

LTE Group Board

DATE: 19th October 2023

VENUE: Openshaw

Present: Phil Lanigan, Paula Cole, Rhona Bradley, Malcolm Sugden, Barry Lynch, Adam White, John Thornhill (CEO), Philip Johnson (Chair), Anika Ephraim, Ann Limb, Nicholas Garbett, Malcolm Todd, Garry Bridges

Apologies: Jenifer Burden, Angela Hunter (MD Group Operations), AM only , Tim Seargeant, Amber Ambereen

In Attendance: Peter Cox (MD Novus), Alison Close (Chief Finance Officer), Lorna Lloyd-Williams (Company Secretary & General Counsel), Rachel Curry (Principal, The Manchester College), Ed Lack(Group Director of Quality and Melanie Nicholson (MD Total People), Angela Hunter (MD Group Operations), Yetunde Olabode (Governance & Legal Advisor) , Kate McKenzie (Deputy Company Secretary)

DRAFT PART A MINUTES

	The meeting opened at 9.03 and was quorate with at least 7 governors present. Welcomes were extended to the new members and those attending for the first time in person.
8.23/24	<p>Appointment of the Student co-opted member</p> <p>The Board were advised that after a process of selection and having been nominated by the student representative association, Mubarak Oyeboode who was aged 18 and was studying Business skills with entrepreneurship had been put forward to be the student co-opted member on the TMC Divisional Board. The Board welcomed the selection of a student member for appointment and</p> <p>It was</p> <p>Resolved to appoint Mubarak Oyeboode as the student co-opted member.</p>
9.23/24	<p>Apologies</p> <p>Apologies were received and accepted from Jenifer Burden, Angela Hunter (AM only), Tim Sargeant and Ambereen Ahmed.</p>
10.23/24	Declarations of interest

	<p>The Board noted that were declarations of interest in relation to the restricted element of the agenda which would be detailed later. It was also noted that in relation to the estate’s strategy and the disposal of Shena Simon that the firm for which Adam White worked had a potential interest with the firm he works for advising two bidders. The Board were advised that Mr White was not involved in any of the work and that colleagues were advising the bidders with the Board receiving assurance that Mr White had no knowledge of the matters.</p> <p>Nicholas Garbett declared an interest in relation to the agenda item on the Project Connect update for Novus. Ann Limb declared an interest regarding holding the position of chair of City and Guilds.</p>
<p>11.23/24</p>	<p>Minutes of the meeting 18 July 2023 (Part A) and written resolutions:</p> <p>The Board approved the Part A minutes of the meeting on the 18th July and noted the approved written resolutions:</p> <ul style="list-style-type: none"> • Additional grant funding 26/07/23 • Change to constitution 27/07/23 • GMCA amendment letter 27/07/23
<p>12.23/24</p>	<p>Group Outcomes (This item was elevated on the agenda)</p> <p>The Group Director of Quality joined the meeting at 12.53</p> <p>The Board received a presentation on the quality profile across the Group and noted that the headline was that the quality profile was improving. Members received assurance that there were action plans in place to address areas for improvement (AFI’s). An overview of data had been provided but with the note that the data was not yet completed. Members received a summary in relation to each of the business units and also noted that there had been a group services self-evaluation which would be extended to other group functions across the coming year.</p> <p>Figures in relation to deep dive were highlighted and the impact of this in terms of the Ofsted inspection was understood by the Board. Members were advised that the SAR in TMC had been evaluated at Grade 2 but with personal development at Grade 3.</p> <p>Novus was noted to have a strengthening quality position evidenced by strengthening SAR grades in a difficult operating environment due to regime difficulties. It was also noted that the SAR would be validated in the next few weeks and looked like it was moving to ‘Good’.</p> <p>UCEN: the position was noted to have very slightly weakened albeit that UCEN was maintaining a high-quality position. Achievement rates were noted to be good and that the SED is likely to move from 1 to 2 due to a slight weakening in overall outcomes. The Chair of UCEN advised that going forward both the Group Board and the UCEN divisional Board needed to consider the metrics of the B3 conditions (OfS)</p> <p>Action: Group Director of Quality</p>

TP: the- Board were reminded of the Ofsted monitoring visit which had been very strong and has shown reasonable and significant progress across the five key areas. Achievement rates were noted to be a concern which was impacted by custody provision however EPA pass rates and learner satisfaction were strong. The Board were also advised that there were robust action plans in place to address AFI's.

