
MINUTES OF THE FIFTH MEETING OF THE RESOURCES COMMITTEE HELD ON MONDAY 21 SEPTEMBER 2020 VIA VIDEO CONFERENCE, COMMENCING 1200

PRESENT

Mrs R Dougherty (Committee Chair)
Mr L Murphy (Principal & Chief Executive)
Mr S McGregor (from 1350)
Dr N Hand (until 1355)
Mr B Quinn (until 1350)

IN ATTENDANCE

Mr P McKeown, Director of Finance & Economic Engagement (until 1315)
Ms S Kelly, HR Manager (from 1315)
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.

5.1 WELCOME & APOLOGIES

The Committee Chair welcomed everyone to the Resources Committee meeting.
Mr B Quinn gave advance notice of his early withdrawal from the meeting.

5.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF ANY OTHER BUSINESS

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

5.3 DRAFT MINUTES FROM THE RESOURCES COMMITTEE MEETING HELD ON 15 JUNE 2020**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Draft Minutes of the Committee Meeting held on 15 June 2020

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

PROPOSED; Mr L Murphy

SECONDED; Mr B Quinn

5.3.1 Matters Arising – Finance - June 2020

- The Budget to July 2021, the Procurement Contract Items £100K and over and the addendum to the Fees and Charges Policy 2020/21 were approved by the Governing Body at their meeting held on 23 June 2020.
- The Management Accounts for the 10 months to 31 May 2020 were issued with the Governing Body Board papers in June 2020.

- It was agreed that a pilot training session, preferably on site would take place initially for the Resources Committee members. The Director of Finance & Economic Engagement and the Governance Secretary will look at potential dates.

The Committee Chair invited Mr P McKeown, Director of Finance and Economic Engagement to present his report to members.

5.4 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 3	IT Services Update – verbal report
Report 4	Draft Annual Report & Accounts to 31 July 2020
Report 5	NDPB Return August 2020
Report 6	Budget 2020/21 – verbal report
Report 7	College Insurance Cover 2020/21
Report 8	Prompt Payment – verbal report
Report 9	Internal Audit Review of IT Sept 2019 – update on the implementation of the recommendations

The Director of Finance & Economic Engagement referred to the Tenders Issued Report and noted that in regards to tender ref 2021-02, contract for supply and delivery of PPE COVID-19 consumables, as advised by CPD, normal procurement procedures would not apply in respect to COVID-19 supplies.

The Director apprised members on the current situation with the Springtown redevelopment project. Works have completed with the exception of snagging items. The current projected final account is £6.7m ex VAT an increase of £332k on the original tender figure. Dispute continues regarding the Compensation Events that the Contractor OHMG are currently valuing to be £2.1m ex VAT against the ICT value of the Compensation Events to be £860k ex VAT. Discussion took place on the substantial difference in these two figures.

The Director added that AMS the provider of the temporary accommodation as part of the enabling works had issued the College with a Notice of Adjudication in August 2020. The claim for £123K ex VAT relates to the extended hire of the temporary building used during the main Springtown building contract. The College have engaged solicitors who are challenging this adjudication.

The College has received no further communication in respect to the two Compensation Events submitted by the ICT previously reported to be in dispute (May 2019). A member expressed his concern on the timeframe taken to close off these Compensation Events. It was noted that these matters were highlighted by the College at the numerous Performance meetings.

Continuing his report the Director of Finance & Economic Engagement reported that the College received £265k from the Department (DfE) for the purchase of additional IT equipment to assist staff and students during lockdown. A further bid

was approved by the Department to cover additional costs for PPE, additional teaching costs and loss of income associated with the COVID-19 crisis.

The progress on the new telephony project has been impacted; College IT resources have been diverted to matters relating to COVID-19.

Referring to the Annual Report & Financial Statements Year Ended 31 July 2020 the Director stated that these were in draft form. The final draft will be submitted to the Department on 25 September 2020. The Financial Statements have been prepared in accordance with the Accounts Direction and relevant accounting standards. The Statement of Comprehensive Income & Expenditure for the Year Ended 31 July 2020, was showing a deficit of £15m. A Balance Sheet book entry for the NILGOSC Pension Reserve Valuation was showing a substantial increase in the pension liability from £7.3m in 2019 to £21.5m in 2020. The Director added this figure has had an adverse effect on the Balance Sheet.

Proceeding on, the Director noted a narrative within the Financial Statements (Note 25) relating to a contingent liability note in respect to previously reported holiday pay. This was also reported as a contingent liability note in last year's Financial Statements. The Sector Finance Directors consider a contingent liability note is still sufficient at this stage, however this matter will be discussed further with the External Auditors.

PwC on behalf of the NIAO have commenced the Audit of the Financial Statements and Accounts for the Year Ended 31 July 2020. This Audit will take place remotely.

Members reviewed the analysis of insurance premium for 2020/21. The Sector premium had increased substantially by 73% from £679k to £1,178K, the most significant increase is within the Property & Liability category which increased on the 2019/20 premium by £74K for the College. The main reasons for the increase were provided within the report, COVID-19 was listed as one of these. A request has been made to the Department to cover the additional premium relating to COVID-19.

Prompt payment figure for the 30 days to 31 August 2020 was 93%.

Members noted the update on the implementation of recommendations from the Internal Audit Review on IT Security that took place in September 2019. Some implementations dates were extended due to COVID-19 related issues.

