
**MINUTES OF THE NINTH MEETING OF THE RESOURCES COMMITTEE HELD ON
20 SEPTEMBER 2021, VIA VIDEO CONFERENCE, COMMENCING 1200**

PRESENT

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

IN ATTENDANCE

Mr P McKeown, Director of Finance (until item 9.8)
Ms S Kelly, HR Manager (from item 9.8)
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.

9.1 WELCOME & APOLOGIES

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

9.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF ANY OTHER BUSINESS

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

**9.3 DRAFT MINUTES FROM THE RESOURCES COMMITTEE MEETING HELD ON
14 JUNE 2021****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Draft Minutes of the Committee Meeting held on 14 June 2021

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

PROPOSED, Mrs R Dougherty

SECONDED, Mr S McGregor

9.3.1 Matters Arising – Finance - June 2021

8.4 The Estates Strategy 2021-2031 (with minor amendments made post Committee meeting), the Budget to July 2022 and the proposed Procurement Contract items of £100K and over were approved at the Governing Body meeting held on 23 June 2021.

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

9.4 FINANCE – Mr P McKeown, Director of Finance

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1	Tenders Issued Report
Report 2	Estates Update Report
Report 3	Business Support Centre Update
Report 4	Draft Annual Report & Accounts to 31 July 2021
Report 5	NDPB Forecasting Return August 2021
Report 6	Budget Update 2021/22 – verbal report
Report 7	College Insurance Cover 2021/22
Report 8	Prompt Payment – verbal report

The Director of Finance referred to the Tenders Issued Report and provided explanations to some items. He then apprised members that the final account for the Springtown Refurbishment Project has not been agreed. RPP have confirmed that a dispute exists in respect to a Compensation Event to the value of £3.5K for their additional work. Discussion followed and 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.

Following on the Director of Finance highlighted the minor works that were recently completed within all Campuses. The College is preparing the Outline Business Case for the Strabane City Deal. The proposed Food Village Project in the Limavady Area has been shortlisted within the Causeway Coast & Glens Growth Deal and has moved to the Strategic Outline Case stage. Meetings have been held with the DfE, Minister Lyons, Staff from CAFRE (College of Agriculture, Food and Rural Enterprise) and a virtual meeting with staff from the new BIA Innovator Campus project due to open in Athenry, Co Galway. Mr Mc Gregor thanked everyone in the College involved in this partnership project.

In concluding the Estates Update Report the Director of Finance reported that the disposal process of the Maydown site has now been initiated in conjunction with the Department (DfE).

The Director of Finance provided a brief update on the work of the Business Support Centre. He then reported on the Annual Report & Accounts Year Ended 31 July 2021. These were in draft form. The final draft will be submitted to the Department (DfE) on 24 September 2021. The Financial Statements have been prepared in accordance with the Accounts Direction and relevant accounting standards. PwC on behalf of the NIAO will commence the Audit of the Financial Statements and Accounts for the Year Ended 31 July 2021 on 27 September 2021.

The Statement of Comprehensive Income & Expenditure for the Year Ended 31 July 2021 was showing a surplus of £2.6m. The Director of Finance provided detail to the Statement of Financial Position as at 31 July 2021 which was showing the Holiday Pay Provision (Working Time Regulations) reduced on last year's figure. This was actioned following legal advice. The Director stated that the Bad Debt provision

in respect to Student fee income has been increased due to circumstances relating to the current pandemic. Approval to write-off this debt will be sought from the Committee at the November Committee meeting.

The NDPB Forecasting Return to 31 March 2022 was showing a total DEL Resource shortfall of £410K. The Department (DfE) will endeavour to secure funding to cover this.

Members reviewed the analysis of insurance premium for 2021/22. The Sector premium had increased by 17.3% from £1,187K to £1,393K. The increase for the College premium for 2021/22 against 2020/21 was 13.6%. Marsh the Insurance Broker stated that the main reason for the increase is the current hard market and that they are expecting that rates will continue to increase. An invite has been extended to Marsh to attend the upcoming NIFON meeting for further discussion. The Business Case for the Sector covers a five-year period from 2021 and may require to be refreshed or an addendum added should the costs exceed the approved figure within the Business Case.

The Director of Finance reported that the Prompt Payment figure for 30 days to 31 August 2021 was 97% and for the year ending 31 July 2021 was 95%.

