Corporation self-assessment

It was noted that the Clerk would e-mail the annual Individual Corporation Member Self-Assessment questionnaire to members.

Action: Clerk

(vi) Annual review of Corporation Standing Orders

Corporation undertook the annual review of its Standing Orders and agreed that:

- **Corporation committees should each elect a Vice-Chair annually at the first meeting of the year;**
- **the detailed reference to the title of the College's quality strategy should be removed from the C&Q Committee's terms of reference and added to its standing agenda item list;**
- **an equality and diversity section should be added to Corporation's attendance policy.**

Action: Clerk

(vii) Annual review of Appeals Committee terms of reference and procedures

Corporation undertook the annual review of its Appeals Committee terms of reference and procedures for student and staff and agreed on the recommendation of the Personnel Committee that:

- **the Appeals Committee procedures for staff should be amended to remove the reference to the appellant's right to be accompanied by a "friend" as it was no longer required under the Articles of Government in force from 1.1.08;**
- **the revision would bring the procedure into line with the revised staff Disciplinary Procedure approved by Corporation at its July 2009 meeting which was itself in line with the ACAS code;**
- **as in the revised staff Disciplinary Procedure, the appellant's right to be accompanied by a trade union representative or fellow-worker would be retained.**

Action: Clerk

The Clerk reported that:

- while restricting an employee's right to be accompanied at disciplinary or appeals hearings as noted above was in line with employment law, Eversheds had recently issued a briefing which indicated that there could be circumstances in which a disciplinary panel or appeals committee should give consideration to an employee being accompanied by a legal representative e.g. if the outcome of a hearing would lead to the staff member being placed on the Independent Safeguarding Authority's barred list resulting in the staff member being unable to exercise their profession;
- with reference to the requirement for the Corporation to consult with staff on changes to grievance, suspension and disciplinary procedures under the Articles of Government, that Eversheds' advice in their Annotated Instrument and Articles of Government was that consultation should not be restricted to professional associations and trade union representatives.

It was agreed that the Clerk would take further advice from Eversheds on the above issues.

Action: Clerk

It was noted that:

- the Clerk had undertaken an equality and diversity impact assessment of the Corporation's Appeals Committee terms of reference and procedures and that no actions were required as a result of the review.

(viii) Annual review of Corporation and Committee standing agenda items lists

Corporation undertook the annual review of its standing agenda item list and received recommendations from Committees on revisions to their standing agenda item lists, agreeing that the following revisions should be made:

- **minor updating changes to the standing agenda item lists of the Corporation, the F&GP Committee and the Search Committee;**
- **the detailed reference to the title of the College's quality strategy should be removed from the C&Q Committee's terms of reference and added its standing agenda item list;**
- **the Student Committee' standing agenda item list should be revised to make the review of Learner Support Funds and Education Maintenance Allowances (EMAs) an annual standing agenda item for the autumn term and to include a report from the Student Association at each meeting of the Committee.**

Action: Clerk

It was noted that:

- the Clerk had undertaken an equality and diversity impact assessment of Corporation and Committee standing agenda item lists and that no actions were required as a result of the review.

(ix) Annual review of Corporation Code of Conduct

Corporation undertook the annual review of its Code of Conduct annually and agreed that a minor updating change should be made at paragraph 1.2.

Action: Clerk

It was noted that:

- the Clerk had undertaken an equality and diversity impact assessment of Corporation's Code of Conduct and that no actions were required as a result of the review.

91.9 Committee annual reports, minutes, dates of Committee meetings

(a) Annual Committee Reports: Search Committee

The Annual Search Committee Report for 2008/09 was received.

(b) Committee minutes

The minutes of the following Committee meetings were received, reports and recommendations arising from the meetings having been considered above at item 90.7:

- **C&Q Committee 16.6.09**
- **F&GP Committee minutes of 23.6.09**
- **Search Committee 14.6.09**

(c) Dates of forthcoming Committee meetings

Corporation members noted the dates of Committee meetings during 2009/10.

It was noted that with the exception of the Remuneration Committee which Staff and Student members were not entitled to attend, all Corporation members were welcome to attend Committee meetings as observers if they were not already members of the Committee.

91.10 Any Other Business

It was noted that there was no other business.

91.11 Date of meetings in 2009/10

Corporation noted that it was next scheduled to meet on:

- ***Thurs. 17 Dec. 2009***
- ***Tues. 23 Feb.2010 (revised date)***
- ***Wed. 12 May 2010***
- ***Mon. 5 July 2010***

91.12 Risk management – items identified at the meeting

There were no new items of risk identified at the meeting.

