

LTE Group Board

Minutes of the meeting of the LTE Group Board held on Tuesday 19 September 2017, in Room OP118 at 9:00am

Present: Christine Carroll, Kenneth Clark, John Hacking, Philip Johnson, Phil Lanigan, Barry Lynch, Kate Macdonald, Adrian Mills, Sue Murphy CBE (Chair), Andrew Simpkin, Malcolm Sugden, John Thornhill and Pauline Waterhouse OBE.

Apology: Jenifer Burden

In Attendance: Peter Cox (MD Novus), Rob Cressey (Group Finance Director), Linda Dean (MD Total People Ltd), Jennifer Foote MBE (Company Secretary & General Counsel), Gary Hughes (Group Marketing and External Relations Director), Lisa O' Loughlin (Principal, The Manchester College), Kate MacKenzie (Assistant Company Secretary & Solicitor), Jennifer McKenna (Assistant Company Secretary) and Paul Taylor (Chief Operating Officer).

Observers: Rachel Kay (Principal and CEO) and Mark Sharples (Chair), Macclesfield College.

On behalf of the Board, the Chair welcomed Malcolm Sugden to his first meeting as a member of the LTE Group Board.

Mark Sharples and Rachel Kay were welcomed as observers.

Part A

60/17	<p>Part A Minutes of the Meeting held on 18 July 2017</p> <p>The part A minutes of the meeting held on 18 July 2017 were approved as an accurate record and signed by the Chair.</p>
61/17	<p>OHSAS 18001 Accreditation</p> <p>The Board received the update of the Chief Operating Officer on the process to achieve OHSAS 18001 accreditation. It was confirmed that the required framework, including policies and processes were now in place. The focus would now be on documenting the evidence base necessary to secure the accreditation. A stage 1 gap analysis would be undertaken in October in order to confirm implementation status and accreditation readiness.</p> <p>Governors reflected on the need to achieve OHSAS as part of the mitigation framework for the particular risks involved in delivering education in the prison environment and recognised the good work to date.</p>

<p>62/17</p>	<p>Governance Update</p> <p>With reference to Minute No. 43/17, the Board received the minutes of the Governance STG held on 17 August. The STG had reviewed the governance arrangements of the group currently in place as part of the transition towards the statutory group and considered further revisions that would reflect the distance travelled over the past year.</p> <p>Discussion took place on Board self-assessment and it was agreed that, whereas the Board had undertaken its duties to a high standard in 2016/17 and discharged its responsibilities appropriately, it was timely to consider how the self-assessment process could be revised to make it fit for purpose for the new structure.</p> <p>RESOLVED that:</p> <ol style="list-style-type: none"> 1. the Governance STG be reconvened as a standing cross group committee, with terms of reference as set out in the appendix to the report; 2. henceforth the term “Board of Governors” be replaced with “LTE Group Board”; 3. current staff governor arrangements should remain in place pending the outcome of the s.28 submission and discussions with stakeholders should take place on potential ways forward; 4. “Group Services Board” be renamed “Group Operations Board”; 5. the Governance Committee be directed to consider and develop a group governance self-assessment framework for implementation in 2017/18.
	<p>RESOLVED that as the items to be considered are deemed commercially sensitive, the Board move into confidential session,</p>
	<p>Chair</p> <p>Date</p>

The meeting closed at 5:10pm