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**MINUTES OF THE EIGHTH MEETING OF THE RESOURCES COMMITTEE HELD ON  
14 JUNE 2021, VIA VIDEO CONFERENCE, COMMENCING 1200**

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**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 & Economic Engagement (until item 8.8)  
Mr G Bradley, Estates Manager (until Report 3)  
Ms S Kelly, HR Manager (from item 8.6)  
Mrs É Doherty, Governance Secretary

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Due to restrictions associated with the COVID-19 pandemic all members and attendees were joining the meeting via video conference.

**8.1 WELCOME & APOLOGIES**

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

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

There was no conflict of interest declarations. Mr B Quinn wished to raise a matter under Reserved Business. The Chair agreed to this.

**8.3 DRAFT MINUTES FROM THE RESOURCES COMMITTEE MEETING HELD ON  
1 FEBRUARY 2021****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Draft Minutes of the Committee Meeting held on 1 February 2021

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

**PROPOSED**, Mr B Quinn

**SECONDED**, Mr S McGregor

**8.3.1 Matters Arising – Finance - February 2021**

7.0 Mr McKeown and Mr McGregor met with a delegation of Limavady Councillors on 10 June 2021.

- The Draft Estates Strategy was included as a paper (Ref Item 8.4, Report).
- The Director of Finance & Economic Engagement will provide a verbal update on the proposed works less than £1m, also referenced in Paper 8.4, Report 2.

7.4 Fees & Charges Policy – was referenced within the Governing Body April 2021 meeting (Ref 86.3.1/85.7).

The Committee Chair then invited Mr McKeown, Director of Finance & Economic Engagement to present his report to the Committee.

#### 8.4 FINANCE – Mr P McKeown, Director of Finance & Economic Engagement

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1	Tenders Issued Report
Report 2	Estates Update Report
Report 2.1	Draft Estates Strategy 2021 - 2031
Report 2.1.1	Appendix 2 – Order of Cost Estimates (RIB) Stage 1/2
Report 3	Business Support Centre Update
Report 4	Management Accounts for 9 Months to 30 April 2021
Report 5	NDPB Forecasting Return April 2020 – March 2021
Report 6	Budget Update 2021/22
Report 7	Procurement Contract Items – suggested spend items £100K and over
Report 8	Prompt Payment – verbal report

The Director of Finance & Economic Engagement reported on the Tenders Issued Report to 27 May 2021 with explanations to same. The Department (DfE) had requested Colleges to provide a ten-year Estates Strategy. The Director and Estates Manager thanked Mr B Quinn for his contribution in providing feedback on the draft. The Strategy provides a framework for the modernization and refurbishment of the College's estates for the period up to 2031. The Estates Manager provided further detail to the proposed individual projects. The Strategy will be reviewed annually with a more detailed review in year 5.

Discussion followed, it was agreed it would be useful to add narrative to the strategic context to reflect the need for modernisation of the College estates and at this stage a new build option was not considered. The proposed Strabane development within the City Deal project is included.

**It was agreed to recommend approval of the amended Estates Strategy 2021-2031 to the Governing Body.**

**PROPOSED**, Mr B Quinn

**SECONDED**, Mr S McGregor

Following on, the Estates Manager provided an update on the Springtown Redevelopment Project. An End of Defects Certificate will be issued shortly. There has been no recent correspondence with the Contractor OHMG. The Director of Finance & Economic Engagement stated that the College was still retaining a small amount and to date has not overpaid OHMG.

The Director of Finance & Economic Engagement brought members through the minor works projects. In respect to the City Deal, the College is preparing the Outline Business Case in relation to the Strabane town centre Regeneration Project. A positive meeting took place with Mr McGregor in attendance with a delegation of Limavady Councillors regarding the Food Village proposal in the Limavady area.

The Committee Chair thanked Mr Bradley for his attendance and input to the meeting.

*Mr G Bradley left the meeting at this juncture.*

*Mr B Quinn lost internet connection during this item but joined again further into the meeting.*

The Director of Finance & Economic Engagement was pleased to report that the targets for 2020/21 (for year-end 31/03/21) were achieved for Innovation Projects and the various Skills Programmes, except for HLA enrolments. These were down on target for year one with total recruits showing 65. A further KTP project has been signed with Braidwater Group.

