
**MINUTES OF THE TWELFTH MEETING OF THE RESOURCES COMMITTEE HELD ON
9 FEBRUARY 2022, VIA VIDEO CONFERENCE, COMMENCING 1330**

PRESENT

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

IN ATTENDANCE

Mr P McKeown, Finance Director (until item 12.8)
Ms S Kelly, HR Manager (from item 12.8)
Mrs É Doherty, Governance Secretary

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

12.1 WELCOME & APOLOGIES

The Committee Chair welcomed everyone to the meeting. Apologies were received from Mr B Quinn. At the Committee Chair's request, the Committee respectively held a moments silence in memory of our dear friend, colleague and Chair of the Governing Body, Mr Gerard Finnegan (RIP).

12.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF ANY OTHER BUSINESS

There were no conflict of interest declarations and no declarations of any other business.

**12.3 DRAFT MINUTES FROM THE RESOURCES COMMITTEE MEETING HELD ON
1 NOVEMBER 2021****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Draft Minutes of the Committee Meeting held on 1 November 2021

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

PROPOSED, Mr S McGregor

SECONDED, Mr L Murphy

12.3.1 Matters Arising – Finance - November 2021

The Governing Body at their meeting held on 10 November 2021 approved the following;

10.4 The Annual Report & Financial Statements Year End 31 July 2021

- The Budget 2021/22
- The Student Council Report & Financial Statements to 31 July 2021

- Bad Debt Write-Off, individual debts totalling £12,786.92 (including 2 individual debts of £2,500 each and one for £2000 that required approval from the Department (DfE) £7.5K)

The Finance Director confirmed that the Department (DfE) had since approved the write-off for the debts 2K and over (total £7.5K).

- 10.4 The Finance Director reported that the Sector were also experiencing circumstances in receiving single bids for some tenders.

The Committee Chair then invited Mr P McKeown, Finance Director to report to the Committee.

12.4 FINANCE – Mr P McKeown, Finance Director

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Report 1	Tenders Issued Report
Report 2	Estates Update Report
Report 3	Business Support Centre Update
Report 4	Management Accounts for 5 Months to 31 December 2021
Report 5	Budget Update 2021/22 and 2022/23
Report 6	Fees & Charges Policy 2022/23
Report 7	Prompt Payment – verbal report
Report 8	Internal Audit Review – Student Funding Initiatives – Progress Report on Recommendations

The Finance Director reported on the Tenders Issued Report (Report 1) and provided an update on the report since the date of issue together with explanations to some bids. On the Estates Update (Report 2) the Finance Director reported that the College continues to liaise with the legal and contractual advisors in respect to the Springtown Redevelopment Project. The City Deal (Town Centre regeneration project in Strabane) and the Growth Deal (Food Village Project, Causeway) are progressing.

Referencing discussions at the Special Governing Body meeting held on 14 December 2021 (Ref GB 90.8.1) in relation to the refurbishment space for an innovation Centre in the Springtown Campus. An approximate cost of £300K net was quoted and approved by Board members for the building costs. This cost was estimated to be £375K net, however the most recent quote was £382K net. The Finance Director indicated that he was aiming to keep the building cost under £400K net. Members were content with this.

The Finance Director reported that he has been approached by representatives from the Limavady Cricket & Rugby Football Club. The Club currently have a lease agreement with the College for land owned by the College at Limavady Main Street Campus. The Club wish to terminate this current lease which is due to expire in 2028. They now would like to enter a long term lease to develop this waste ground into playing pitches.

Members were content to recommend to the Governing Body for the Finance Director to open discussions with the Club on this matter. The matter will also be referred to the Department (DfE).

PROPOSED, Mrs R Dougherty

SECONDED, Mr S McGregor

Members noted the Business Support Centre Update Report. The Finance Director indicated the ERAP targets are unlikely to be met.

Referring to the Management Accounts for the 5 Months to 31 December 2021. The Finance Director reported that he had no major concerns, however energy (gas) costs have dramatically increased in recent months. The Finance Director has logged this concern with the Department (DfE) as a significant pressure going into 2022/23. The College is developing an Energy Strategy. The Management Accounts for the 6 Months to 31 January 2022 will be brought to the Governing Body meeting. There has been no formal update in respect to the budget for next year .

Members were content to recommend approval to the Governing Body of the Fees & Charges Policy 2022/23 – no changes to the fees/rates.

