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**MINUTES OF THE THIRTEENTH MEETING OF THE RESOURCES COMMITTEE HELD ON  
7 JUNE 2022, VIA VIDEO CONFERENCE, COMMENCING 1200**

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**PRESENT**

Mrs R Dougherty (Committee Chair)  
Mrs D Creevy  
Mrs S Fisher  
Mr P McKeown (Interim Principal & Chief Executive) until item 13.8  
Mr S McGregor  
Mr B Quinn

**IN ATTENDANCE**

Mr A Mulcahy, Finance Manager (until item 13.8)  
Ms S Kelly, HR Manager (from item 13.8)  
Mrs C McWilliams, Boardroom Apprentice (from 1218)  
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.

**13.1 WELCOME & APOLOGIES**

The Committee Chair welcomed everyone to the meeting with a special welcome to the new Committee members Mrs D Creevy and Mrs S Fisher and to Mr A Mulcahy, Finance Manager who was attending his first Committee meeting.

A special mention of congratulations was extended to Mr S McGregor who had received a well deserved MBE for services to further education and to the community. Mr McGregor replied he was humbled and honoured to receive this award and thanked everyone for their messages of congratulations.

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

There were no conflict of interest declarations and no declarations of any other business.

**13.3 DRAFT MINUTES FROM THE RESOURCES COMMITTEE MEETING HELD ON  
9 FEBRUARY 2022****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Draft Minutes of the Committee Meeting held on 9 February 2022

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

**PROPOSED,** Mr S McGregor

**SECONDED,** Mrs R Dougherty

**13.3.1 Matters Arising – Finance – February 2022**

**12.4** The Governing Body at their meeting held on 23 February 2022 agreed that the Finance Director open discussions with Limavady Cricket & Rugby Football Club. The Interim Principal added that the Estates Manager and himself had met a representative from the Limavady Cricket & Rugby Football Club and the Club is to arrange a new lease agreement.

- The Governing Body approved the Fees & Charges Policy 2022/23 at the meeting held on 23 February 2022.

The Committee Chair then invited Mr P McKeown, Interim Principal and Mr A Mulcahy, Finance Manager to report to the Committee.

**13.4 FINANCE – Mr P McKeown, Interim Principal, Mr A Mulcahy, Finance Manager**➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1	Tenders Issued Report
Report 2	Estates Update Report
Report 3	Business Support Centre Update
Report 4	Management Accounts for 9 Months to 30 April 2022
Report 5	Budget Update 2022/23
Report 6	Procurement Contract Items Suggested Spend Items £100K and Over
Report 7	Prompt Payment – verbal report
Report 8	Internal Audit Review – Student Funding Initiatives – Progress Report on Recommendations
Report 9	Internal Audit Review – Procurement & Contract Management Report
Report 9.1	Internal Audit Review Report – Procurement & Contract Management – Progress Report on Recommendations

The Committee Chair indicated that the Budget Update discussion (Report 5) will be taken at the end of this item.

The Finance Manager reported on the Tenders Issued (Report 1). Some single bids are continuing to be received. The CPD Tender in relation to the provision of catering and vending services has been challenging with the post COVID landscape with only one tender received.

On the Estates Update (Report 2) the Finance Director reported that there have been no developments since the last Committee meeting in relation to the Springtown Redevelopment Project. The official opening for the Springtown Campus is planned for 14 June 2022.

Work continues with the City Deal (Town Centre Regeneration Project in Strabane). A risk with the City Deal projects is inflation costs, the budget is fixed.

Work is progressing on the Causeway Growth Deal. Mr P McKeown and colleagues met with Causeway Coast & Glens Council on 24 May 2022. The Council has appointed consultants to prepare SOCs for each of the shortlisted projects.

A bid has been accepted for the Maydown site. The legal conveyancing process is now underway.

Members noted the Business Support Centre Update Report. The Interim Principal reported that the targets for the innovation projects to 31 March 2022 were exceeded. Despite initial budget cuts in respect to the Skills Focus and InnovateUS programmes the Department (DfE) have since advised that additional funds will be available to allow the College to deliver to the same levels as 2021/22. The DfE Economic Recover Action Plan (ERAP) fund has ceased from the end of March 2022.