The Management Accounts for the 9 Months to 30 April 2021 followed. The Management Accounts for the 10 Months to 30 May 2021 will be available for the Governing Body meeting. The Director of Finance & Economic Engagement reported he does not expect the forecast position to change dramatically based on the May 2021 Accounts. A potential increase in staffing costs may occur. He had no major concerns with the Accounts.

The Forecasting Return to 31 March 2021, was showing a DEL of £30.187m (including STS allocation of £666K). Actual spend for the year to 31 March 2021 was £29.878m leaving a balance against budget of £309K. £243K relates to a correction by (DfE) to the accounting treatment of the £500 payments to FT, HE students. The remainder relates to underspends on the charge to administer the student payments.

In covering the Budget 2021/22 discussion, the Director of Finance & Economic Engagement advised the Department (DfE) had notified the College of the indicative budget for the year April 2021 – March 2022. The allocated Delegated Expenditure Limit Resource was £28.4m. When the non-recurrent payments ie. the COVID related expenditure is deducted from the 2020/21 figure, the comparable figure reduces to £27.58m, showing a slight increase on 2020/21. As the Budget is prepared for the financial year to 31 July 2022, the Department (DfE) have advised that the College assume the notional allocation for the four-month period from April 2022 to July 2022 to be £10.4m.

In relation to Income, Education Contracts were down £488K. The Traineeship Programme income is within FE income. Tuition Fees, FE Income was significantly impacted by COVID this year and were showing an increase of £140K for 2021/22. It is expected part-time classes will run as we resume normal business patterns.

Other Grant Income, European Projects is projected to be up £208K. It is expected some international travel will take place in 2021/22. It is expected revenues will increase in the catering facilities assuming students/staff return in some capacity to the College in September 2021.

In relation to Expenditure, Staff costs were up significantly by £2.2m, mainly relating to the refreshed, innovative curriculum provision and the resumption of part-time courses.

The Budget within the NDPB format for the year to July 2022 was showing a pressure of £779K. The Director provided detail on the reconciliation of this pressure against the Historical Deficit of £4,273K. The £779K pressure is primarily related to COVID costs.

**The Committee agreed to recommend the Budget to July 2022 to the Governing Body.**

**PROPOSED**, Mrs R Dougherty

**SECONDED**, Mr S McGregor

**The Committee agreed to recommend approval of the proposed Procurement Contract Items £100K and over to the Governing Body.**

**PROPOSED**, Mrs R Dougherty

**SECONDED**, Mr S McGregor

In concluding his report, the Director of Finance & Economic Engagement reported that the Prompt Payment figures for the 30 days to 31 May 2021 was 97% and for the year to date was 89%.

#### **8.5 CORRESPONDENCE – FINANCE**

The Director reported on recent correspondence from Danske Bank regarding applying negative interest rates on deposits. There has been negotiation with the NICS Contract and these charges will not apply to the College at this time.

*Ms S Kelly joined the meeting at this juncture.*

#### **8.6 COMMITTEE CHAIR'S BUSINESS – FINANCE**

##### **➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1 Review of Committee's Terms of Reference

Report 2 Summary of Proposed Changes to the Terms of Reference

The Committee Chair reported on the proposed changes to the Committee's Terms of Reference. The Delegation of Authority Policy was considered fit for purpose.

**It was agreed to propose the Governing Body accept the Committees Terms of Reference.**

**PROPOSED**, Mrs R Dougherty

**SECONDED**, Mr S McGregor

#### **8.7 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 Mr B Quinn was able to re-join the meeting at this juncture.*

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

## 8.8 STAFFING MATTERS – Ms S Kelly, HR Manager

### 8.8.1 Matters Arising – Resources Committee Draft Minutes Feb 2021 - Staffing Matters

- 7.8 Members received a copy of the Staff Wellbeing Programme for Semester 2 on 23 March 2021.
- The Staff Wellbeing Strategy was included as a paper (Ref Report 5).
- 7.9 The Governing Body approved the Addendum to the FE Sector, Safeguarding, Care & Welfare Policy at their meeting held on 23 February 2021.

