
**MINUTES OF THE SIXTEENTH MEETING OF THE RESOURCES COMMITTEE HELD ON
7 NOVEMBER 2022, VIA VIDEO CONFERENCE, COMMENCING 1200**

PRESENT

Mrs D Creevy (Committee Chair)
Mrs S Fisher
Mr S Gillespie
Mr B O'Neill
Mr B Quinn

IN ATTENDANCE

Mr P McKeown Finance Director (until item 16.8)
Ms G Moss, Head of Client Services (for item 16.9)
Ms S Kelly, HR Manager (from item 16.8)
Mrs É Doherty, Secretary to the Governing Body

16.1 WELCOME & APOLOGIES

The Committee Chair welcomed everyone to the meeting. Apologies were received from Mr L Murphy and Mr K Kennedy.

16.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF ANY OTHER BUSINESS

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

**16.3 DRAFT MINUTES FROM THE RESOURCES COMMITTEE MEETING HELD ON
20 SEPTEMBER 2022****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Draft Minutes of the Committee Meeting held on 20 September 2022

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

PROPOSED, Mr B O'Neill

SECONDED, Mrs D Creevy

16.3.1 Matters Arising – Finance

15.0 The review of the Estates Strategy will take place and presented to the February 2023, Committee meeting.

15.5 The Governing Body approved the Budget 2022/23 at the meeting held on 5 October 2022.

15.10 Mr B O'Neill, Governor kindly shared some contacts with Ms G Moss, Head of Client Services on 5 October 2022.

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

16.4 FINANCE MANAGEMENT REPORT - 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	Annual Report & Financial Statements Year Ended 31 July 2022
Report 5	Management Accounts for 2 Months to 30 September 2022
Budget 6	Budget Update 2022/23
Report 7	Draft Student Council Report & Financial Statements Year Ended 31 July 2022
Report 8	Prompt Payment – verbal report
Report 9	Bad Debt Write-off
Report 10	Management Statement/Financial Memorandum Oct 2018
Report 11	Fees & Charges Policy 2023/24

Report 1 The Finance Director noted the trend continues in receiving single bids for several of the tenders. He provided explanation to a Governor on the protocol where the Contract is awarded to the lowest bid received, meeting the specification, however the bid received came in over budget.

Report 2 The Finance Director apprised Governors on a recent movement in respect to the Springtown Redevelopment. The Contactor, OHMG have made contact with the Quantity Surveyors who are part of the ICT. The last correspondence relating to this matter was in February 2021. The College considers the contract has completed. All payments due have been made. Disputes and issues should have been resolved as and when they arise within the Contract. Governors were concerned that further engagement will involve additional fees. It was noted if the College enters discussions these should be without prejudice. The College is waiting advice from the legal advisors and CPD who the College previously engaged with. The Project Board may be reconveyed. The Finance Director reported there might be further information to share with Governors at the next Governing Body meeting.

For the benefit for new Governors and the Committee the Finance Director agreed to provide a summary report, including the advice received to date on this Project.

Reporting on the City Deal Project in Strabane, challenges continue relating to affordability due to building inflation. At the meeting held on 3 October 2022, Derry City & Strabane District Council (DCSDC) gave a presentation showing alternative options.

The Finance Director attended his first Project Board meeting at Causeway Coast & Glens Council. Affordability is also a concern with the Causeway Growth Deal, projects are still being shortlisted.

Internal Audit is currently undertaking a review on Repairs and Maintenance procedures.

Report 3 The Finance Director reported there were some recruitment issues for lecturing and administration staff within the Business Support Centre. This might impact achieving some of the targets.

Report 4 Annual Report & Financial Statements Year Ended 31 July 2022
The External Audit was complete and the Draft Report To Those Charged With Governance showed there was one Financial Statement adjustment identified during the audit process. This related to the revaluation of assets. The net effect of adjustments on the statement of comprehensive net expenditure was £129,000. No uncorrected misstatements or irregular expenditure was identified during the audit process.
The Committee Chair noted the summary of the College highlights for 2021-2022.

