
**MINUTES OF THE THIRD MEETING OF THE RESOURCES COMMITTEE HELD ON MONDAY,
17 FEBRUARY 2020 IN THE BOARDROOM, STRAND ROAD CAMPUS, COMMENCING 1210**

PRESENT

Mrs R Dougherty (Committee Chair)
Dr N Hand
Mr L Murphy (Principal & Chief Executive)
Mr B Quinn

IN ATTENDANCE

Mr G McCole, IT Services Manager (for presentation item only)
Mr P McKeown, Director of Finance & Economic Engagement (until 1400)
Ms S Kelly, HR Manager (from 1400)
Mrs É Doherty, Governance Secretary

PRESENTATION;

The Committee Chair welcomed Mr G McCole, IT Services Manager to the meeting. Mr McCole brought members through a PowerPoint presentation on the replacement telephony project. Mr McCole updated members on the project since he last presented to the Committee in November 2018. This included a major upgrade between Limavady and Strand Road Data Centres. Members were provided with a timeline and cost projections of the options available. It is expected with the improvements of the new technology more online meetings will take place, thus reducing the time/cost attached to inter campus travel. The Principal requested some financial data on the current intercampus travel. Mr McCole continued with an update on cyber security which detailed the improvements since Sept 2018 and the continued challenges the College and Sector face.

The Committee Chair thanked Mr McCole for his presentations.

Mr McCole left the meeting at this juncture.

3.1 WELCOME & APOLOGIES

The Committee Chair welcomed everyone to the meeting of the Resources Committee. Apologies were received from Mr A Magee and Mr S McGregor.

3.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF ANY OTHER BUSINESS

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

**3.3 DRAFT MINUTES FROM THE RESOURCES COMMITTEE MEETING HELD ON
4 NOVEMBER 2019****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Draft Minutes of the Committee Meeting held on 4 November 2019

The Draft Minutes were taken as read and were agreed as a true and accurate record of the Resources Committee meeting held on 4 November 2019.

PROPOSED: Mr L Murphy

SECONDED: Dr N Hand

3.3.1 Matters Arising – November 2019

All matters arising from the November 2019 Committee meeting relating to finance items were actioned and the following approvals were received from the Governing Body meeting held on 13 November 2019;

- Annual Report & Financial Statements Year ended 31 July 2019
- Budget 2019/20
- Student Council Report & Financial Statements – 31 July 2019
- Bad Debt Write off totalling £8.3k

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

3.4 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	Management Accounts for 6 Months to 31 January 2020
Report 4	NDPB Return January 2020
Report 4.1	NDPB Return Sector January 2020
Report 5	Budget Update 2019/20 – verbal report
Report 6	Fees & Charges Policy 2020/2021
Report 7	Internal Audit – Review of Health & Safety (Oct 2019) update on implementation of recommendations
Report 8	Internal Audit – Review of IT (Sept 2019) Update on implementation of recommendations
Report 9	Prompt Payment – verbal
Report 10	Correspondence - Finance
Report 11	Chairs Business – Finance
Report 12	Any Other Business – Finance

The Director of Finance & Economic Engagement provided an update on the Tenders Issued Report with further tenders awarded and some still at the evaluation stage. In reporting on the Estates the Director stated that concerns continue with the performance of both the ICT (Design Team) and the contractor, O'Hare & McGovern on the Springtown project, despite formal performance review meetings involving key stakeholders and including CPD and the Department (DfE). The final account for the project is estimated to be £6.7m, an increase of £313k on the accepted tender price. Snagging was still a work in progress. The Compensation Events were still an issue. Works were due for completion before Christmas but the updated completion date is now late March 2020.

Following on the Management Accounts for the 6 months to 31 January 2020 were discussed. The Director highlighted the Income, DfE Grants were showing a significant positive variance of £1.2m as a result of advanced allocation from the Department. VEP income was showing an adverse variance of £85k. Invoices were

issued in February 2020 which cleared this variance. Income for HE Fees was showing an adverse variance of £28k. Income, FE Fees was also showing an adverse variance of £15k. European Grant Income was showing an adverse variance of £30k however this will be matched by a positive variance in expenditure, the issue was also a profiling one.

In relation to expenditure the Director reported Pay Direct Teaching costs was showing a favourable variance to 31 January 2020 of £134k. Non Pay Administration costs was showing a substantial decrease on last year (£2.1m- £927k). The Director reported that the 2019 figure included an exceptional item relating to the repayment of cash reserves to the Department.