#### ➤ 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   | Staff Wellbeing Programme – Semester 2                  |
| Report 5   | Staff Health & Wellbeing Strategy 2021-2024             |
| Report 6   | HR Services Annual Report September 2019 – August 2020  |
| Report 7   | People Strategic Framework September 2021 – August 2024 |
| Report 8   | Equal Opportunities Report May 2021                     |
| Report 8.1 | Fair Employment Monitoring Return as at 1 January 2021  |

The HR Manager reported that a total of 34 recruitment exercises and 40 new appointments have been carried out between 23 /02/21 to 02/06/21. There have been two difficult to recruit posts. In partnership with the Head of Curriculum and Operations, a Resourcing Plan has been developed to meet curriculum needs for the academic year 2021/22.

156 Access NI Staff Applications have been processed for the academic year 2020-2021.

Lost Time Rate Absence rates for Teaching staff in April 2021 were showing 3.61% against 2.71% for April 2020. Rates for Support staff for April 2021 were showing 2.26% against 2.56% for 2020. The overall Lost Time Rate for April 2021 was 2.87%.

The HR Manager provided an overview of the range of supports available to staff within the Health & Wellbeing Programme. To support this work a Health & Wellbeing Strategy has been developed and has adopted the Work Well Model developed by the Business in the Community Model. It was agreed that some narrative be added to the Strategy to reflect the Governing Body's commitment and support in the Strategy.

**Members were content to approve the Staff Health & Wellbeing Strategy 2021-2024 (with the minor amendment) to the Governing Body.**

**PROPOSED**, Mrs R Dougherty

**SECONDED**, Mr B Quinn

Following on, the HR Manager updated members on the Project Based Learning Awards held in April 2021 with 16 projects pitched to a judging panel. A suggestion was made for the PBL Team to present at a Governing Body meeting in the next academic year.

The Learning and Teaching team have been shortlisted in the FE Team of the Year category in the 2021 Pearson Awards. Mandatory training has been moved to the Canvas platform and an awareness raising programme is scheduled for June 2021 to ensure staff are aware of the importance of completing the mandatory training.

The HR Manager referred to the HR Services Report 2019/20 and highlighted the key outcomes for that period. Despite the COVID circumstances, the College retained its IIP Status following a reaccreditation process. There were 112 recruitment exercises managed throughout that year. A significant amount of work was placed in providing guidance to staff on managing the COVID situation.

The People Strategic Framework was presented to members, this sets out the key areas of work over the next three years, based on five themes.

**Members were content to recommend approval of the People Strategic Framework September 2021 – August 2024 to the Governing Body.**

**PROPOSED**, Mr S McGregor

**SECONDED**, Mr B Quinn

The HR Manager reported on the Equal Opportunities Report 2021 together with the Fair Employment Monitoring Return (January 2021). The key findings from the return were consistent on previous years showing an under-representation of employees from the Protestant Community. There was an increase in appointees from the Protestant Community and a decrease in the Roman Catholic Community in this period. Affirmative action programmes continue to help address the imbalance in the applicant makeup and the workforce. The Principal suggested it may be useful to focus on a piece of work to encourage individuals with disabilities to apply for posts within the College. Working towards a Charter mark would also demonstrate our commitment.

## 8.9 OTHER REPORTS

### ➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Report 1 Safeguarding Report

Report 2 Equality Report

The Committee Chair wished to acknowledge the Safeguarding Team in achieving the Carers Federation Quality Standard in Carer Support Accreditation.

## 8.10 CORRESPONDENCE – STAFFING

There was no correspondence received.

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**8.11 COMMITTEE CHAIR'S BUSINESS – STAFFING**

The Committee Chair had no further business to discuss.

**8.12 ANY OTHER BUSINESS**

There was no any other business to discuss.

**8.13 SCHEDULE OF COMMITTEE MEETINGS 2021/22****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 8.13 Schedule of Committee Meetings 2021/22

Members noted the schedule.

**8.14 RESERVED BUSINESS**

Taken separately.

**DATE OF NEXT MEETING**

20 September 2021

The Committee Chair thanked everyone for their attendance and brought the meeting to a close at 1429. Reserved Business items followed.

Signed; \_\_\_\_\_ Committee Chair  
Mrs R Dougherty

Date; 05 October 2021