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**MINUTES OF THE FOURTH MEETING OF THE RESOURCES COMMITTEE HELD ON MONDAY 15 JUNE 2020 VIA VIDEO CONFERENCE, COMMENCING 1208**

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**PRESENT**

Mrs R Dougherty (Committee Chair)  
Mr A Magee  
Mr L Murphy (Principal & Chief Executive)  
Mr S McGregor  
Mr B Quinn (from 1223)

**IN ATTENDANCE**

Mr P McKeown, Director of Finance & Economic Engagement (until 1410)  
Ms S Kelly, HR Manager (from 1410)  
Mrs É Doherty, Governance Secretary

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

**4.1 WELCOME & APOLOGIES**

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

**4.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF ANY OTHER BUSINESS**

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

The Committee Chair reported it was Mr A Magee's final Resources Committee meeting, his term of office as a staff governor was due to complete. The Chair wished to thank him for his contribution to the Committee and wished him well.

**4.3 DRAFT MINUTES FROM THE RESOURCES COMMITTEE MEETING HELD ON 17 FEBRUARY 2020****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Draft Minutes of the Committee Meeting held on 17 February 2020

The Draft Minutes were taken as read and were agreed as a true and accurate record of the Resources Committee meeting held on 17 February 2020.

**PROPOSED;** Mr L Murphy

**SECONDED;** Mrs R Dougherty

**4.3.1 Matters Arising – February 2020**

The Committee Chair reported that at the February 2020 Committee meeting a request was made to obtain financial data on inter campus travel, however due to the current COVID-19 situation this was not a priority and will if required be followed up at a later date. The Principal added that following the expedient move to remote meetings as a result of the COVID-19 pandemic, going forward this platform could be utilised more, therefore reducing inter campus travel costs.

**3.4** The Governing Body agreed to adopt the Fees & Charges Policy 2020/21 at their meeting on 27 February 2020. The Committee Chair added that an addendum to this Policy was included in the meeting papers today and would be taken later in the agenda (Ref 4.4, Report 8).

The Committee Chair invited Mr McKeown, Director of Finance and Economic Engagement to present his report to members.

#### **4.4 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	Management Accounts for 9 Months to 30 April 2020
Report 4	NDPB Return May 2020
Report 4.1	NDPB Reconciliation – verbal report
Report 5	Draft Budget 2020/21
Report 6	Procurement Contract Items £100K and over
Report 7	Prompt Payment – verbal report
Report 8	Fees & Charges Policy – Addendum to Refunds

The Director of Finance & Economic Engagement provided updates on the Tenders Issued Report and on the Minor Works Programme. Delays have occurred due to COVID-19 restrictions on the work in Main Street, Limavady to the assembly hall and a space for Foodovation however contractors are planning to be back on site in the coming weeks.

Concept drawings are being prepared for refurbishment of the existing lecture theatre in the Limavady main Campus, to convert it to a teaching space for Veterinary Nursing. Works are planned to have this completed in time for the new academic year in September 2020.

To plan for a return to work/study in the College an Operational Recovery Group has been set up and is chaired the Principal. This Group has three sub-committees reporting to it; Physical Estates & Digital Infrastructure Committee, Teaching, Learning & Students Committee and the People, Compliance & Communications Committee. In respect to the Physical Estates and Digital Infrastructure Committee, Estates are working in conjunction with the Health & Safety and IT Departments along with Graham Facilities Management in terms of preparing for the future reopening of all NWRC Campuses, pending Departmental (DfE) guidance.

*Mr B Quinn joined the meeting during this item.*

The Director continued his report in providing an update on the Springtown Redevelopment Project. Following restrictions associated with the COVID-19 pandemic work recommenced on site on 16 April 2020. This work is the completing of snagging items and some external work. Performance of both the ICT team and the main contractor O' Hare & McGovern continues to be a major concern.

The Director of Finance & Economic Engagement reported that a recent update from the Consultants of the Project stated that there is a significant difference in the value of the Compensation Events claimed by the contractor and the value of the Compensation Events have forecasted - the difference is in the region of £900k. This information had been shared at the recent Audit & Risk Committee meeting that took place on 2 June 2020. The External Auditor (NIAO) at this meeting added that this matter has been identified as a risk to be given special consideration during the forthcoming External Audit.

