
MINUTES OF THE SECOND MEETING OF THE RESOURCES COMMITTEE HELD ON MONDAY 4 NOVEMBER 2019 IN THE BOARDROOM, STRAND ROAD CAMPUS, COMMENCING 1213.

PRESENT

Mrs R Dougherty (Committee Chair)
Dr N Hand
Mr A Magee
Mr L Murphy (Principal & Chief Executive)

IN ATTENDANCE

Mr P McKeown, Director of Finance & Economic Engagement (until 1347)
Mrs É Doherty, Governance Secretary

2.1 WELCOME & APOLOGIES

The Committee Chair welcomed everyone to the meeting of the Resources Committee. Apologies were received from Mr S McGregor and Mr B Quinn.

2.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF ANY OTHER BUSINESS

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

2.3 COMMITTEE CHAIR'S BUSINESS

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

2.4 DRAFT MINUTES FROM THE RESOURCES COMMITTEE MEETING HELD ON 18 SEPTEMBER 2019**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Draft Minutes of the Committee Meeting held on 18 September 2019

The Draft Minutes were taken as read and were agreed as a true and accurate record of the Resources Committee meeting held on 18 September 2019.

PROPOSED: Mr A Magee

SECONDED: Mr L Murphy

2.4.1 Matters Arising – September 2019

It was agreed at the last Committee meeting to invite the IT Services Manger to the October Committee meeting however this has been postponed until the February 2020 meeting. The Director was able to provide a brief update on the procurement of a new telephony system. Members agreed it would be useful to see the Project Plan and costings at the next meeting.

AGREED ACTION: Project Plan to be available for the February 2020 Committee meeting.

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

2.5 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	Draft Annual Report and Financial Statements Year Ended 31 July 2019
Report 4	Management Accounts for 2 Months to 30 September 2019 – verbal
Report 5	NDPB Return October 2019
Report 5.1	NDPB Return Sector October 2019
Report 6	Budget Update 2019/20
Report 7	Student Council Report & Financial Statements to 31 July 2019
Report 8	Prompt Payment – verbal
Report 9	Bad Debt Write-Off Report
Report 10	Management Statement/Financial Memorandum Oct 2018 (Report available in MinutePad- Documents Library/Governance Documents)
Report 11	Correspondence – Finance
Report 12	Any Other Business – Finance

The Director provided further detail to the Tenders Issued Report. Members asked questions on the Report. In relation to the Estates the Director reported on the Minor Works Projects including the provision of a coffee shop in the lobby of the auditorium in the Foyle Building and refurbishment works to the assembly hall in Limavady Campus. These works are planned to be completed late March 2020, subject to funding.

In reference to the Springtown redevelopment the Director updated members on matters since the last Committee meeting. The Director expressed his continued concerns relating to the management and implementation of the contract. An Extraordinary Project Board meeting had been called. Legal advice had been sought and an independent Quantity Surveyor had been appointed. RPP/the Quantity Surveyor agreed to undertake a site re-measure of Phase 1 and report back to the College.

A Pay Less Notice had been issued to the Contractor on Valuation Certificate No 11. The Director stated that concerns exist regarding the budget, the timeline and the numerous compensation events that have been received, many without supporting evidence.

A discussion ensued and the Committee agreed that they considered that Management were responding appropriately and requested that the level of scrutiny is maintained. The Committee was content to support the issue of the Pay Less Notice.

AGREED ACTIONS:

- **Due to the significant concerns it was agreed to bring the matter to the next Board meeting.**
- **The Committee Chair to speak with Mr G Killeen the Board representative on the Springtown Project Board.**

- **The Committee Chair/members of the Committee to be briefed on any significant changes between Committee meetings.**

Proceeding on, the Director referred to the Annual Report & Financial Statements Year Ended 31 July 2019. He indicated two further narratives to pages 9 and 58 had been added in regards to NILGOSC pension liability.