9.5 CORRESPONDENCE – FINANCE

There was no correspondence to note.

9.6 COMMITTEE CHAIR'S BUSINESS – FINANCE

The Committee Chair asked for agreement for the College Boardroom Apprentice and the student on the CPANI Public Board Mentoring Scheme to attend one of the Committee meetings during 2021/22. Members were content with this.

9.7 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 and Ms S Kelly joined the meeting at this juncture. The Committee took a short break and reconvened at approximately 1312.

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

9.8 STAFFING MATTERS – Ms S Kelly, HR Manager

9.8.1 Matters Arising – Resources Committee Draft Minutes June 2021 - Staffing Matters

8.6 The Committee's Terms of Reference, the People Strategic Framework 2021-2024, and the Staff Health & Wellbeing Strategy 2021-024 (with minor amendments)

were all approved at the Governing Body meeting held on 23 June 2021.

- It was agreed that the Project Based Learning Team would present to a Governing Body meeting later in the academic year.
- A piece of work has been completed to encourage individuals with disabilities to apply for posts within the College. (Ref. RC 9.8, Report 1, no 7).

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

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1	Management Report
Report 2	Recruitment Update Report
Report 3	Appointment & Leavers Report
Report 4	HR Business Plan 2021-2022
Report 5	Staff Development Plan 2021/2022
Report 6	Staff Development Semester 1 – Academic Staff
Report 6.1	Staff Development Semester 1 – Support Staff

The HR Manager reported that from 3 June 2021 to 31 August 2021, 33 recruitment exercises have been conducted. Posts in fabrication and welding continue to be more difficult to fill. Thirty new appointments were made with sixteen employees have left the College within this period. The recruitment team will continue to hold shortlisting meetings and interviews online with some senior posts being held on-site. The HR Manager advised the Committee of the sad passing of Mr Seamus Donnelly a part-time lecturer.

In the academic year 2020/21 to date the College have processed 158 staff applications through AccessNI.

The HR Manager reported on the percentage Lost Time Rate for staff from September 2020 to August 2021 which was showing 2.37% in August 2021. The report showed in August 2021 eleven Support Staff and two Academic staff were off on long term absence. HR continue to support the relevant Line Managers and make referrals to Occupational Health. Discussion took place on the absence due to mental health and this data included both personal and work-related issues. The HR Manager continued her report and provided a summary of findings from the Health & Wellbeing survey in June 2021. Members noted the Health & Wellbeing Programmes for Semester 1.

In reference to Staff Development the College is currently working towards achieving a Workplace Charter on domestic violence.

An exercise took place in August 2021 on the online mandatory training units outstanding for support staff, this continues to be monitored.

The HR Manager brought members through the piece of work on recruiting people

with disabilities. The College has several measures currently in place to encourage applicants with disabilities to apply for posts and to support applicants during the selection process. To further promote diversity and inclusion within the recruitment and selection process the College will work towards the Department of Work & Pensions, Disability Confident Employer Scheme. The College is also working towards the RNIB – Visibly Better Employer Quality Standard, to become a more inclusive employer for people with sight loss. The Committee welcomed this.

9.9 OTHER REPORTS

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

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| Report 1 | Safeguarding Report |
| Report 2 | Equality & Good Relations Progress Report, April 2020 – March 2021 |
| Report 3 | Data Protection/Compliance Annual Report |

Members noted and discussed the Safeguarding Report. Members noted the excellent practice in the Equality & Good Relations Progress Report, April 2020 – March 2021. This will now progress to the Governing Body meeting in October 2021 for acceptance and signing off by the Governing Body Chair and the Principal & Chief Executive.

9.10 CORRESPONDENCE – STAFFING

There was no correspondence received.

9.11 COMMITTEE CHAIR'S BUSINESS – STAFFING

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

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| Report 1 | Internal Audit Review HR – Update on implementation of recommendations |
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The Committee Chair referred to the Report and noted that all actions had now been complete.

9.12 ANY OTHER BUSINESS – STAFFING

There was no any other business to discuss.


9.13 RESERVED BUSINESS

Taken separately.

DATE OF NEXT MEETING

1 November 2021

The Committee Chair thanked everyone for their attendance and brought the meeting to a close at 1410. Reserved Business items followed.

Signed:  Committee Chair
Mrs R Dougherty

Date: 1 November 2021

APPROVED