
MINUTES OF THE FIRST MEETING OF THE RESOURCES COMMITTEE HELD ON WEDNESDAY 18 SEPTEMBER 2019 IN THE BOARDROOM, STRAND ROAD CAMPUS, COMMENCING 1145.

PRESENT

Mrs R Dougherty (Committee Chair)
Mr A Magee (until 1320)
Mr S McGregor
Mr L Murphy (Principal & Chief Executive)
Mr B Quinn

IN ATTENDANCE

Mr P McKeown, Director of Finance & Economic Engagement (until 1235)
Mrs K Duffy, Director of HR & Learner Services (from 1240)
Mrs É Doherty, Governance Secretary

1.1 WELCOME & APOLOGIES

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

1.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF ANY OTHER BUSINESS

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

1.3 COMMITTEE CHAIR'S BUSINESS

The Committee Chair had no business to discuss under this heading.

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

Report 1	Draft Minutes of the Finance & General Purposes Committee Meeting held on 18 June 2019
Report 2	Tenders Issued Report
Report 3	Estates Update Report
Report 4	Draft Annual Report and Financial Statements Year Ended 31 July 2019
Report 5	NDPB Return August 2019
Report 7	College Insurance Cover 2019/20
Report 6	Budget 2019/20 – verbal report
Report 7	Prompt Payment – verbal

The Committee Chair referred to the Draft Minutes of the Finance & General Purposes Committee meeting held on 18 June 2019.

The Draft Minutes were taken as read and agreed were as a true and accurate record of the Finance & General Purposes Committee meeting held on 18 June 2019.

PROPOSED: Mr A Magee

SECONDED; Mr S McGregor

1.4.1 Matters Arising – June 2019 Finance & General Purposes Committee Meeting

56.5 Management Report – To recommend to the Governing Body approval for the Budget 2019/20.

Update: Budget 2019/20 approved by the Governing Body at their meeting held on 25 June 2019.

- To recommend to the Governing Body approval of items over £100K 2019/20 within the Procurement Report.

Update – Approval received from the Governing Body at their meeting held on 25 June 2019.

The Committee Chair invited Mr McKeown, Director of Finance & Economic Engagement to present his report to the Committee. Mr McKeown stated he would take the Draft Annual Report & Financial Statements Year End 31 July 2019 item last on his Agenda listings.

The Director reported he had no concern with the Tender Report issued. In reference to the Estates the Director expressed his concern regarding the Springtown redevelopment project. These concerns included the delay in the handover of Phase 1. This handover was due to take place in June 2019 and was then rescheduled for 6 September and 27 September 2019. The 6 September 2019 handover did take place.

The ICT (Design Team) have submitted two compensation events for services provided on the project totalling £48K. The Principal & Chief Executive stated he had corresponded with the Company Director, RPP Architects in early July 2019 however to date no reply has been received.

The Director added that CPD and the Department are aware of these issues. The Director assured members that College Estates Staff were managing the situation and associated risks.

Moving on the Director stated that the NDPB Return for August 2019 was showing a total DEL Resource shortfall of £2.3m. The Director referred back to the June 2019 Committee meeting when he stated he is hopeful that the College will receive this extra funding however it is still at risk.

The Director brought members through the Analysis of Insurance Premium Report for 2019/20. The annual premium had increased from £89,504 (2018) to £96,053 (2019). The main increases relates to the premium for Cyber Liability. The premium of £3,509 was for a 6 month period for 2018. The premium of £7,777 relates to a 12 month period (2019).

Prompt payment figure for 30 days to 31 August 2019 was 84%. The Director provided an explanation for the reduction in this figure.

Referring to the Annual Report & Financial Statements Year Ended 31 July 2019, the Director stated that these were in draft form. Further narrative will be added. The final draft will be submitted to the Department on 20 September 2019. A copy of the final draft will be included in the Governing Body papers for the meeting to be held on 25 September 2019. The Financial Statements have been prepared in accordance with the Accounts Direction and relevant accounting standards. Price Waterhouse Cooper (PwC) on behalf of the NIAO had commenced the Audit of the Financial Statements and Accounts for Year Ended 31 July 2019.