In discussing the Management Accounts for the 9 Months to 30 April 2022 (Report 4) the Finance Manager reported that regarding Income, Traineeship income has not been as high as anticipated. TFS income is down significantly as this programme has been replaced with the new L2 Traineeship programmes. HE and FE fees are currently ahead of budget however the HE fees are down on the prior year. Catering income is down on budget although £102K ahead of prior year. Revenues are expected to increase. Other income generating activities are behind budget. This mainly relates to the Magilligan Prison programme as the provision has been affected by COVID related restrictions.

In relation to the Expenditure, Staff costs are up 6.1% on the same period last year. Non-teaching staff costs are below budget mainly due to new staff starting later than budgeted or recruitment not progressing for budgeted posts. There has been an increase in spend on IT and premises. This was funded from underspends in other areas. As previously reported energy costs have dramatically increased.

The Interim Principal reported that the historic (deficit) was showing £3.4M to 31 July 2022 however working to the DEL Resource to 31 March 2023 will show a balanced budget to 31 March 2022 as submitted to DfE.

A discussion took place on the Aged Debt Report and the process in collecting outstanding student debt.

The NDPB forecast Return to March 2022, DEL OTH RES was showing an overspend of £90k which relates to damage to a building on the Limavady Campus during a recent storm in February 2022. The Department (DfE) will cover this cost.

Procurement Contract Items Suggested Spend Items £100K and Over  
**The Committee agreed to recommend approval to the Governing Body.**  
**PROPOSED**, Mrs R Dougherty  
**SECONDED**, Mrs D Creevy

The Finance Manager reported the Prompt Payment figure for 30 days to 31 May 2022 was 97% and for the year to date was 97%.

It was noted that the Recommendations from the Internal Audit Review on the COVID 19 Student Funding initiatives were now complete (Report 8).

The Internal Audit Review Report on Procurement & Contract Management was provided to the Committee for information. The Review achieved a satisfactory assurance rating with three low priority actions. The tracking of this Report showed

that two of these items were now complete the completion date had not yet been reached for the third action (Report 9.1).

The Committee Chair then redirected members back to Report 5, for the Budget discussion. The Interim Principal stated that the College has not yet received formal notification of the 2022/23 indicative budget. The Department (DfE) indicated the draft budget does not provide the Department with all the necessary funding leaving considerable pressures. Based on these indications the College is currently facing a shortfall of approximately £2.5 - £3m.

Another concern is that student numbers have reduced over several years, this is common with the Sector. This has resulted in the average class sizes being reduced; however, this is not sustainable with reduced budgets.

As previously stated in the Management Accounts (Report 4) there are significant pay, energy and inflationary pressures therefore the College has budgeted for significant reductions in costs across the College. If additional budget resource is not forthcoming the College may have no other option but to look at cutting aspects of curriculum provision to reduce these pressures. The Interim Principal indicated that this is a last resort and referred members to comments within the budget letter from DfE on 31 March 2022 indicating that delivery of frontline services should be prioritised.

The Finance Manager brought members through the movement in income and the proposed expenditure cuts. There is a decrease in budget (22.6%) for Teaching & Training Direct/textbooks and classroom materials and welding materials mainly in the school of Crafts that had been heavily invested in recent years. Costs in Energy and PFI are expected to increase, the budget has been increased by 18.4%. There has been significant decrease in premises (44.4%) mainly in two areas; IT spend and reduction in planned building works. Front line services and statutory obligations have been protected.

The income & Expenditure Account for July 2023 was showing a historic deficit of £6m. This includes the approximate proposed budget cut of approximately £3m. The NDPB format for the year to 31 March 2023 was showing a forecasted pressure of £1.6m, but given the uncertainty around a number of matters including MaSN and full-time FE recruitment, inflationary and pay pressures the pressure could be well in excess of £2m.

The Interim Principal stated that normally annually at the June Committee meeting the Committee recommend approval of the Budget to the Governing Body. Due to the unusual circumstances the Interim Principal suggested the Committee await the confirmed Budget letter from the Department (DfE). Following this a Special Resources Committee meeting will be called in advance of the Governing Body June meeting. Members considered this was the best way to manage this.

**13.5 CORRESPONDENCE – Finance**

There was no correspondence.

