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**MINUTES OF THE FORTY FIFTH MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE  
MEETING HELD ON TUESDAY 21 FEBRUARY 2017 IN MEETING ROOM 1, TOWER BUILDING,  
STRAND ROAD CAMPUS COMMENCING @ 1600**

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**PRESENT;**

Mr M Agnew (Chair)  
Mr P Canavan  
Mr D Limb  
Mr L Murphy  
Mr B Quinn

**IN ATTENDANCE;**

Mr P McKeown, Director of Finance & Economic Engagement  
Mrs É Doherty, Governance Secretary

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The Chair welcomed everyone to the meeting.

**45.1 APOLOGIES**

Apologies were received from Mr M Cooper and post meeting from Mr S McGregor.

**45.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF ANY OTHER BUSINESS**

There was no conflict of interest declarations. There were no declarations of Any Other Business.

**45.3 MINUTES OF THE MEETING HELD ON 15 NOVEMBER 2016****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Draft Minutes of the Meeting held on 15 November 2016.

The Minutes were taken as read and were an accurate record of the meeting.

**PROPOSED;** Mr B Quinn

**SECONDED;** Mr D Limb

**45.3.1 MATTERS ARISING – NOVEMBER MEETING****44.5 Management Report**

Estates Strabane EA – the matter to be discussed further at the Governing Body Meeting regarding deadlines.

**Action taken:** Item was discussed at the Governing Body meeting on 26 November 2016. It was agreed at that meeting for the College not to pursue the joint project with the Council and the College to proceed with their Business Case.

**Recommending approval to Governing Body for the:**

- Annual Report & Financial Statements –subject to the Audit & Risk Committee approving same at their meeting on 21 November 2016.
- Bad Debt Write-Off for £3k.
- Student Union Report & Financial Statements to 31 July 2016.
- Budget 2016/17

**Action taken:** All four items were approved at the Governing Body meeting on 26 November 2016.

**Invite:** Mr M Cooper to make initial enquiries to inviting Mr Simon Hamilton to the College.

**Action taken;** No ministers are currently formally in place; this item has been postponed for the present time.

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**Any Other Business** – The Director to provide information to a member on the expenditure, upgrade and maintenance spent overall and in individual campuses.

**Action taken:** Information was included as part of the February Committee papers (ref 45.5, Report 2, page 4)

#### 45.4 CHAIR'S BUSINESS

The Chair reported this was his last Finance & General Purposes Committee meeting, his term of office was due to complete shortly.

#### 45.5 MANAGEMENT REPORT – Mr P McKeown, Director of Finance and Economic Engagement

##### ➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Report 1	Tenders Issued
Report 2	Estates Update
Report 3	Fees & Charges Policy 2017/18
Report 4	Health Check 2015/16, Issue 5
Report 5	Management Accounts for 6 months to 31 January 2017
Report 6	Reclassification Returns: Forecast Expenditure Schedule to 31 March 2017
Report 6.1	Sector Budget Variance Analysis to 31 March 2017

The Director in presenting his reports to members included;

#### 1 Tenders Issued

The Director went through the Tenders Issued Report and provided updates on tenders that have recently been awarded together with bids that have recently been received.

There was no Direct Award Contracts awarded.

The Director provided detail on tenders through Property Services and CPD; Springtown, main works; only three contractors remain in the competition. The bids received were substantially higher than the pre- tender estimate.

#### Assisted Living Centre

The presence of asbestos containing material was detected when a recent asbestos survey was carried out in the Tower Courtyard building. The survey recommends that all asbestos detected should be removed from the building. The detection of the asbestos will have cost and programme implications. It is expected that a Contractor will be appointed before the end of April 2017. It is anticipated that works will commence in mid May 2017 and be completed by early October 2017.

#### 2 ESTATES UPDATE

**Strabane Campus** -The Director reported the Curriculum Plan is being reviewed, a meeting with the sub-committee is scheduled for 24 February 2017.

#### Summer Works 2017

The College has developed a Summer Works Programme for 2017 based on Curriculum and wider business needs. Unlike previous years, the quantum of work undertaken will be determined by Properties Division's (PD) resource capability.

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A Workshop was held with members of PD, DfE and the six colleges to explore ways in which to make the PD process more efficient in relation to FE. Progress has been made and discussions continue.

**Glendermott**

The College vacated the premises on 30 November 2016. The closure of Glendermott will result in a reduction in the payment to Northwin.

**PFI Benchmarking**

The third Benchmarking exercise was officially agreed on 19 February 2017. This has resulted in the unitary payment being reduced.

**Expenditure in Upgrade and Maintenance**

The Director referred to the Report which covers all campuses over a two year period with spend in each campus. Further data was supplied for amounts spent cross College.

**3 FEES & CHARGES POLICY 2017/18**

The Director highlighted amendments to the policy. A pilot scheme is planned for the payment of tuition and registration fees to be collected together on enrolment. Members discussed this issue, concerns were noted that it may discourage enrolments if students are required to pay the fees together.

**AGREED ACTION; To recommend to the Governing Body the acceptance of the Policy and approve the fees structure for 2017/18. It was agreed that we go forward with the pilot scheme and review in due course.**

**PROPOSED;** Mr P Canavan

**SECONDED;** Mr B Quinn

**4 2015/16 HEALTH CHECK – ISSUE 5 YEAR END POSITION 31 JULY 2016**

The Director went through the extract from the Health Check Issue 5. The report included Balance Sheet Ratios, Staffing Ratios, Other Ratios, Internal Audit Ratings and FLU performance. The FLU Performance figure of 6456 was below the target of 6612. No clawback is anticipated. Further challenges lie ahead for 2016/17.

**5 MANAGEMENT ACCOUNTS FOR 6 MONTHS TO 31 JANUARY 2017**

The Director drew attention to items within the accounts including; Income, TFS is up £20K on budget but down £498K on same period last year due to reduced numbers.

Non Pay Premises costs, under budget by £69K, this is mainly due to the procurement issues with Property Division.

Members noted the Bank Deposits.

The Aged Debtors Report was discussed and noted. The Director reported he had no concerns in-year.

**PROMPT PAYMENT**

Prompt payment for the 6 month period, June – Dec 2016 was 89%.

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**6 RECLASSIFICATION RETURNS; FORECAST EXPENDITURE SCHEDULE TO 31 MARCH 2017  
SECTOR BUDGET VARIANCE ANALYSIS TO 31 MARCH 2017**

The Director went through the reports with explanations, members noted the reports.  
The Chair thanked Mr McKeown for his report.

**45.6 CORRESPONDENCE**

There was no correspondence received.

**45.7 ANY OTHER BUSINESS**

The Director wished to take the opportunity to thank Mr Agnew for his support and commitment in his role as Chair to the Committee and wished him well.

That being the end of business the Chair thanked everyone and closed the meeting at 1710.

**DATE OF NEXT MEETING;** 2 May 2017

**SIGNED:** \_\_\_\_\_ **Vice Chair**  
**Mr S Mc Gregor**

**DATE;** 02 May 2017