The Statement of Comprehensive Income & Expenditure for the Year Ended 31 July 2019 was showing a deficit of £5.3m. Surplus in 2018 of £5.0m. Exceptional expenditure of £3,616 relates to College reserves used to fund capital projects. This has assisted in bringing cash reserves to the appropriate level as outlined in the Financial Memorandum. £2.8m relates to an actuarial loss relating to the NILGOS pension scheme. The Balance Sheet as at 31 July 2019 was showing Cash & Cash Equivalent of £2.8m and a pension liability of £7.3m.

The Director answered members' queries on the Financial Statements.

1.4.2 Correspondence – Finance

There was no correspondence.

1.4.3 Any Other Business

There was no any other business to discuss in respect to Finance matters.

The Committee Chair thanked Mr McKeown for his report.

Mr McKeown, Director of Finance & Economic Engagement left the room.

Mrs K Duffy, Director of HR & Learner Services joined the meeting at this juncture.

1.5 STAFFING – DRAFT MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 11 JUNE 2019

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

- Report 1 Draft Minutes of the Committee Meeting held on 11 June 2019
- Report 2 Management Report
- Appendix 1 Section 75 Progress Report April 2018- March 2019
- Appendix 2 Safeguarding Report

The Draft Minutes were taken as read and agreed were as a true and accurate record of the Staffing Committee meeting held on 11 June 2019.

PROPOSED: Mrs R Dougherty

SECONDED; Mr L Murphy

1.5.1 Matters Arising – June 2019 Staffing Committee meeting

60.5 Management Report – To recommend to the Governing Body a request for a phased retirement.

Update; Approved by the Governing Body at their meeting held on 25 June 2019.

60.6 Schedule of Meetings; The Committee Vice Chair and Governance Secretary to review the time schedule for Committee meetings for 2019/20.

Update: The Committee Chair confirmed the meetings will continue as planned and will be reviewed as necessary.

60.8 Any Other Business – to acknowledge the Careers Academy Team on their receipt of the Association of Colleges' Beacon Award.

Update; Approval received from the Governing Body.

The Committee Chair welcomed Mrs Duffy, Director of HR & Learner Services and invited her to present her report to members. The Director reported that since the last Staffing Committee meeting in June 2019 a total of 40 recruitment exercises have been carried out. There continues to be an increase in applications due to the new Recruitment Portal.

The Director stated that the number of outstanding appraisals in both teaching and support staff in the bracket 2-4 months was mainly due to the summer period and the Director was confident that these will now take place.

Training has been organised for some Estates staff in relation to the appraisal process. A total number of 12 courses are now available through the Academy. A presentation of Awards will take place to acknowledge the 80 participants that completed courses last year.

The Director was pleased to report that the College was awarded the INSPIRE Workplaces Wellbeing Award in the category, 'Excellence in Public Sector Workplace Wellbeing Initiatives'.

Staff were invited to nominate a charity for 2019-20. Students then chose the proposed options, Foyle Search and Rescue and Foyle Hospice were the selected ones. All proceeds raised will be split between these charities.

The data on sickness rates were discussed and the Director provided explanations behind these statistics. The Committee were content with this.

Members noted the Annual Progress Report Section 75 NI Act 1998, April 2018- March 2019. This will now progress to the Governing Body meeting on 25 September 2019 for signing off by the Governing Body Chair and Principal & Chief Executive.

The GDPR online mandatory module target of a minimum of 90% completion rate has been agreed. A recent data incident was referred to, a report has been completed and actions taken following investigation.

AGREED ACTION; To consider inviting the IT Services Manager to the next Committee meeting.

Members noted the Safeguarding Report and the Director answered queries from members.

The Committee Chair thanked the Director of HR & Learner Services for her report.

1.5.2 Correspondence

There was no correspondence.

1.5.3 Any Other Business

There was no any other business to discuss.

1.6 Reserved Business

This item was taken separately.

The Committee Chair thanked everyone for their attendance and brought the meeting to a close at 1320.

Date of Next Meeting; 4 November 2019

Signed: _____ Committee Chair
Mrs R Dougherty

Date: 4 November 2019