
**MINUTES OF THE SIXTH MEETING OF THE RESOURCES COMMITTEE HELD ON
2 NOVEMBER 2020 VIA VIDEO CONFERENCE, COMMENCING 1210**

PRESENT

Mrs R Dougherty (Committee Chair)
Mr L Murphy (Principal & Chief Executive)
Mr S McGregor (from 1212)
Mr B Quinn

IN ATTENDANCE

Mr P McKeown, Director of Finance & Economic Engagement (until 1325)
Ms S Kelly, HR Manager (from 1325)
Mrs É Doherty, Governance Secretary

Due to restrictions associated with the COVID-19 pandemic all members and attendees were joining the meeting via Microsoft Teams.

6.1 WELCOME & APOLOGIES

The Committee Chair welcomed everyone to the Resources Committee meeting. Apologies were received from Dr N Hand.

6.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF ANY OTHER BUSINESS

There was no conflict of interest declarations. The Committee Chair indicated she had a further matter to discuss under any other business – staffing matters.

**6.3 DRAFT MINUTES FROM THE RESOURCES COMMITTEE MEETING HELD ON
21 SEPTEMBER 2020****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Draft Minutes of the Committee Meeting held on 21 September 2020

The Draft Minutes were taken as read and were agreed as a true and accurate record.

PROPOSED; Mr B Quinn

SECONDED; Mr L Murphy

6.3.1 Matters Arising – Finance - September 2020

There were no matters arising from the Draft Minutes in relation to finance matters.

The Committee Chair then invited Mr McKeown, Director of Finance & Economic Engagement to present his report to the Committee.

6.4 FINANCE – Mr P McKeown, Director of Finance & Economic Engagement**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1	Tenders Issued Report
Report 2	Estates Update Report
Report 3	Annual Report & Financial Statements to 31 July 2020
Report 4	Management Accounts for 2 Months to 30 September 2020
Report 5	NDPB Return October 2020
Report 6	Budget Update 2020/21
Report 7	Student Council Report & Financial Statements to 31 July 2020
Report 8	Prompt Payment – verbal report
Report 9	Bad Debt Write-Off Report

The Director of Finance & Economic Engagement provided a further update on the Tenders Issued Report. Referring to the Estates Update, the Director advised that in respect to the Springtown Redevelopment Project, ICT presented a proposed final account that reflected a value of £6.751K net, which is £381K net increase on the original tender figure. This has to be formally accepted and agreed by OHMG. The adjudication notice on the previous reported matter relating to the claim from the provider (AMS) of the temporary accommodation on the Springtown Campus site has been ruled on. The outcome was that AMS were entitled to a payment of £32K net to reflect the additional duration of hire and their revised hire rate. Adjudicator costs of £8.5K plus VAT were awarded against the College. Based on the number of items within the claim that were discounted by the adjudicator in favour to the College, members were perplexed that the College had to cover the adjudicator's costs.

Continuing on the Director was pleased to report that the College has submitted a paper to Causeway Coast & Glens Council as part of the Growth Deal on the development of a Food Project in the Limavady Area. In concluding the Estates Update the Director reported that it is hoped that a Draft Estates Strategy will come to the next Committee meeting and progress to the full Board.

The Draft Annual Report & Financial Statements Year Ended 31 July 2020 were included in the meeting pack and were submitted to the Department (DfE). The External Auditor (PwC) has completed the audit of the Financial Statements and have issued the Draft Report to Those Charged with Governance. Three items of work were outstanding at the time the draft report was issued. These outstanding items were; to ensure the disclosure and accounting treatment is appropriate with regard to the holiday pay position following on from the PSNI ruling; the testing of pension assets, liabilities and assumptions and the review of Budgets for going concern assessment. The Director added that the charge on the pension liability which has increased dramatically has impacted the College reserves on the Balance Sheet.

Members were content to recommend approval to the Governing Body of the Annual Report & Financial Statements Year end 31 July 2020, subject to the Audit & Risk Committee approving same at their meeting to be held on 3 November 2020.

PROPOSED; Mrs R Dougherty

SECONDED; Mr S McGregor

Referring to the Management Accounts for the two Months to 30 September 2020 the Director reported that the first two months have been estimated for Tuition Fee Income. This is a result of issues with the online payments to the new Educational Business Systems (EBS) (student records) and the interface between EBS and Agresso (financial system). This is a Sector issue. Staff are currently identifying 'work arounds' and have been collecting tuition fees since mid-September 2020.

The NDPB Return for October 2020 was showing a total DEL Resource shortfall of £16K (rates pressure) against an indicative budget of £27.6m. The Budget approved in June 2020 showed a Historical Deficit of £2.033m. This updated Budget paper now shows a Historical Deficit of £3.98m a movement of £1.94m of which £1.87m relates to the increase in the pension charge (FRS17). The Director highlighted the adverse movements within the Budget which included income down in the areas of VEP, TFS/AppNI, FE Fees and other Grant Income.

Curriculum targets have been reduced leading to a reduction in staff costs however to comply with the COVID direction issued by the Department (DfE) significant additional lecturing costs are forecasted, primarily related to the need to split classes. Costs are forecasted to increase by over £300K.

