
MINUTES OF THE SEVENTEENTH MEETING OF THE RESOURCES COMMITTEE HELD ON 21 FEBRUARY 2023, VIA VIDEO CONFERENCE, COMMENCING 1200

PRESENT

Mrs D Creevy (Committee Chair)
Mrs S Fisher
Mr K Kennedy
Mr L Murphy (Principal & Chief Executive)

IN ATTENDANCE

Mr P McKeown, Finance Director (until item 17.8)
Ms G Moss, Head of Client Services (for item 17.9)
Ms S Kelly, HR Manager (from item 17.8)
Mr G Bradley, Estates Manager (for item 17.0)
Mrs É Doherty, Secretary to the Governing Body

17.0 PRESENTATION – Mr G Bradley, Estates Manager**➤ PREVIOUSLY ISSUED TO ALL MEMBERS****Report 17.0 Estates Strategy Update****Report 2 Estates Update****Report 2.1 NWRC & Limavady Cricket and Rugby Club – Deed of Variation and Extension of Lease**

The Committee Chair welcomed Mr G Bradley, Estates Manager to the meeting and invited him to present to the Committee.

The Estates Manager referred to the capital projects with a value of £1m+. The College is currently working with a consultancy firm in the preparation of a Business Case in relation to the refurbishment of the Sports Hall and external cladding of the Strand Building. Future business cases must now be prepared on the DoF, Five Case Model.

The Department (DfE) have requested an update on the College's Estates Strategy. The College has been requested to give consideration to the DfE Energy Strategy within the updated Estates Strategy.

Data was provided to the Committee on the energy management relating to the cost of energy. Given the challenges on the significant energy costs the Estates Manager brought the Committee through a number of actions to help reduce these costs.

Report 2 Estates Update

The Estates Manager provided an update on the Springtown Redevelopment Project. Correspondence continues between the College and OHMG in relation to the final account. OHMG have stated they may refer the matter to adjudication.

In respect to Minor Works Projects there are a number of projects for delivery pre 31 March 2023. Post 31 March 2023 projects will be subject to available budget.

Report 2.1 NWRC & Limavady Cricket and Rugby Club – Deed of Variation and Extension of Lease

The 25 year lease extends the previous arrangements between both parties relating to the all-weather surface.

Members were content to approve to the Governing Body.

PROPOSED, Mrs D Creevy

SECONDED, Mrs S Fisher

The Estates Manager was pleased to report that the Internal Audit review on Repairs and Maintenance received a satisfactory assurance rating.

An Outline Business Case is required to be submitted by July 2023 for the proposed new campus within the Derry and Strabane City Deal project. Cogent NI have been appointed to prepare the Food Park Strategic Outline Case in relation to the Causeway Coast and Glens Growth Deal Project. The Finance Director indicated that he would be stepping away from the Strabane project to concentrate on the Food Park proposal within the Causeway Coast and Glens Growth Deal. The Principal, the Director of Curriculum and Academic Standards, the Head of Learner Services and the Estates Manager will progress the Strabane project.

The Committee Chair thanked Mr Bradley for his attendance and presentation.
Mr Bradley left the meeting at this juncture.

17.1 WELCOME & APOLOGIES

The Committee Chair welcomed everyone to the meeting. Apologies were received from Mr B Quinn, Mr B O' Neill and Mr S Gillespie.

17.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF ANY OTHER BUSINESS

There was no conflict of interest declarations. The Finance Director wished to take a matter through any other business. The Committee Chair agreed to this.

17.3 DRAFT MINUTES FROM THE RESOURCES COMMITTEE MEETING HELD ON 7 NOVEMBER 2022**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Draft Minutes of the Committee Meeting held on 7 November 2022

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

PROPOSED, Mrs D Creevy

SECONDED, Mrs S Fisher

17.3.1 Matters Arising – Finance

16.4, Report 2 The Director of Finance provided a summary on the Springtown Project including the advice received to date on the project to Governors on 30 November 2022.

Report 4 Annual Report & Financial Statements Year Ended 31 July 2022

These progressed through the Audit & Risk Committee meeting on 8 November 2022. At the Governing Body meeting held on 16 November 2022 it was reported that an item had been raised by the NIAO that related to the Sector in the treatment of the irrecoverable VAT on the revaluation of assets. The NIAO took guidance on the best way forward. It was agreed at the Governing Body meeting that approval continue to be sought from the Board. An update was provided to Governors on 28 November 2022. The NIAO resolved the issues and no changes were required. The Financial Statements were signed off by Governing Body Temporary Chair and the Principal & CE.