5.5 CORRESPONDENCE – FINANCE

There was no correspondence received.

5.6 COMMITTEE CHAIR'S BUSINESS – FINANCE

The Committee Chair had no further business to discuss.

5.7 ANY OTHER BUSINESS – FINANCE

There was no any other business to discuss.

The Committee Chair thanked Mr McKeown for his report.

Mr P McKeown, Director of Finance & Economic Engagement left the meeting at this juncture and Ms S Kelly, HR Manager joined the meeting.

5.8 STAFFING MATTERS – Ms S Kelly, HR Manager

5.8.1 Matters Arising – Resources Committee Draft Minutes 15 June 2020 - Staffing Matters

- The Fixed Term Contracts, Recruitment & Selection Policy and the amendment to the Safeguarding Policy (Criminal Record Procedure) were all accepted by the Governing Body at their meeting held on 23 June 2020.
- The review of the support staff appraisal process will be reported on within the Management Report.

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Report 1	Management Report
Report 2	Internal Audit – Review of GDPR Sept 2019 – update on implementations of recommendations as at September 2020
Report 3	Equal Opportunities Report 2020/2021
Report 3.1	Fair Employment Annual Monitoring Return (1 Jan 2020)
Report 4	HR Services Business Plan 2020/2021
Report 5	Section 75 Equality Progress Report April 2019 – March 2020
Report 6	Staff Development Plan 2020/21
Report 7	Staff Development Plan Semester 1, 2020/21
Report 8	IIP Feedback Report July 2020

The HR Manager advised members that a pilot process will be rolled out with support staff in the Estates and HR Services Departments. This model will focus on personal contribution and development review. The HR Manger brought members through detail on the proposed new framework.

Continuing her report the HR Manager reported that since the last Resources Committee meeting a total of 25 recruitment exercises have been carried out with no difficult to recruit posts. There is a marked increase in the number of applicants for posts, potentially due to the high levels of unemployment in the region as a result of the economic effect of the COVID-19 pandemic. There is also a wide spread advertising of College posts. The flexibility of using video conferencing for shortlisting and interviewing has proved to work well.

It was highlighted that absence data was showing marked reductions since lockdown in both academic and support staff. One of the highest reason for staff absence was due to bereavement. It was suggested that as a supportive measure bereavement counselling could be available to staff. The HR Manager agreed to check if Inspire, the Colleges' Employee Assistance Provider offer this.

As part of the phased return to work and to ensure that staff were well to return safely to the College, staff were asked to complete COVID return to work forms. Following analysis of these forms the majority of staff were able to return without needing further assessment. Approximately 10% of staff were categorised as 'vulnerable' and required an assessment by Occupational Health. To date approximately 82 referrals have been completed with 5 assessments currently outstanding.

The College has successfully been awarded the 'We Invest in People' standard accreditation following an assessment carried out by IIP in June 2020. Members noted the IIP Feedback Report and the many positive comments from staff that were quoted within the report. The HR Manager stated that the Report will form the basis in drafting the HR Strategy.

*Mr S McGregor joined the meeting during this item.
Mr B Quinn left the meeting at this juncture.*

Following on, members noted the Equal Opportunities Report and the Fair Employment Annual Monitoring Return (1 Jan 2020). An imbalance still exists in the workforce and in applications from the Protestant community. There has been an increase in the number of applicants from 800 for last year to 1366 for this year. Affirmative Action programmes continues to help address the imbalance in the applicant makeup and the workforce.

The HR Manager provided members with a brief overview of the Draft HR Services Business Plan 2020/21. This plan will be further developed.

Thanks were passed to the HR Manager and her team in acknowledging the work taking place within the HR Department and for their support in ensuring the safe return to work for the staff.

Members noted the good practice in the Section 75 Annual Progress Report, April 2019 – March 2020. This will now progress to the Governing Body meeting 30 September 2020 for acceptance and signing off by the Governing Body Chair and the Principal & Chief Executive.

Reference to the Staff Development Plan 2020/21 and the Staff Development Plan for Semester 1, 2020/21. The plan included a wide range of programmes available to staff.

5.9 SAFEGUARDING REPORT

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Report 1 Safeguarding Report –September 2020

Members noted the Safeguarding Report which included the work of the team supporting students during the COVID-19 pandemic.

5.10 CORRESPONDENCE - STAFFING

There was no correspondence received.

5.11 COMMITTEE CHAIR'S BUSINESS - STAFFING

The Committee Chair had no other business to discuss.

5.12 ANY OTHER BUSINESS

Mr S McGregor stated he had visited the new Veterinary Nursing laboratory space within Limavady Campus who was offering their first course of study for veterinary nursing this year. He wished to congratulate everyone involved and he was delighted to see Limavady Campus continuing to look at the needs of the local economy.

Mr McGregor expressed his concern on the reduced enrolments for the engineering courses in Limavady Campus and requested further background on this. The Principal agreed to pass this concern to the Head of Curriculum & Operations and for an action plan to be drafted which will come through the Education Committee.

5.13 RESERVED BUSINESS

Taken separately.

DATE OF NEXT MEETING

2 November 2020

The Committee Chair thanked everyone for their attendance and brought the meeting to a close at 1425. Reserved Business items followed.

SIGNED; _____ **Committee Chair**
Mrs R Dougherty

DATE; 2 November 2020