

NPMA LTD

Minutes of a meeting of the Board of Directors held on 20th February 2017 at 1pm in Chelmsford, Essex

PRESENT: Mr P Bogle (Chair)
Miss H Valentine
Mr S Powell
Mrs D Thorpe

IN ATTENDANCE: Miss E Harwood
Mr A Lefley (part)
Mrs A Stirling
Mr A Oluwatudimu (part)
Miss K Humphreys

659. DECLARATION OF INTERESTS

659.1 There were no declaration of interests.

660. APOLOGIES

660.1 Apologies were received from Sandy Lynam.

661. MINUTES OF THE PREVIOUS MEETING

661.1 The minutes of the meeting held on 1 November 2016 were agreed with a small amendment to the numbering reference at 656.3.

Akin Oluwatudimu joined the meeting

662. MATTERS ARISING

662.1 There were no matters arising from the minutes of the meeting held on 1 November 2016.

663. APPOINTMENTS & RESIGNATIONS

663.1 It was noted that Stephen Bennett retired from the Board as Director and Secretary as of 31st December 2016.

663.2 It was noted that Paul Bogle was appointed to the Board as Director & Secretary with effect from 3rd January 2017.

663.3 Due the recent separation of the Estates role from the Secretary & Clerk's remit, Helen Valentine was also appointed to the Board as a Director with effect from 3rd January 2017.

664. MODERN SLAVERY STATEMENT

664.1 The Board noted the implementation of the Modern Slavery Statement which had been approved by the Board of Governors for the University and its subsidiary companies in November 2016.

665. ASBESTOS POLICY & MANAGEMENT PLAN

665.1 The Board approved the Asbestos Policy & Asbestos Management Plan for 2016/17.

665.2 The Board discussed whether it was more appropriate for the governance of the Asbestos policy to sit within the Health & Safety committee of the University rather than NPMA. It was agreed that Andy Lefley would prepare a summary report for submission to the Health & Safety Committee at their next meeting providing an overview of the asbestos issues, the management and planned removal of it within the University.

666. FORECAST FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st JULY 2017

666.1 The Board received the forecast financial statements for the year to 31 July 2017.

666.2 The Board noted the forecast financial statements for the year ending 31st July 2017 which included a forecast turnover of £7,136 million and a forecast profit of £144k for the year.

666.3 The repairs and maintenance income of £7.136 million relates to the repairs and maintenance contract and includes a 2% profit margin.

666.4 The forecast balance sheet shows net assets of £10.570 million. The accumulated profit and loss account increased by £144k to the revised surplus of £570k.

666.5 The Board acknowledged that the Company balance sheet was healthy for a company of its size.

667. ANY OTHER BUSINESS

667.1 The Board discussed the likely future of the Company and whether the Company should be streamlined in due course with Anglia Ruskin University. Any proposal regarding the future of the Company involving transfer of staff under TUPE Regulations to the University would involve consultation with the employees of NPMA.

667.2 It was agreed that Aileen Stirling would prepare a report for consideration at the next meeting covering the employment issues in order that a benefits/costs/risks analysis of the different options could be made prior to any proposal being recommended.

668. UPDATE ON HR MATTERS – *Please also see Confidential Minute*

668.1 The Board noted the report and approved the proposed changes for the range of NPMA employment policies.

668.2 It was noted that there were some challenges in maintaining a separate set of applicable policies and procedures for a relatively small group of staff.

Dr Oluwatudimu and Mr Lefley left the meeting.

669. DATE OF NEXT MEETING

669.1 It was noted that the date of the next meeting would be 18th May 2017 at 2pm in the Tindal Dining Room Chelmsford.

CHAIRMAN

DATE