Report 6 Budget - To recommend approval to the Governing Body of the Budget 2022/23

Report 7 Student Council Report - To recommend to the Governing Body for the Draft Student Council Report & Financial Statements Year Ended 31 July 2022

Report 9 Bad Debt - To recommend approval to the Governing Body of the bad Debt of £19,125,25. This figure includes one individual debt above £2000 which required approval from the DfE.

Report 11 Fees & Charges Policy 2023/24 - To recommend approval to the Governing Body for the Fees & Charges Policy 2023/24.

Reports 6, 7, 9, 11 were all approved at the Governing Body meeting held on 16 November 2022. The Department (DfE) approved write-off for the individual debt over £2K on 9 December 2022 (Report 9).

The Committee Chair then invited Mr P McKeown, Finance Director to report to the Committee.

17.4 FINANCE MANAGEMENT REPORT - Mr P McKeown, Finance Director**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1 Tenders Issued Report

Report 2 Estates Update Report

Report 2.1 NWRC & Limavady Cricket and Rugby Football Club – Deed of Variation and Extension of Lease

Report 3 Business Support Centre Update Report

Report 4 Management Accounts for 6 Months to 31 January 2023

Budget 5 Budget Update 2023/24 – verbal update

Report 6 Prompt Payment – verbal report

Report 1 Tenders Issued Report

The Finance Director provided further explanations to the tenders issued and the Direct Award Contracts.

Report 2 Estates Update Report**Report 2.1 NWRC & Limavady Cricket and Rugby Football Club – Deed of Variation and Extension of Lease**

These Reports were already taken through item 17.0.

Report 3 Business Support Centre Update Report

The Finance Director reported that some of the Assured Skills Academies Programmes will be coming to an end shortly. However, it is hopeful that more may follow.

Report 4 Management Accounts for 6 Months to 31 January 2023

The Finance Director reported on a concern in relation to the OCS Contract which provides catering facilities within all campuses. Catering income is down on budget. The College continues to pay OCS to provide catering facilities on a Cost+ variation basis. This is resulting in costs to the College. The contract variations completes in July 2023. A tender has been issued through CPD.

Bank interest receivable is ahead of prior year due to the increase in the Bank of England base rate.

Expenditure – Staff costs include the accrual for pay rises for Teaching Staff of 2% from September 2021 and 6% from September 2022.

Report 5 Budget Update 2023/24 – verbal update

The Finance Director reported that the Department (DfE) has not confirmed the budget for 2023/24. The College is undertaking some scenario planning. Updated data was included within the Tribal Report. The Committee considered that this data should be utilised by the Department (DfE) in the calculation of any potential budget cuts for the Sector.

Report 6 Prompt Payment – verbal report

The Prompt payment figure for the 30 days to 31 January 2023 was 94% and for the year to date was 94%. The target is 95%.

17.5 CORRESPONDENCE – Finance

There was no correspondence.

17.6 COMMITTEE CHAIR'S BUSINESS - Finance

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

17.7 ANY OTHER BUSINESS - Finance

The Finance Director reported that the Department (DfE) following a review of financial processes, have indicated that an audit will take place to 31 March 2023. Currently the College Accounts are audited annually for year end 31 July. Concerns were expressed on the management and financial aspect of this change with no information provided on the strategy/materiality levels/fees/reporting framework. This matter will be discussed at the Audit & Risk Committee on 28 February 2023.

The Finance Director noted sympathy to our colleague and friend, Mrs M Melarkey who works in-house with Graham Facilities Management whose husband passed away suddenly (Mr Joe Melarkey RIP). The Committee Chair shared the Committees condolences.

The Committee Chair thanked Mr McKeown for his report.
Mr P McKeown left the meeting and Ms S Kelly joined the meeting.

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

17.8 HR SERVICES MANAGEMENT REPORT – Ms S Kelly, HR Manager

Report 17.8.1 Matters Arising – Draft Minutes of the Resources Committee Meeting held on 7 November 2022 – verbal report

16.8.1 Report included within the papers for this meeting (Ref 17.8, Report 4). The HR Manager reported that after consideration on the range of options currently available within the College and the current budget climate there are no plans to extend the Elemental service within the College to staff members.

➤ PREVIOUSLY ISSUED TO ALL MEMBERS

- Report 1** HR Services Management Report
Report 2 Recruitment Update
Report 2.1 Recruitment Posts Pending and in Process as at 9 February 2023
Report 3 Health & Wellbeing Brochure Semester 2, 2022/23
Report 4 Elemental Provision

Report 2 Recruitment Update

Recruitment and Selection: The HR Manager reported on recruitment. Twenty eight recruitment exercises were carried out from 1 November 2022 to 9 February 2023. Fifty three live posts are currently going through the recruitment and selection process. Recruitment challenges continue in certain areas.