The Director reported his concerns on the increased costs (£155K) in operating the student canteens. The College has also lost income of approximately £36K. The College has a statutory responsibility to provide student meals however there has been significant decrease in the footfall during the COVID crisis. Negotiations are ongoing with OCS.

There has been significant expenditure, an increase of £196K in Premises and IT associated with the COVID situation to cover cleaning, PPE and IT related costs to the COVID crisis to ensure the College is a safe environment for both staff and students. Additional money is required from the Department (DfE) to operate the College in these challenging times and the Department (DfE) have requested a further submission indicating the net pressures faced by the College for the period August 2020 to March 2021. The College bid submitted was for £741K.

Members agreed to recommend approval of the Budget 2021/21 to the Governing Body.

PROPOSED; Mrs R Dougherty

SECONDED; Mr B Quinn

Following on members were content to approve the Student Council Report & Financial Statements to 31 July 2020. The Accounts were prepared by an independent auditor.

PROPOSED; Mr S McGregor

SECONDED; Mr B Quinn

The Director advised that the prompt payment figure for the 30 days to 31 October 2020 was 97% and for the year to date was 96%.

Approval was sought from the Committee for bad debt write-off for individual debts under £2K, totalling £4K.

Members were content to recommend approval for bad debt write-off totalling £4K to the Governing Body.

PROPOSED; Mr S McGregor

SECONDED; Mr L Murphy

6.5 CORRESPONDENCE – FINANCE

There was no correspondence received.

6.6 COMMITTEE CHAIR'S BUSINESS – FINANCE

The Committee Chair had no further business to discuss.

6.7 ANY OTHER BUSINESS – FINANCE

There was no any other business to discuss.

The Committee Chair thanked Mr McKeown for his report.

Mr S McGregor joined the meeting at the beginning of this item.

Mr McKeown, Director of Finance & Economic Engagement left the room at this juncture and Ms S Kelly, HR Manager joined the meeting.

6.8 STAFFING MATTERS – Ms S Kelly, HR Manager

6.8.1 Matters Arising – Resources Committee Draft Minutes Sept 2020 - Staffing Matters

- The HR Manager to check if Inspire Wellbeing Services offered bereavement counselling – The HR Manager advised that Inspire Wellbeing Services do offer a range of services/resources in respect to bereavement which includes counselling services. The HR Manager indicated arrangements can be made for staff to avail of these services.

It was agreed that the HR Manager provide details to the Governance Secretary for issue to Governors on the resources available to staff.

- Governor, Mr S McGregor's request has now been referred to the Head of Curriculum and will come through the Education Committee.

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

- Report 1 Management Report
- Report 2 Recruitment Update Report
- Report 3 Appointment & Leavers Report
- Report 4 Correspondence - Staffing
- Report 5 Any Other Business

The HR Manager advised that since the last Committee meeting in September 2020, 17 recruitment exercises have been carried out with no difficulty to recruit posts. A total of 29 new employees have commenced employment within the College. This number relates to new posts, panel lists and vacancies. During this academic year 2020-2021 the College to date have processed 76 staff applications through AccessNI.

Members noted the data on absences, for the percentage Days Lost for August 2019 – July 2020, all Staff was showing 3.96%. The College will continue to work to reduce these figures using the Sector average percentage of 3.25% as a benchmark. Continuing her report the HR Manager updated members on the Pre-Halloween Staff Development with a range of workshops on offer. Curriculum staff are being encouraged to use the Staff Development Days to complete any outstanding mandatory training to ensure compliance. The HR Manager provided updated figures on staff that were absent due to positive COVID tests or requiring to self isolate due to COVID issues. A range of tools and documents have been developed to support employees returning to work.

6.9 OTHER REPORTS

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

- Report 1 GDPR Audit Review – Update on implementations of recommendations
- Report 2 Data Protection/Compliance Report
- Report 3 Equality Report

The HR Manager reported that the GDPR Audit Review has one recommendation outstanding. This relates to the Data Retention and Disposal Schedule which has been signed off by PRONI and now sits with the NI Assembly. The Schedule is currently awaiting ministerial sign off and once approved the updated Schedule will be communicated to all staff.

The Principal brought members through the Data Protection/Compliance Report for 2019/20. There were no data related incidents reported to the ICO during the academic year. The Data Protection Officer recently carried out two mock data protection exercises on a mock data breach and a mock subject access request. These exercises were found to be beneficial and an efficient response by the required teams was within the statutory timeframe.

A number of equality related activities and promotions have taken place to promote World Suicide Prevention Day, International Day of Older persons and World Mental Health Day.

6.10 CORRESPONDENCE – STAFFING

There was no correspondence to note.

6.11 COMMITTEE CHAIR'S BUSINESS – STAFFING

The Committee Chair reminded members of the dates for the upcoming training and the additional Committee meeting.

6.12 ANY OTHER BUSINESS

There was no any other business to discuss.

6.13 RESERVED BUSINESS

Taken separately.

DATE OF NEXT MEETING

1 February 2021

The Committee Chair thanked everyone for their attendance and brought the meeting to a close at 1355. Reserved Business items followed.

SIGNED; _____ **COMMITTEE CHAIR**
Mrs R Dougherty

DATE; 1 FEBRUARY 2021