A robust discussion followed. A member commended the College for their work in this matter but expressed his concern at the significant differences between the IST and the ICT at this late stage of the project.

The Committee Chair requested that the Committee and Board be kept informed as the Project continues.

The Management Accounts for the 9 Months to 30 April 2020 followed. In respect to Income the Director reported he had no major concerns. DfE Grants were showing a significant positive variance as a result of advance allocation from the Department (DfE), however not all of this is a permanent variance. Income was reduced in respect to FE Fees £724K (2018/19 £887K). Income decreased dramatically due to the current COVID-19 crisis, European Grant Income was showing an adverse variance of £215K. This income is matched by a positive variance in expenditure. Expenditure items, Staff Costs were in line with predictions. Non Staff Costs were showing positive variances to date. The forecasted position for 2019/20 is to come in better than budget resulting in a forecasted Historical Deficit of £1.8m as opposed to a budgeted position of £2.4m.

The Director then shared the screen with members with the Management Accounts for the 10 Months to 31 May 2020 that had just been finalised. These showed a variance in Part Time Lecturers reduced by £83K. Non Staff Costs other than premises have reduced by approximately £350K. An increase is expected in Premises Costs in relation to the non-domestic rates review.

The Director expects to draw less cash than normal in the month of July 2020.

At the November 2019 Committee meeting a historic deficit of £2.4m was agreed. As a result of the April 2020 Accounts it was forecast a historic deficit of £1.8m and as a result of the May 2020 Accounts it is forecast a historic deficit to be circa £1.7m.

The Aged Debtors Report as of 1 May 2020 was showing total outstanding as £767K, however since the report was issued the Director stated that this figure is now £304K and work is still progressing in managing the outstanding debts.

Following on the Director referred to the NDPB forecast for May 2020 which showed the Delegated Expenditure Limit at £28m for 2020/21, £1m of this relates to the funding attached to the Sector STS Project that the College manages the finances for.

There is currently an overspend of £206K on budget which relates to the rates cost not funded. The Director shared the screen again with members to reconcile the Accounts (July year end) with the NDPB format (March year end).

In covering the Budget 2020/21 paper the Director advised the Department had notified the College that the indicative budget for the year April 2020 – March 2021 and allocated the College a Delegated Expenditure Limit of £27.5m. £2.9m of the allocated budget is for the 2020/21 year only and is not based lined. £180K of this amount has been allocated for rates pressure as a result of a review of non-domestic rates. The remaining £206K has not been secured yet. HE Grant has been reduced by £427K which equates to approximately 79 MaSN.

The Director reported a risk area in regards to FE Income, the reduced forecasted figure of £657K for 2019/20 is a result of the College closure in March 2020. It is unclear what impact the COVID-19 pandemic will have on part-time FE enrolments. Other Grant Income, it is hoped that some international travel will take place in 2020/21. Bids of approximately £1.3m have been submitted. Business Support activity is also expected to continue following lockdown.

In relation to Expenditure the Director provided detail on the costs associated with estimated staff pay pressures. An increase of £192k is showing on Teaching & Training Support, some of this increase is due to new posts recruited during 2019/20 the full cost of which will be accounted for in 2020/21. Other Operating Income – catering activity is expected to be down on previous years due to the impact on the COVID-19 pandemic.

Prompt payment figures reported for the 30 days to 31 May 2020 was 95% and for the year to date was 91%.

Members were content to recommend approval for the following to the Governing Body;

Budget - to July 2021

**PROPOSED;** Mrs R Dougherty

**SECONDED;** Mr A Magee

Procurement Contract Items £100K and over

**PROPOSED;** Mrs R Dougherty

**SECONDED;** Mr S McGregor

Acceptance of the addendum to the Fees & Charges Policy 2020/21

**PROPOSED;** Mrs R Dougherty

**SECONDED;** Mr L Murphy

**AGREED ACTIONS;**

- The Director of Finance & Economic Engagement to issue the full copy of the Management Accounts for the 10 Months to 31 May 2020 for the Board June papers.
- A future training event to be arranged for all members on the financial accounts.