Absence and Wellbeing: In relation to absence due to ill health, Teaching Staff for January 2023 was showing 3.21% down on last year at 6.65%. For Support Staff for January 2023 was showing 5.10% up on last year at 4.73%. The most common reason for absence from September 2022 to January 2023 was stress (personal) 13.8% followed by mental health (12.2%). The College has just launched a new Health and Wellbeing Brochure for Semester 2 (Ref Report 3). The Health and wellbeing events continue to focus on making health checks available to staff across each campus on mental health initiatives.

Learning and Development Management Information: The HR Digitisation Transformation Project work within the area of learning and development is now complete. Management Reports are now available via 'live' PowerBi Dashboards. Live information relating to mandatory training and the appraisal process are now

available to managers. This has resulted in increased participation in both mandatory training and the appraisal process.

Mandatory Training: Over 89% of staff have completed the five mandatory training units. A new Cyber Security mandatory training module has been developed and is being rolled out on a departmental basis.

Appraisal Process: For February 2023 there were 44.5% appraisals complete, 50.5% due this month and 4.5% outstanding across the College.

Learning and Development: From September 2022 to date 440 SD1 applications were received. This covers learning with an investment of under £500 per application. During the same period 72 SD2 applications were received. This covers learning with an investment of over £500 per application.

The HR Manager provided an update on the Investor In People – reaccreditation of the IIP Standard is due in May 2023. **Due to the current budgetary challenges a suggestion was made to consider an extension for another year.**

Ms E O’Sullivan, on behalf of the Learning and Teaching Team provided the following details:

The Staff Development Programme, for Semester 2 has been issued to staff.

Inter-Semester Week Training, during the Inter-Semester week Training 190 attendances were recorded for the various training courses.

The College will host its first Festival of Education on 3 June 2023 in the Guildhall. A Staff Development Day for Magilligan Campus took place on 12 January 2023. The Learning and Teaching Team continue to offer support and training for all new staff with 22 new staff attending weekly induction courses.

Report 2 Recruitment Update

Report 2.1 Recruitment Posts Pending and in Process as at 9 February 2023

Members noted the updated reports.

Report 3 Health & Wellbeing Brochure Semester 2, 2022/23

Members noted the Report and the extensive opportunities available to staff.

Report 4 Elemental Provision

Already taken under item 17.8.

The Committee Chair thanked Ms Kelly for her report.

Ms G Moss joined the meeting during this item.

17.9 CLIENT SERVICES REPORTS – Ms G Moss, Head of Client Services**➤ PREVIOUSLY ISSUED TO ALL MEMBERS****Report 1 Equality Report****Report 2 Data Protection/Compliance Update**

The Head of Client Services highlighted key items from the Equality Report. Since the beginning of November 2022 six further equality awareness days/months were promoted on the College's staff portal/email. Forthcoming events include LGBT plus History Month. Work on the collaborations with the Sector Learning and Development Forum continued with progress on a Student Equality training module to be rolled out during future inductions. The DAC for AccessAble has now been completed for a further five years.

Report 2 Data Protection/Compliance Update

From 1 August 2022 to 23 January 2023 there were a total of fourteen rights requests under UK GDPR and Freedom of Information Act 2000. During this date there were no personal data related incidents reported to the Information Commissioner's Office. An Access of Information Training module has been created to cover the requirements under the Freedom of Information Act 2000.

The Clear Desk Policy has been reviewed and extended to include 'Clean Screen'. This is also requirement as part of a Statement of Applicability piece between IT Services and Compliance.

The College have a Protecting Data and Working Remote training module to cover data protection risks and consideration while working remotely from home.

The Committee Chair thanked Ms Moss for her report.
Ms Moss left the meeting at this juncture.

17.10 CORRESPONDENCE – STAFFING

There was no correspondence received.

17.11 COMMITTEE CHAIR'S BUSINESS – STAFFING

The Committee Chair had no business to discuss in relation to staffing matters.

17.12 ANY OTHER BUSINESS – STAFFING

There was no any other business to discuss.

17.13 RESERVED BUSINESS

Taken separately.

DATE OF NEXT MEETING – 13 June 2023

Signed: 
Mrs D Creevy, Committee Chair

Date: 13 June 2023

APPROVED