The Committee were content to recommend approval to the Governing Body for the Annual Report & Financial Statements Year Ended 31 July 2022, subject to the further minor amendments (these will have no material impact on the figures and narrative statements) and subject also to the Financial Statements progressing through the Audit & Risk Committee meeting on 8 November 2022.

PROPOSED, Mrs D Creevy

SECONDED, Mrs S Fisher

Report 5 Management Accounts for 2 Months to 30 September 2022
Governors noted the Management Accounts. Bank interest has been received of £18K reflecting the rising interest rates.

Budget 6 Budget Update 2022/23
The Finance Director highlighted the movements between September 2022 and November 2022. A DfE Grant of £1.2m was received for 'Cost of Living'. Staff Costs were showing a net decrease of £164K. There is a reduction of approximately 26,000 of planned teaching hours verses the Budget presented in June 2022. These will not be delivered as a result of lower than expected enrolment figures. The Department (DfE) has requested the Sector to budget a 6% pay rise for teaching and senior staff. There is no budget cover for this as yet but it has been included in the Budget. Budget cover is available for the agreed Support Staff pay rise. The Finance Director assured members that finances to March 2023 were manageable if the amounts in the DfE letter of 14 September 2022 are confirmed.

The Finance Director reported that the Department (DfE) had requested the Sector to look at savings in 2023/24 of £12m. Governors agreed with the Finance Director that this figure should be shared between the individual colleges based on the size of each College and final statistics produced through the FE Review benchmarking exercise should be considered.

The Committee agreed to recommend approval to the Governing Body of the Budget 2022-23.

PROPOSED, Mrs D Creevy

SECONDED, Mr B Quinn

Report 7 To recommend approval to the Governing Body for the Draft Student Council Report & Financial Statements Year Ended 31 July 2022.

An Independent auditor prepared the Accounts.

PROPOSED, Mrs D Creevy

SECONDED, Mr B Quinn

Report 8 The Prompt payment figure for the 30 days to October 2022 was 97% and for the year to date was 96%. The target is 95%.

Report 9 The Finance Director provided detail on the Report and the work of the Finance Team in managing and recovering outstanding debts.

It was agreed to recommend approval to the Governing Body for the Bad Debt Write-off for £19,121.25. This figure includes one individual debt above £2,000 which requires approval from the Department (DfE).

PROPOSED, Mrs D Creevy

SECONDED, Mr B O'Neill

Report 10 Management Statement/Financial Memorandum Oct 2018

The Management Statement/Financial Memorandum is provided annually to the Board. The Department (DfE) has confirmed there has been no changes to the document in the last year. Work continues with the Partnership Agreement which will replace the Management Statement/Financial Memorandum. The Governing Body Chair is a member of the group assigned to complete this work. The plan is that the Partnership Agreements will be shared with the Colleges and the final document to be issued in March 2023.

Report 11 The Finance Director reported that he was not recommending any changes to the fees charged in respect to full-time, Higher Education or part-time courses for 2023/24. The Policy has noted the free access to ESOL provision in line with the Departments FE Circular 10/22 for asylum seekers, refugees and those granted humanitarian protection.

To recommend approval to the Governing Body approval of the Fees & Charges Policy 2023/24

PROPOSED, Mrs D Creevy

SECONDED, Mr B O'Neill

16.5 CORRESPONDENCE – Finance

There was no correspondence.

16.6 COMMITTEE CHAIR'S BUSINESS - Finance

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

16.7 ANY OTHER BUSINESS - Finance

There was no any other business to discuss.

The Committee Chair thanked Mr McKeown for his report.

The Committee took a short break at this juncture. Mr P McKeown left the meeting and Ms S Kelly joined the meeting.

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

16.8 HR Services Management Report – Ms S Kelly, HR Manager

Report 16.8.1 Matters Arising – Draft Minutes of the Resources Committee Meeting held on 20 September 2022 – verbal report

15.9 The HR Manager reported that arrangements have been made with Elemental for a demonstration to understand the system, review if it would be beneficial for staff and identify costs.