Members were content to recommend approval to the Governing Body of the Annual Report & Financial Statements Year End 31 July 2019, subject to the Audit & Risk Committee approving same at their meeting to be held on 5 November 2019.

PROPOSED; Mr A Magee

SECONDED; Dr N Hand

The Director stated that the Management Accounts for the 2 months to 30 September 2019 were due with the Committee however due to the Agresso financial software not available for several days and staffing issues the report has not come to the Committee. The Director assured members that he had no concerns with the Accounts and he would brief the Board members accordingly. Members were in agreement with this arrangement.

The NDPB Return for 2019 was showing a total Del Resources shortfall of £2.248m down on the September 2019 reported shortfall figure of £2.3m. The Director indicated this was still at risk and the Department will continue to bid for additional funds.

The Sector, October 2019 Return was showing expected pressure for the Sector of £15m.

The Director reported on the material changes on the Budget 2019/20 from the first draft approved at the Governing Body meeting in June 2019. A historic deficit of £2,423K is budgeted for year to 31 July 2020. The main increase relates to £613K relating to FRS17 Pension costs. Income, VEP has reduced by £42K, TFS income is down on what was estimated in June 2019. The income has been reduced by £127K to reflect this. The MaSN target of 597 has not been met, enrolments are closer to 528 resulting in a reduction in fee income. A £120K reduction in Fee Income, FE Fees relates to the NCUK programmes that did not commence in September 2019 due to insufficient numbers.

Staffing costs relating to lecturing, teaching and training supports costs and administration staff costs were down by £591K.

The Director answered members' queries on the Budget paper.

Members agreed to recommend approval of the Budget 2019/20 to the Governing Body

PROPOSED; Dr N Hand

SECONDED; Mr A Magee

The next Agenda item was the Student Council Report and Financial Statements Year Ended 31 July 2019. These Accounts were prepared by an independent auditor, McDaid McCullough Moore.

It was agreed to recommend approval to the Governing Body of the Student Council Report & Financial Statements Year Ended 31 July 2019.

PROPOSED; Mr A Magee

SECONDED; Dr N Hand

Prompt payment figure for the 30 days to 31 October 2019 was 90% and for the year to date was 87%.

The Director then requested approval for bad debt write off for individual debts under £2k, totalling £8,3K.

Members were content to recommend approval for bad debt write off totalling £8.3K to the Governing Body.

PROPOSED; Dr N Hand

SECONDED; Mr A Magee

It was noted that the Management Statement/Financial Memorandum, Oct 2018 was available to members on the MinutePad Documents Library. There has been no further amendments to this Document since issue in October 2018.

There was no correspondence or 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 at this juncture.

2.6 STAFFING MATTERS

2.6.1 Matters Arising – Resources Committee Draft Minutes - Staffing Matters

Already reported on item 2.4.1.

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Report 1 Staff Development Plan 2019/20

Report 2 Safeguarding Report

Report 3 Correspondence – Staffing

Report 4 Any Other Business – Staffing

The Principal reported on the staffing matters. Members noted the Staff Development Plan 2019-20 and the Safeguarding Report October 2019. The number of students registered with Safeguarding Team has increased from 71 in 2018, to 115 up to 25 October 2019.

It was noted that correspondence had been received from the Equality Commission acknowledging receipt of the College's Section 75 Annual Progress Report for 2018-2019. The significant work the College has undertaken to promote equality and opportunity and good relations was highlighted.

The Committee Chair thanked the Principal for his report.

Any Other Business

The Staff Governor (Support) referred to an item previously reported through the Governing Body meeting (June 2019) regarding the support staff appraisal process. He advised that appraisal training was ongoing however some support staff still have issues with the appraisal process.

AGREED ACTION; It was agreed that information be gathered from the Sector on their processes.

2.7 RESERVED BUSINESS

This item was taken separately.

The Committee Chair thanked everyone for their attendance and brought the meeting to a close at 1405.

Date of Next Meeting; 17 February 2020

Signed: _____ Committee Chair
Mrs R Dougherty

Date: 17 February 2020