
**MINUTES OF THE FIFTY THIRD MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE
MEETING HELD ON WEDNESDAY 19 SEPTEMBER 2018 IN MEETING ROOM 1, STRAND ROAD CAMPUS,
COMMENCING 1600.**

PRESENT

Mr S Gillespie (Committee Chair)
Mr P Canavan
Mr A Magee
Mr S McGregor
Mr L Murphy
Mrs L Taggart

IN ATTENDANCE

Mr P McKeown, Director of Finance & Economic Engagement
Mrs É Doherty, Governance Secretary

The meeting was quorate, the Chair declared the meeting open and welcomed everyone.

53.1 APOLOGIES

Apologies were received from Mr B Quinn and Mr M Cooper.

53.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF ANY OTHER BUSINESS

There was no conflict of interest declarations/no declarations of any other business.

53.3 DRAFT MINUTES OF THE COMMITTEE MEETING HELD ON 12 JUNE 2018

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Draft Minutes of the Meeting held on 12 June 2018

The Minutes were taken as read and agreed were a true and accurate record of the meeting.

PROPOSED: Mr S McGregor

SECONDED; Mr A Magee

53.3.1 MATTERS ARISING – June 2018 Committee Meeting

52.5 Management Report – The Committee to receive regular reports from the IT Department on its capital spend etc.

Update: Item on the September 2018 agenda, going forward this item will be reported twice yearly to the Committee.

52.6 Schedule of Committee Meetings – Meeting times to commence earlier in the day

Update: Meeting schedule amended.

53.4 CHAIR'S BUSINESS

The Chair had no further business to discuss.

53.5 MANAGEMENT REPORT – Mr P McKeown, Director of Finance and Economic Engagement**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1	Tenders Issued – to 31 August 2018
Report 2	Estates Update
Report 3	IT Services Update
Report 4	Draft Annual Report & Accounts to 31 July 2018
Report 5	NDPB Return August 2018
Report 6	NDPB Sector Summary August 2018
Report 7	Budget 2018/19 – verbal update
Report 8	College Insurance Cover 2018/19
Report 9	Prompt Payment - verbal

Tenders Issued - The Director of Finance & Economic Engagement brought members through the Tender Issued Report, August 2018. Explanation was provided to bids received on tenders where prices submitted were based on indicative figures for evaluation purposes only. A Governor queried the number of no bids received for several tenders included in the report. The Director replied that it was not unusual to see this pattern of 'no bids received'. A Governor added that another possible explanation may be due to the CPD registration process.

Estates Update - In reference to the Estates Update Report the Director stated the works to the Assisted Living Centre (DIAL) and external works to the Tower Courtyard are close to completion with a revised date for mid October 2018.

Capital monies have become available to replace the catering lift at Strand Road.

In reference to the Springtown redevelopment, five tender submissions for the project were returned to CPD. A Project Board meeting was held on 18 September 2018. The Director was positive that the project will now proceed and would expect the contractor to be on site by the end of October/early November 2018. Members welcomed this news.

IT Services Update - £150K was allocated in 2017/18 for Server and Storage 5 year refresh policy, however this money could not be spent by 31 March 2018. This spend will hopefully take place during 2018/19. Significant spend of £85k was invested on a security system to reduce risk of Cyber Security threats. Projected savings of £250k are expected from the Multi-Function Devices Contract. A refresh of PCs and Apple Macs continues to adhere to the College policy of 20% refresh. Overall the IT expenditure was £1.1m for the financial year (exc. staffing costs). The Director provided detail to the projects in excess of £50k that were planned for 2018/19, this included the telephony system. A suggestion was made to invite the IT Services Manager to the next Committee meeting to discuss the options for the new system.

AGREED ACTION; The Governing Body Secretary to invite the IT Services Manager to the next Committee meeting.

Draft Annual Report & Accounts to 31 July 2018 - The Director reported the Draft Annual Report & Accounts for Year End to 31 July 2018 were submitted to the Department that afternoon (19 September 2018). The Draft Annual Report & Accounts were also presented to the Audit & Risk Committee at their meeting on 17 September 2018. The Director noted that the NIAO were due to commence the Audit of the Financial Statements week commencing 24 September 2018.

The Director referred to the discussions at the June 2018 Committee meeting where the Accounts showed a projected deficit of (£1.3m). This deficit has since been reduced as a result of the implementation of the new DfE funding model. The Director provided detail on a further reduction due to the release of some accruals. Other minor underspends have also contributed to the deficit reduction. The Income & Expenditure Account for the year ended 31 July 2018 was showing an Operating deficit of £802K.

The Director also provided explanation for the Exceptional DfE item of £3,018m.

Members got opportunity to ask questions and the Director provided explanation to these.

The Balance Sheet as at 31 July 2018 was showing a Cash balance of £6.7m against a figure of £10.6m as at 31 July 2017. The Director added the Department may request further clawback payment from the reserves.

NDPB Return – August 2018

NDPB Sector Return – August 2018 – The Director provided an update on the Sector Summary Report (ref: FC 53.5, Report 6).

The Sector deficit as at August 2018 was £7,001m has now reduced to circa £4m deficit.

Budget 2018/19 – The Director referred to correspondence from Ms B Harrison, Director FE dated 30 August 2018 providing an update on the June 2018 Budgetary Monitoring. In summary the Department had formally secured £2m of the £4.8m EYF bid in June Monitoring. The College was also allocated additional capital funding of £343k.

College Insurance Cover 2018/19 – The Director brought members through the Report which showed a reduction in premium on 2017. He answered members' queries. The Director reported that a proposal for cyber risk and data breach cover is currently with the insurance broker.

Prompt Payment – Prompt Payment for 30 days to 31 August 2018 was 90%, the reduction was due to some budget holders on leave during the summer period.

The Chair thanked Mr McKeown for his report.

53.6 CORRESPONDENCE

There was no correspondence received.

53.7 ANY OTHER BUSINESS

There was no any other business to discuss.

DATE OF NEXT MEETING; 5 November 2018

That being the end of business the Chair thanked everyone and closed the meeting at 1702.

Signed: _____ Chair
Mr Stephen Gillespie

Date: 5 November 2018