The Director referred to the Aged Debtors Report as of 2 January 2020 showing a balance of £1.6m.

Following on, the Director referred to the NDPB Forecast for January 2020 which showed a Total DEL Resource adverse variance of £435K, however this has since been received by the Department. The Director referred to correspondence from DfE to the Principal in January 2020 updating the College on additional resources that were secured – previously reported as being at risk.

The Director stated that going forward the focus will be on the NDPB Return which relates to the year end 31 March rather than the Management Accounts that report to the 31 July year end. The Director reported it will be challenging to ensure that the spend profile to the 31 March, the NDPB year is in line with the DEL Resources allocated.

Members noted the amendments to the Fees & Charges Policy 2020/21 and were content to recommend to the Governing Body acceptance of the Policy. There was no changes to the fees structure for 2020/21.

PROPOSED; Mr B Quinn

SECONDED; Dr N Hand

Prompt payment figure for the year to date was 89% and for January 2020 was 83%.

Members noted the Internal Audit Review of Health & Safety (Oct 2019) and the Review of IT (Sept 2019) which included for information an update on the implementation of recommendations.

There was no further correspondence or any other business to discuss in respect to finance matters. The Committee Chair thanked Mr McKeown for his report.

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

The Committee Chair welcomed Ms S Kelly to her first Committee meeting.

3.5 STAFFING MATTERS – Ms S Kelly, HR Manager

3.5.1 Matters Arising – Resources Committee Draft Minutes 4 November 2019 - Staffing Matters

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1	Management Report
Report 2	Staff Development Programme Teaching Staff, Feb – June 2020
Report 2.1	Staff Development Programme Support Staff, Feb – June 2020
Report 3	Internal Audit – Review of GDPR (Sept 2019) – Update on implementation of recommendations
Report 4	Correspondence – Staffing
Report 5	Committee Chair’s Business – Staffing
Report 5.1	Delegation of Authority Policy – review
Report 5.2	Summary of changes
Report 6	Safeguarding Report
Report 7	Any Other Business – Staffing

The HR Manager reported that 33 recruitment exercises had been carried out from November 2019 to February 2020. The majority of these exercises were for the part time lecturers’ panel. The trial of the new online Recruitment Portal has proved to be working well and will be reviewed at the end of March 2020. The Recruitment and Selection Policy is currently being reviewed, a proposed pilot has been drafted to allow more flexibility in the composition of panels. The requisite training will be put in place for the relevant staff on these selection panels.

Members discussed the new proposed arrangements and were content to recommend approval to the Governing Body for the pilot which will run for six months until a full review of the Policy will be carried out.

PROPOSED; Mrs R Dougherty

SECONDED; Mr B Quinn

Work has also commenced to review the current appraisal process for staff. Further details will be brought to the next Committee meeting.

The HR Manager reported that the data relating to absence due to sickness will be used to help plan programmes for the health and well-being programme. Work continues with Inspire and staff can access the range of resources through the Inspire support hub.

The absence data, percentage lost time rate for December 2019 for teaching staff was 5.59% an increase on December 2018 which was 2.79%.

The support staff data for December 2019 was 4.59% a reduction on the same period last year which was 6.8%.

The HR Manager continued her report stating that 91 staff applications had been processed through Access NI for the academic year 2019-20.

A review is currently underway to understand the key areas of work in relation to Investor In People with managers.

Members noted the Staff Development Programme for Semester 2 for both the teaching and support staff. Members were then referred to the GDPR Audit review report and were content with the progress on the recommendations.

Members reviewed the Delegation of Authority Policy which had been updated to reflect current roles and responsibilities.

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

PROPOSED; Mr B Quinn

SECONDED; Dr N Hand

The Committee Chair who is the Safeguarding Governor representative reported that she had participated in meetings with the ETI Inspection Team during their recent inspection visit.

The oral feedback from the inspectors was excellent and the Committee Chair wished to commend the Safeguarding Team for their excellent good practice, initiatives in place and the pastoral support they provide to the students they work with.

3.6 RESERVED BUSINESS

This item was taken separately.

The Committee Chair thanked everyone for their attendance and brought the meeting to a close at 1355.

Date of Next Meeting; 15 June 2020

Signed: _____ **Committee Chair**
Mrs R Dougherty

Date: 15 June 2020