
**MINUTES OF THE TENTH MEETING OF THE RESOURCES COMMITTEE HELD ON
1 NOVEMBER 2021, VIA VIDEO CONFERENCE, COMMENCING 1000**

PRESENT

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

IN ATTENDANCE

Mr P McKeown, Finance Director (until item 10.5)
Ms S Kelly, HR Manager (from item 10.5)
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.

10.1 WELCOME & APOLOGIES

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

10.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF ANY OTHER BUSINESS

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

**10.3 DRAFT MINUTES FROM THE RESOURCES COMMITTEE MEETING HELD ON
20 SEPTEMBER 2021****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Draft Minutes of the Committee Meeting held on 20 September 2021

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

PROPOSED, Mr S McGregor

SECONDED, Mr B Quinn

10.3.1 Matters Arising – Finance - September 2021

There were no finance matters arising from the September 2021 Committee meeting. The Equality & Good Relations Progress Report April 2020 – March 2021 was accepted by the Governing Body at their meeting held on 5 October 2021.

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

10.4 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	Annual Report & Financial Statements Year Ended 31 July 2021
Report 5	Management Accounts for 2 Months to 30 September 2021
Report 6	Budget Update 2021/22
Report 7	Draft Student Council Report & Financial Statements to 31 July 2021
Report 8	Prompt Payment – verbal report
Report 9	Bad Debt Write-off
Report 10	Management Statement/Financial Memorandum (October 2018)

The Finance Director referred to the Tenders Issued Report. A Governor queried the substantial number of tenders showing only one bid received. The Finance Director stated that this was the current state of the market and agreed to check if this was a common issue within the Sector. He assured members he had no issues with the procurement process and that Procurement & Contract Management will be an audited area for 2021/22.

Following on the Finance Director reported that snagging is now complete in the Springtown Redevelopment Project. Recent communication from OHMG referred again to the requirement of a 'paper' remeasurement. Three Compensation Events are currently in dispute with RPP. It was agreed to continue to review through the Committee and Governing Body and to continue to liaise with the College legal and contractual advisors.

The Finance Director reported that one expression of interest was received in respect to the Maydown site. However, this has since been removed therefore the site will now be advertised on the open market.

The Finance Director provided a brief update on the work of the Business Support Centre. Going forward the data provided for Actuals Vs Targets to 31/03/22 will capture all the business targets attached to the Business Support Centre. The College bid and was successful under the DfE Economic Recovery Action Plan (ERAP) fund. A new appointment was made to support this delivery. This funding must be spent by March 2022 (£378K). A positive development is that the Department (DfE) has asked for projections for the next five years for this fund (ERAP). This would benefit the planning process.

Following on the Finance Director reported on the Annual Report & Accounts Year Ended 31 July 2021. A further adjustment was made to the final report. This related to a journal entry in relation to a revaluation of buildings (£630K). The Audit is now complete and the Draft Report to Those Charged with Governance has been issued to the Audit & Risk Committee. The Financial Statements will receive an unqualified audit opinion.

Members were content to recommend approval to the Governing Body of the Annual Report & Financial Statements Year End 31 July 2021, subject to the Audit & Risk Committee approving same at their meeting to be held on 2 November 2021.

PROPOSED, Mrs R Dougherty

SECONDED, Mr S McGregor

Moving on to the Budget 2021/22 commentary the Finance Director indicated the budget was approved in June 2021. The updated budget was now showing a positive variance of £1.00m resulting in a historical deficit of £3.26m. The increase relates mainly to DfE extra grants. VEP Income is down £54K. TFS/App NI Income is down £69K.

HE Fee Income has been decreased by £263K, the MaSN target was not reached. This mainly reflects the Sector position. Income from ERAP funding and the Skills Intervention funding streams will help offset these variances.

A net decrease of £83K was showing on Staff Costs. The actual reduction in Teaching & Training cost is £807K which relates to the decrease in student numbers/ less courses running. Teaching & Training Direct Costs are showing a net increase of £112K, mainly relating to an increase in classroom resources following a full return to College. Premises and IT costs are down net £189K, mainly from a reduction on IT computer equipment. The NDPB return for the financial year to 31 March 2022 was showing that the College is currently forecasting an easement position of £251K to 31 March 2022. This can be attributed to COVID 19 student funding and ERAP income.

Members agreed to recommend approval of the Budget 2021/22 to the Governing Body.