MOL: overall, a strong performance with good achievement rates was noted. Members were advised that MOL was looking to improve mechanisms to gather learner satisfaction. The Board were advised that MOL was the only part of the Group to be rated publicly

Professional Services: - a link was made between self-assessment and customer satisfaction. Members were advised that further work was needed over the self-assessment process for this area.

13.11 the Board broke for lunch.

13.23/24

Policies for approval:

Modern Slavery statement

13.31 the Board reconvened and the MD of Group Ops Angela Hunter and Niall Wright joined the meeting.

The Company Secretary advised that the Modern Slavery statement had been reviewed to ensure its compliance with the requirements of Section 54 of the Modern Slavery Act 2015. Members were advised that there were a number of next steps detailed in the statement and that going forward the Board would be asked to review the statement on an annual basis.

It was

Resolved to approve the Modern Slavery statement for 22/23

Carbon Reduction Plan (CRP)

In relation to the CRP, it was explained that this was a work in process and was aligned with MCC position and would be brought back to Board on an annual basis. The Board were advised of where the Group was in relation to the three scopes and that at this point the Group were not measuring scope 3, but would be looking to incorporate this over a period of time. It was explained to the Board how the estates strategy was helping the Group reduce its carbon emissions.

Governors asked whether we were considering how to embed sustainability best practice in procurement. Members were advised that this would be a measure going forward. Governors asked some searching questions regarding monitoring carbon and received further detail. Governors also suggested that it was worth having details of our carbon footprint and the impact of the plan.

	<p>It was</p> <p>Resolved to approve the Carbon Reduction Plan</p>
<p>14.23/24</p>	<p>Regularity & Propriety Audit</p> <p>It was explained that this was now being brought to Board for review which was good practice elsewhere in the sector. As the paper was being brought early to Board there were therefore some matters that were to be completed. The Board received assurance that there had been a focus on where compliance was required by MPM.</p> <p>It was</p> <p>Resolved to delegate authority to the Group Chair to approve the regularity and propriety audit and sign on behalf of the Group together with the Accounting Officer.</p>
<p>15.23/24</p>	<p>Health & Safety Annual Update</p> <p>The Chair reminded the Board that Health and Safety was a non-delegable responsibility of the Group Board. The Board received a summary of the Group's health, safety, and risk performance for the 2022-23 financial year. It was noted that non reportable accidents had decreased in comparison to the previous financial year, and when compared with FY 2019/20 (pre covid). The following was also highlighted:</p> <ul style="list-style-type: none"> • Nine accidents had been reported under RIDDOR to the HSE in the period. Full incident investigations had been conducted for all events and correctives actions raised where necessary. There had been no communication from the HSE in relation to either of these incidents • The Group Health & Safety framework (ISO 45001) was independently assessed by BSI during November 2022 and April 2023. No major non-conformances were identified as part of the audit process. • Internal audit activity was providing a far greater oversight of health and safety compliance which has been demonstrated with BSI audits not resulting in any major findings since initial certification in July 2021. <p>The Board asked if there were any areas that were worrying in relation to H&S and were informed that there were some issues regarding aggressive behaviours in some of the prisons. It was also suggested that there needed to be a focus on near misses.</p> <p>The Board also received an update on risk management (RM) and assurance that the organisation was moving in the right direction in terms of the maturity of risk management culture in the Group. It was noted that RM was reviewed every meeting at ARC and was still on a development track and had improved.</p>
<p>16.23/24</p>	<p>Governor Training plan 23/24</p> <p>It was</p>

	Resolved to approve the Governor training plan for 23/24.
--	--

RESOLVED that as the items to be considered are deemed commercially sensitive, the Board move into confidential session.

Chair

Date