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1 HR Services Management Report

Report 2 Recruitment & Selection Update

Report 2.1 Recruitment Posts Pending and in Process as at 20 October 2022

Report 3 HR Services Annual Report September 2021 – August 2022

Report 4 Health & Wellbeing Brochure Semester 1 2022/23

Report 1 From 9 September 2022 to 24 October 2022 there were 28 recruitment exercises carried out. There are 59 'live' posts currently going through the recruitment and selection process. Recruitment challenges continue across the Collège with several positions been readvertised. Work continues to extend the reach of advertisements. New enhanced features have been rolled out with the GetGotJobs website.

In terms of absence rates, the overall Lost Time Rate for September 2022 was 2.83%, a decrease on last year which was 4.54%. Bereavement was the most common reason for absence in September 2022, showing 18.3%.

Benchmarking data was provided for the Sector Absence Figures for August 2021-July 2022. The College was showing 2.80% below the Sector average at 3.55%.

Report 3 HR Services Annual Report September 2021 – August 2022

The HR Manager outlined some key areas of work during this period. HR Services continued to work supporting staff and students with a safe resumption to the College following changes on the COVID guidance from the Northern Ireland Executive. This followed the rollout of a Hybrid Working Framework.

A curriculum rebalancing exercise took place which included a number of high level appointments. Work continues on the Curriculum Resourcing Plan with 40 academic staff appointed during 2021-22 academic year.

Digital Transformation continues with the development and implementation of a new HR Hub, a Self-Service Portal for staff and further developments with the JANE system. Manual HR forms have been transferred to digital forms via Microsoft forms.

Report 4 Health & Wellbeing Brochure Semester 1, 2022/23

Members noted the report. Recent events included the Action Cancer 'Big Bus' at the Strabane Campus and MOT Health checks carried out at the Strand Road and Limavady Campuses.

Completion rates for four out of the five mandatory training modules had increased on the January 2022 rates. The data excludes Part-time Lecturers. HR will focus on the SENDO module for November 2022 to try and improve on the current rates.

As of 20 October 2022, 178, SD1 and 51, SD2 Staff Development Applications for staff training/development have been received this academic year. The Annual Conference took place on 3 November 2022 on the theme 'Hope Matters'. Eight new applicants are currently undertaking the Clinton Institute's Emerging Leaders Programme at Queen University.

The Committee Chair thanked Ms Kelly for her report.

Ms G Moss joined the meeting during this item.

16.9 CLIENT SERVICES REPORTS – Ms G Moss, Head of Client Services**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

- Report 1 Equality Report
Report 2 Data Protection/Compliance Update

Report 1 Equality Report

The Head of Client Services reported that equality issues continue to be raised across the College. Nine further awareness days were promoted on the College's staff portal.

The College's Equality Working Group have agreed a new process for the nomination for a charity for the year. The College has agreed to renew its membership with AccessAble. The College is working towards meeting the Race At Work Charter.

Report 2 Data Protection/Compliance Update

From 1 August 2022 to 21 October 2022 there were a total of six Information Rights Requests made under the UK GDPR and Freedom of Information Act 2000. These requests were completed within the legislative timeframes. Exemptions were applied in response to one FOI request. Since August 2022 there were no personal data related incidents reported to the Information Commissioner's Office.

During the last year a Records Management Policy was rolled out. Compliance and IT Services will be releasing a Cyber Awareness animated video to all students. The aim is to help students understand the type of malicious/fraudulent material. In concluding her report the Head of Client Services noted that the College is currently undergoing a review of Record of Processing Activities (ROPA).

The Committee Chair thanked Ms Moss for her report.

Ms Moss left the meeting at this juncture.

16.10 CORRESPONDENCE – STAFFING

There was no correspondence received.

16.11 COMMITTEE CHAIR'S BUSINESS – STAFFING

The Committee Chair had no business to discuss in relation to staffing matters.

16.12 ANY OTHER BUSINESS – STAFFING

There was no any other business to discuss.

16.13 RESERVED BUSINESS

Taken separately.

The meeting ended at 1344.

DATE OF NEXT MEETING – 21 February 2023

Signed: 
Mrs D Creevy, Committee Chair

Date: 21 February 2023

APPROVED