PROPOSED, Mrs R Dougherty

SECONDED, Mr S McGregor

Members were content to approve the Student Council Report & Financial Statements to 31 July 2021. An Independent auditor prepared the Accounts.

PROPOSED, Mr S McGregor

SECONDED, Mr B Quinn

The Finance Director reported that the Prompt Payment figure for 30 days to September 2021 was 96% and for the year to date was 97%.

Approval was sought from the Committee for the bad debt write-off for individual debts totalling £12,786.92. This figure included two individual debts of £2,500 each and one for £2000 that required approval from the Department (DfE), (£7.5K)

PROPOSED, Mrs R Dougherty

SECONDED, Mr B Quinn

The Management Statement/Financial Memorandum (Oct 2018) comes to the Committee annually for information/reference. The Department (DfE) have confirmed there have been no changes since last year. The report will progress to the Governing Body.

The Committee Chair thanked Mr McKeown for his report.

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

10.5 STAFFING MATTERS – Ms S Kelly, HR Manager

10.5.1 Matters Arising – Resources Committee Draft Minutes September 2021 - Staffing Matters

There were no staffing matters arising from the September 2021 Committee meeting.

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

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

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| Report 1 | Management Report |
| Report 2 | Recruitment Update Report |
| Report 3 | Appointment & Leavers Report |
| Report 4 | Health & Wellbeing Brochure Semester 1, 2021/2022 |
| Report 5 | HR Services Annual Report 2020/2021 |

The HR Manager reported that from 1 September 2021 to 13 October 2021, 29 recruitment exercises have been conducted together with 32 new appointments. Sixteen employees have left the College since the last Committee meeting in September 2021. In the same period the College processed 23 Access NI applications. The Intention to Recruit forms and Approval to Recruit process for part-time lecturers have been reviewed and digitised to improve efficiency.

The HR Manager reported on the percentage Lost Time Rate for Teaching Staff September 2021/22 which was showing 4.11% against 3.09% for the September 2020/21 data. An increase in Support Staff absence for the same period was showing September 2021/22, 4.98% against September 2020/21, 3.01%. The report showed in September 2021, 12 Support Staff and 8 Academic staff were off on long term absence. Eighteen employees were referred to Occupational Health during September 2021.

The College had been nominated this year for the Inspire Workplace Wellbeing Awards in two categories: Excellence in Education Sector and Promoting a Positive Wellbeing Culture.

In reference to Staff Development reports provided to the Committee, Ms E O' Sullivan, Teaching & Learning Development Manager will also issue this report to the Education Committee.

An update was provided on the mandatory training units for Support Staff. Focus will continue to encourage as many staff as possible to complete any outstanding/refresher mandatory training units.

The HR Manager referred to the HR Services Annual Report 2020/21 and outlined some key areas of working during this period. HR Services continued to work supporting staff through the COVID pandemic. New appointments were made to build the HR Team. Internal Audit reviews on Recruitment and Selection and Absence Management received satisfactory assurance ratings. A People Strategic Framework was developed and agreed during the year together with a Resourcing Plan to help plan for increased recruitment. The e learning platform moved from Moodle to a more accessible form on Canvas. Focus continued through the year on health and wellbeing with over forty initiatives offered to staff. A new Health and Wellbeing Strategy was developed.

Mr B Quinn requested further details on how the College supports staff in the work around resilience. The HR Manager agreed to forward this to Mr Quinn.

10.6 OTHER REPORTS

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Report 1	Safeguarding Report
Report 2	Equality Report
Report 3	Data Protection/Compliance Report

Members noted and discussed the Safeguarding Report, Equality Report and the Data Protection/Compliance Reports.

10.7 CORRESPONDENCE – STAFFING

There was no correspondence received.

10.8 COMMITTEE CHAIR'S BUSINESS – STAFFING

The Committee Chair had no further business.

10.9 ANY OTHER BUSINESS – STAFFING

There was no any other business to discuss.

10.10 RESERVED BUSINESS

Taken separately.

DATE OF NEXT MEETING

1 February 2022 – later rescheduled to 9 February 2022

The Committee Chair thanked everyone for their attendance and brought the meeting to a close at 1145. Reserved Business items followed.

Signed: *Rosly Dougherty* Committee Chair
Mrs R Dougherty

Date: 9 February 2022

APPROVED