
MINUTES OF THE TWENTY EIGHTH MEETING OF THE RESOURCES COMMITTEE HELD VIA VIDEO CONFERENCE, COMMENCING 12:00

PRESENT

Mr F Smyth, Committee Chair

Dr S Fisher

Dr K Kennedy

Mr L Murphy, Principal & CE

Mr B O'Neill

Mr P Thompson (from 12:24)

IN ATTENDANCE

Mr P McKeown, Finance Director (until agenda item 28.8)

Ms S Kelly, Head of HR (from agenda item 28.8)

Ms G Moss, Head of Client Services

Mrs É Doherty, Secretary to the Governing Body

28.1 WELCOME

The Committee Chair welcomed everyone to his first meeting as newly appointed Chair to the Committee.

28.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF ANY OTHER BUSINESS

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

28.3 DRAFT MINUTES FROM THE RESOURCES COMMITTEE MEETING HELD ON 3 JUNE 2025

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Draft Minutes of the Committee Meeting held on 3 June 2025

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

PROPOSED, Mr B O'Neill

SECONDED, Dr S Fisher

Report 1 Matters Arising – Finance

27.4, Report 2 Management Report – Finance

- The Finance Director reported that CPD do consider matters such as the carbon footprint and sustainability. The recent Internal Audit tender included social value aspects.

Ms G Moss added the College is currently drafting a Social Value Policy.

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- As agreed, a briefing meeting has been scheduled with the Finance Director, the Head of Client Services and Governor, Dr K Kennedy in relation to the City Deal - new Strabane Campus.
- **27.4 Report 5** - The Finance Director confirmed that all students have access to the Microsoft Office package and students in specific curriculum areas having access to AutoCAD.
- **27.4, Report 5 Budget - Draft Budget 2025/26**
- **27.4, Report 6 - Draft OBC Proposed Foodovation and Skills Centre Causeway Growth Deal**
- **27.6, Report 1- Committee's Terms of Reference - no amendments**

The above three items were approved at Governing Body meeting held on 18 June 2025.

The Committee Chair invited Mr McKeown to present his Management Report.

28.4 FINANCE MANAGEMENT REPORT - Mr P McKeown, Finance Director

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1	Tenders Issued
Report 2	Estates Update
Report 3	Business Support Centre Update
Report 4	Statement of Comprehensive Income and Expenditure
Report 4.1	Draft Statement of Reserves for the Year Ended 31 July 2025
Report 4.2	Draft Statement of Financial Position for Year Ended 31 July 2025
Report 5	College Insurance Cover 2025/26
Report 6	Prompt Payment – verbal report
Report 7	Budget Update
Report 8	Executive Summary – Foodovation & Skills Centre OBC
Report 8.1	OBC Foodovation & Skills Centre

Report 1 Tenders Issued Report

Direct Award Contracts - The contract for the support and hosting of the finance system for the FE Sector is due to expire in November 2025. To maintain continuity of the current system while the extensive procurement process is undertaken, the College on behalf of the sector, has submitted a Direct Award Contract (DAC) request. The DAC was approved by the DoF. This DAC will enable the contract to run from November 2025 through to March 2029. A sub-group has also been established to support this.

Report 2 Estates Update

City Deal – Derry City & Strabane – New Campus in Strabane

Progress has not been as expected. CPD has advised the PQQ documents to appoint a design team (ICT) will now go out at the end of September 2025. The disappointment was noted on this delay early in the project. Project Board meetings are ongoing.

The Principal alerted the Committee of a potential opportunity under the City Deal to repurpose the Lawrence Building. The proposal considers the conversion of two floors of the Lawrence building into a Digital Innovation Hub. This is a shared project between the College, Council (DCSDC) and Ulster University. The governance model has to be determined. The Draft OBC will progress through the November Committee/Board meetings.

Sustainability Measures - The solar panels have been fully operational in Springtown Campus since June this year and have made a positive contribution to the reduction in consumption of electricity compared to the previous year.

Report 3 Business Support Centre Update

The Committee noted the Report. It is envisaged all targets will be met.

Report 4 Statement of Comprehensive Income and Expenditure

Report 4.1 Draft Statement of Reserves for the Year Ended 31 July 2025

Report 4.2 Draft Statement of Financial Position for Year Ended 31 July 2025

The Reports provided are much in line with forecasts. The Financial Statements have been prepared in accordance with the Accounts Direction and relevant accounting standards. The College intends to submit the Annual Report and Financial Statements to the Department (DfE) on 22 September 2025. The financial year will now move to 31 March with effect from 2026 resulting in one external audit taking place per year.

Mr P Thompson joined the meeting during this item.

Report 5 College Insurance Cover 2025/26

Savings have been made in the College premium for 2025/26 against 2024/25 figures, with an overall decrease of 15.3% with the new provider. There has been two recent personal injury claims that have been settled. The Department (DfE) are seeking £5m cover within the Cyber Policy. The College currently carries £2m cover. The Finance Director is in discussions with DfE and UMAL.

Report 6 Prompt Payment – verbal report

The Prompt payment figure for the 30 days to 31 August 2025 was 81% and the year to July 2025 was 95% v 95% target. Compared to August 2024 the figure is reduced, mainly due to the holiday period and is expected to be back in line for September 2025.

Report 7 Budget Update

The College revised 2025/26 draft budget position was updated on 30 June 2025. This indicated further funding reductions. The MaSN allocation was reduced by £238k. The College is continuing to report a deficit position of £1.4m. Bids have been resubmitted to the October Monitoring Round. A detailed budget review is currently taking place to reflect the updated financial position, including actual enrolments. An updated Budget will be brought to the Board in November 2025.