91.13 Reserved Business agenda: Remuneration Committee & Corporation reserved business minutes of meetings held on 8 July 2009

(Gail Burrows (Support Staff member of Corporation), Jim Darmody (Teaching Staff member of Corporation), Daniel Wood (Student member of Corporation), Steve Rogers (Finance Manager), Mike Rogerson (Vice-Principal, Staff and Student Support), Mark Rothery (Assistant Principal), Ian Taylor (Vice-Principal, Performance Improvement) left the meeting).

Corporation considered the Reserved Business agenda and agreed their discussion should be kept in a confidential minute, as they related to named individuals.

Fiona Bagchi
Clerk to the Corporation

ACTIONS ARISING FROM CORPORATION 91 HELD ON 30.9.09

NO	ACTION FOR	ACTION	STATUS OF ACTIONS
1	Clerk/Chair/RTS	Chair and Principal to sign routine documents relating to building project as required and Chair to delegate signing, if necessary, to another Corp. member, with documents being sealed where this a requirement or to the College's advantage – <u>ongoing</u> .	
2	RTS/Clerk	Invite officers from KHCC and ERYC to speak to a Corp. meeting – <u>2008/09</u> .	Done. The following officers will attend the Feb 2010 Corp. meeting: Nigel Richardson (KHCC Director of Children and Young People's Services), Judith Harwood (KHCC Head of Learning, Leisure and Achievement), John F Wilson (ERYC Assistant Director, Children & Young People). Alison Michalska (ERYC Director of Children, Family & Adult Services) is unable to attend the meeting.
3	RTS/Clerk	Strategy Event Statement to be reviewed annually with College Plan – <u>Feb. 2010</u> .	
4	MWR/Clerk	Present updated Every Child Matters Report to C&Q Committee – <u>Nov. 2009</u> .	Done. Presented to C&Q and on Corp. agenda.
5	Clerk/RTS	Implement Corp.'s training/briefing schedule – <u>ongoing throughout 2009/10</u>	Briefing on tutorial system at start of Corp. meeting. Progress report on schedule on agenda.
6	Clerk	Release confidential minutes of Corp. 84 – <u>Sept. 2009</u> .	Done.
7	Chair	Invitation for Chair to attend York NorVlc event - <u>Oct. 2009</u> .	Chair unable to attend NorVlc event.

NO	ACTION FOR	ACTION	STATUS OF ACTIONS
8	Clerk	Appoint Grace Richardson as a Corp member – <u>Nov. 2009.</u>	Done.
9	Clerk	Formal consideration of College's designation as a sixth form college – <u>Dec. 2009.</u>	On agenda.
10	MWR/Clerk	Add Safeguarding briefing session to Corp.'s training/briefing schedule – <u>2009/10.</u>	Done. Briefing to be given Feb. 2010.
11	Clerk	Register of interests – remind members who have yet to update forms – <u>autumn 2009.</u>	
12	Clerk	Distribute audit of skills forms for updating – <u>autumn 2009.</u>	
13	Clerk	E-mail self-assessment forms to members – <u>autumn 2009.</u>	
14	Clerk	Update Corp.'s Standing Orders, as agreed – <u>Sept. 2009</u>	Done.
15	Clerk	Update Corp.'s Appeals Committee procedures, as agreed – <u>Sept. 2009</u>	Done.
16	Clerk	Take advice from Eversheds on section of their annotated Articles of Government which says that consultation on rules of conduct for staff (Article 16) should not be restricted to trade unions and professional association rep.s but should include a wider consultation with staff – <u>Sept.2009.</u>	Done. Eversheds agreed that placing the revised policy on the staff intranet & requesting comments from staff by a set deadline would be adequate to ensure compliance.
17	Clerk	Take advice from Eversheds on their recent briefing which indicated there could be circumstances in which a disciplinary panel or appeals committee should give consideration to an employee being accompanied by a legal rep. e.g. if the outcome of a hearing would lead to the staff member being placed on the Independent Safeguarding Authority's barred list resulting in the staff member being unable to exercise their profession – <u>Sept. 2009.</u>	Done. Eversheds, confirmed it would be appropriate for the Chair of the Appeals Committee to consider allowing a legal rep. to attend an appeals hearing in such circumstances (<i>see left for details</i>). The Appeals Committee procedure is already sufficiently flexible to allow such consideration, if required.

NO	ACTION FOR	ACTION	STATUS OF ACTIONS
18	Clerk	Update Corp.'s Standing Agenda Item Lists, as agreed – <u>Sept. 2009</u>	Done.
19	Clerk	Update Corp.'s Code of Conduct, as agreed – <u>Sept. 2009</u>	Done,