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**4.5 CORRESPONDENCE – FINANCE**

There was no correspondence received.

**4.6 COMMITTEE CHAIR'S BUSINESS – FINANCE**

The Committee Chair had no further business to discuss.

**4.7 ANY OTHER BUSINESS – FINANCE**

The Principal sighted members on the Draft Terms of Reference for the College's Operational Recovery Group. When Departmental (DfE) guidance is received these will be reviewed again.

As Part of the City Deal funding has been allocated to the Strabane Town Centre Regeneration Project. The College is looking at the potential of relocating to a new facility at this site.

The Committee Chair thanked Mr McKeown for his report.

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

**4.8 STAFFING MATTERS – Ms S Kelly, HR Manager****3.8.1 Matters Arising – Resources Committee Draft Minutes 17 February 2020 - Staffing Matters**

- The Pilot Programme for the composition of panels in respect to the Recruitment and Selection Policy and the Delegation of Authority Policy were approved by the Governing Body at the meeting held on 27 February 2020.
- The review of the appraisal process was ongoing.

**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1	Management Report
Report 2	Fixed Term Contracts
Report 3	Fixed Term Contracts Proforma
Report 4	Recruitment & Selection Policy
Report 5	Internal Audit – Review of GDPR Sept 2019 – update on implementations of recommendations as at June 2020

The HR Manager brought members through the Staffing papers. Support continues with staff accessing resources from the Inspire Support Hub and a site has been created using Microsoft Teams to engage with staff during their remote working.

Current lost time rate percentages for April 2020, Teaching 2.71% and Support 2.56%. These figures are the lowest across both groups for 2019/20.

The HR Manger provided background on the IIP which the College received accreditation in May 2016. The College has now commenced the process for

reaccreditation. The report will be an informative piece which will focus on moving forward to support all staff post COVID-19.

The Support Staff Governor referred to his previous requests for the review of the current appraisal process documents for some Support staff. As this was his last meeting to attend as Staff Governor he would appreciate if the Committee would continue to follow up on this matter. The Committee Chair assured Mr Magee that this would be the case. The Principal added that Mr Magee could also continue to liaise with the HR Manger on this matter.

In continuing her report the HR Manger brought members through the Fixed Term Contracts document and the recommendations to managing Fixed Terms Contracts going forward. Discussion took place and members were content to recommend acceptance of the contract to the Governing Body.

**PROPOSED;** Mrs R Dougherty

**SECONDED;** Mr B Quinn

Following approval at the Governing Body meeting in February 2020 of the Pilot Programme for the composition of panels within the Recruitment and Selection Policy, the remaining Policy has now been reviewed. The HR Manager highlighted the minor updates that had been applied to the Policy. Members were content to recommend acceptance of the Policy to the Governing Body.

**PROPOSED;** Mr A Magee

**SECONDED;** Mr B Quinn

Members noted the updates on the implementation of recommendations from the Internal Audit, Review of GDPR Report.

#### **4.9 SAFEGUARDING REPORT**

##### **➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1 Safeguarding Care & Welfare Policy (with tracked changes)

Further to the Committee accepting the Policy at the last Committee meeting a further amendment had been made in respect to the guidelines on the Criminal Record procedure. Members were content to accept the changes.

**PROPOSED;** Mr B Quinn

**SECONDED;** Mr A Magee

#### **4.10 CORRESPONDENCE - STAFFING**

There was no correspondence received.

#### **4.11 COMMITTEE CHAIR'S BUSINESS - STAFFING**

The Committee Chair had no other business to discuss.

#### **4.12 SCHEDULE OF COMMITTEE MEETINGS 2020/21**

Meetings noted the Meeting Schedule.

**4.13 RESERVED BUSINESS**

Taken separately.

**4.14 DATE OF NEXT MEETING**

21 September 2020

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

Signed: \_\_\_\_\_ Committee Chair  
Mrs R Dougherty

Date: 21 September 2020

APPROVED