Report 8 Executive Summary – Causeway Growth Deal, Foodovation & Skills Centre OBC

Report 8.1 OBC Foodovation & Skills Centre

The main changes to the first draft were noted in Report 8. The OBC will be formally submitted to the Council's Leisure and Development Committee at their October meeting.

The Committee were content to recommend approval to the Governing Body.

PROPOSED, Mr B O'Neill

SECONDED, Dr S Fisher

28.5 CORRESPONDENCE – Finance

There was no correspondence to note.

28.6 COMMITTEE CHAIR'S BUSINESS - Finance

The Committee Chair had no further business to add.

28.7 ANY OTHER BUSINESS

There was no any other business.

The Committee Chair thanked Mr McKeown for his report.

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

STAFFING MATTERS

28.8 Matters Arising – Draft Minutes of the Resources Committee Meeting held on 3 June 2025 – verbal report

27.9 Report 5 Refer to item 28.8, Report 1.

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1 - Equality Data Monitoring Review 2024/25

The analysis provided insightful data in relation to the geographical location of staff and 'travel to work areas', particularly the number of staff travelling from ROI and other parts of NI. The 'community background' of staff within NWRC is consistent

with the data provided by the Equality Commission as detailed in 'The Economically active persons aged 16-74 years by District Council Area' for Derry/Londonderry. The applications received for advertised posts is also consistent with these figures.

28.9 HR SERVICES MANAGEMENT REPORT – Ms S Kelly, Head of HR

The Head of HR referred to discussions with the Committee Chair and will look at introducing more trends and comparative analysis to help with content and emerging issues etc.

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 28.9 Executive Summary

Report 1 HR Services Management Report

The highlights from the reported included;

Recruitment

- 196 posts have been advertised since September 2024 leading to 123 appointed staff – these posts include replacements, staff on funded projects and temporary posts. It was noted the amount of work involved in a large number of recruitment exercises within the HR Department.
- 2025/26 Curriculum Resourcing Plan has been successfully completed (29 posts filled, 11 on hold).
- Part Time Lecturing posts have been advertised (excellent response 166 applications received).
- The Team is working to fill some 'hard to fill' lecturing posts particularly in the areas of CNC, welding and plumbing. New posts have been developed for example, the post of Technician Assessor which has proved beneficial.
- Outreach – BT Careers Transition event (7 August) and Recruitment Fair, Foyle Arena (9 September).

Absence and Wellbeing

- **Year to Date figures 2024/2025**
 - Teaching: 4.36% (9.5 days)
 - Support Staff: 4.97% (12 days)
 - NWRC total: 4.67 % (11 days)
- The Health & Wellbeing Programme for Semester 1, 2025/26 will be issued in the coming weeks to staff.

Learning and Development

- Mandatory Training on target 90+% (target 90%) - to be completed every three years
- Further work re Cyber Security 88% -now moved to be completed annually
- Appraisals on target
- CIT/PGCE 15 staff completing CIT and 9 staff completing PGCE
- From September 2024, 384 Staff Development application were received

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- Staff Awards were held in June 2025, across ten categories. Staff who had achieved both local and national awards were also recognised.

28.10 CORRESPONDENCE – STAFFING

There was no correspondence received.

28.11 COMMITTEE CHAIR'S BUSINESS – STAFFING

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

28.12 ANY OTHER BUSINESS – STAFFING

There was no any other business to discuss.

The Committee Chair thanked Ms Kelly.

28.13 CLIENT SERVICES REPORTS

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

**Report 1 Equality & Good Relations Progress (Section 75) April 2024
– March 2025**

The Committee Chair acknowledged the extensive work taking place in this area and the College's commitment to its equality scheme and to the promotion of equality.

Members were content to recommend approval of the report to the Governing Body.

PROPOSED, Dr S Fisher

SECONDED, Dr K Kennedy

Further information will be provided at the next Committee meeting by Ms Moss on the SEN provision in the College which has seen significant growth.

Report 2 Equality Report

The Committee noted the numerous awareness events that are planned for 2025/26. A significant amount of work this year will focus on the 'White Ribbon' and 'End Violence against Women and Girls' areas. This aligns to the Programme of Government's strategy to end violence against women and girls, and to work towards achieving White Ribbon NI's accreditation.

Report 3 Data Protection/Compliance Update

Requests for information received under Freedom of Information Act 2000 and Data Protection Act 2018 are managed throughout the academic year. This year shows a decrease by 18% from the previous year. One FOI request was refused subject to an exemption and was referred to the ICO for review. The ICO issued a Decision Notice to release the requested information to the requester.

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- During the previous academic year 2024-25, there were a total of four data incidents reported to the Data Protection & Information Compliance Officer and this reflects a major decrease of 71% from the previous year.
- There has been a reduction of 69% in formal complaints received during 2024-25 academic year and a reduction of 18% in informal complaints made.
- The IT Services Manager and the Data Protection & Information Compliance Officer are currently reviewing requests for use of WhatsApp on College mobile devices.
- The Data (Use and Access) Act 2025 became law on 19th June 2025. It is aimed at reforming some aspects of the current Data Protection Act 2018 and UK GDPR. The majority of these changes will be introduced in phases over a 12 month period until June 2026. Any adjustments that are required to our processes and documentation will be made following further consideration by DfE and the FE Sector as a whole.

28.14 RESERVED BUSINESS

Taken separately. This part of the meeting ended at 13:42

DATE OF NEXT MEETING – 4 November 2025

Signed 
Mr F Smyth, Committee Chair

Date 4 November 2025