PROPOSED, Mrs R Dougherty

SECONDED, Mr S McGregor

The Finance Director reported the Prompt Payment figure for 30 days to January 2022 was 97% and for the year to date from August 2021 was 96%.

The Finance Director reported that there have been no further actions recommended by the Department (DfE) on the Internal Audit Review on the Student Funding Initiatives.

12.5 CORRESPONDENCE – Finance

There was no correspondence.

12.6 COMMITTEE CHAIR'S BUSINESS - Finance

The Committee Chair did not have any further business.

12.7 ANY OTHER BUSINESS - Finance

There was no any other business to discuss.

The Committee Chair thanked Mr McKeown for his report.

Mr P McKeown left the meeting at 1440 and Ms S Kelly joined the meeting at this juncture.

12.8 HR SERVICES MANAGEMENT REPORT – Ms S Kelly, HR Manager**12.8.1 Matters Arising – Resources Committee Draft Minutes November 2021 - Staffing Matters**

10.5 HR passed on details to Governor, Mr B Quinn on how the College supports staff in the work around resilience on 7 February 2022.

The Committee Chair then invited Ms S Kelly, HR Manager to present her report to the Committee.

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Report 1	HR Services Management Report
Report 2	Recruitment Update Report
Report 3	Appointment & Leavers Report
Report 4	Staff Development Update
Report 4.1	Proposed Staff Development – Teaching Staff Semester 2, 2021/2022
Report 4a	Staff Development Programme Semester 2 – Support Staff
Report 5	Health & Wellbeing Brochure Semester 2 2021/22

The HR Manager reported that from 14 October 2021 to 21 January 2022, 46 recruitment exercises have been carried out. During this period there was a total of 56 new appointments, 28 permanent appointments and 28 temporary appointments. Seventeen employees have left the College since the last Committee meeting in November 2021. Most of these leavers were part-time lecturers who had not received an offer of work within a two-year period.

The number of applications has decreased since last year. The Recruitment team have re-engaged with NI Jobs for a trial period of three months. Work is also taking place to promote a stronger College brand within the Get Got Job platform. The Recruitment team continue to work closely with the College Equality Officer and the RNIB to encourage individuals with a disability to apply for posts within the College.

The HR Manager reported that based on the advice provided in the Disability Confident Scheme and on good practice advised by the Equality Commission the College proposes to change the current procedure on recruiting people with disabilities. The guidance will state, '*applicants with a disability who meet all essential criteria for the post will automatically be offered an interview.*' If the criteria are enhanced to include desirable criteria, applicants with a disability who do not meet the desirable criteria will still be invited to attend an interview.

The HR Manger reported on the percentage Lost Time Rate for Teaching Staff December 2021/22 which was showing 7.15%, an increase on the December 2020/21 figure which was 2.89%. An increase in Support Staff for the same period was showing December 2021/22, 4.79% against December 2020/21, 2.29%.

The report showed in December 2021, 13 Support Staff and 25 Academic staff were off on long term absence. Proactive measures are in place. Personal stress is the main cause of certified absences from September – December 2021.

HR hope to deliver Mental Health First Aider training through Inspire as a support mechanism to staff. The number of COVID-19 positive cases is increasing and presents 10% of total absences.

The HR Manger reported that the College continues to work towards the achievement of a workplace Charter on Domestic Violence through training provide by ONUS. Then College is currently at 'Silver Status' and are in the process of arranging the final Level 3 training to be made available to the relevant staff.

The HR Manager reported that a management review took place on the appraisal cycle for all staff and a refreshed appraisal cycle has been developed. Data will come through the June 2022 Committee meeting.

12.9 OTHER REPORTS

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Report 1	Equality Report
Report 2	Data Protection/Compliance Report
Report 2.1	Non-Corporate Communication Chanel

Members noted and discussed the Reports.

12.10 CORRESPONDENCE – STAFFING

There was no correspondence received.

12.11 COMMITTEE CHAIR'S BUSINESS – STAFFING

The Committee Chair has no further business.

12.12 ANY OTHER BUSINESS – STAFFING

There was no any other business to discuss.

12.13 RESERVED BUSINESS

Taken separately.

DATE OF NEXT MEETING 7 June 2022

The Committee Chair thanked everyone for their attendance and brought the meeting to a close at 1510. Reserved Business items followed.

Signed; 
Mrs R Dougherty, Committee Chair

Date: 7 June 2022

APPROVED