**13.6 COMMITTEE CHAIR'S BUSINESS - Finance****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1      Review of Committee Structure

The Committee Chair reported that the Governing Body Chair had requested a paper on the consideration in splitting the Resources Committee back to two individual Committees, the Finance & Resources Committee and a Staffing Committee.

**A discussion took place and it was agreed to recommend the Governing Body to leave this decision until later in the academic year (2022/23) when the Committee membership has been refreshed and a temporary Governing Body Chair has been appointed.**

**It was agreed that the Governance Secretary send an expression of interest invite to members of the Committee who wish to be considered for the role as Chair/Vice Chair to the Committee.**

**13.7 ANY OTHER BUSINESS - Finance**

There was no any other business to discuss.

The Committee Chair thanked Mr McKeown and Mr Mulcahy for their report.

*Mr A Mulcahy left the meeting and Ms S Kelly joined the meeting at this juncture.*

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

**13.8 HR Services Management Report – Ms S Kelly, HR Manager****Report 13.8.1 Matters Arising – Draft Minutes of the Resources Committee  
Meeting held on 9 February 2022 – verbal report**

There were no matters arising.

**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1      HR Services Management Report  
Report 2      Recruitment Update  
Report 3      Staff Development Update – Teaching Staff  
Report 3.1    Staff Development Update – Support Staff  
Report 4      Staff Health & Wellbeing Strategy 2021-2024 Review & Action Plan  
Report 4.1    Health & Wellbeing Programme Semester 2, 2021/22  
Report 5      People Strategic Framework Review 2021-2024  
Report 5.1    People Strategic Framework Human Resources Action Plan

The HR Manager referred to the summary breakdown of the workforce numbers

which showed 756 employed in the College as at 12 May 2022.

The People Strategy Framework (Report 5) provided some of the key outcomes in respect to the five key themes of leadership, high performing culture, employee engagement and partnership working, recognition and reward and learning and talent development.

A total of 53 recruitment exercises and new appointments have been carried out between 22 January 2022 and 19 May 2022. Thirty six permanent appointments and 18 temporary appointments were made with 25 employees having left the College. There are 75 'live' current posts going through the recruitment and selection process. To help widen the recruitment pool Ulster University and Queens University Career Departments will circulate our vacancies to graduates. The Get Job website is currently being updated which will allow further accessibility to disabled applicants. A further feature will allow line managers involved in selection panels to view job details through the system.

In reporting the absence due to ill health data, it was noted the increase in teaching and support staff against 2020/21 data. The long term absence data had reduced for academic staff in April 2022. Personal stress and mental health were the main reasons for absence in staff between September 2021 – April 2022. The College is looking into more specialist support for the more complex mental health issues through the occupational health team.

Work continues to develop a Hybrid Working Framework at a FE sector level. This will become effective for the new academic year 2022/2023.

The HR Manager provided a summary of the key outcomes for 2021/22 in relation to the four key domains of Wellbeing adopted from the Work Well Model developed by Business in the Community (2018).

In respect to mandatory training, completion rates have increased however challenges exist with part-time lecturers to complete mandatory training. To improve this the HR Manager stated that a suggestion was for newly, part-time lecturers to complete their mandatory training as part of their induction training.

### **13.9 OTHER REPORTS**

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

- Report 1 Equality, Diversity and Inclusion in Employment Review 2021/22
- Report 1.1 Fair Employment Monitoring Return as at 01/01/22
- Report 2 Equality Update Report
- Report 3 Data Protection/Compliance Update Report
- Report 3.1 Internal Audit Review – Summary of Recommendations Progress Report – Data Protection GDPR

The HR Manager reported on the Equality, Diversity and Inclusion in Employment Review 2021/22 (Report 1) together with the Fair Employment Monitoring Return as

at 01/01/22 (Report 1.1). The key findings from the return were consistent on previous years. This was showing an under-presentation of employees from the Protestant community. The community background of applicants received was also under represented from the Protestant community. Six percent of applicants indicated they had a disability compared to 3% on the prior year. Some of the positive steps the College has taken which may have contributed to the increase in the number of applications from individuals with disabilities were noted.

Affirmative action programmes continue to help address the imbalance in the applicant makeup and workforce. The College works closely with the Equality Commission and regularly reviews the Affirmative Action Plan. In response to the Committee Chair's query the HR Manager assured the Committee that the Equality Commission is content with the Affirmative Action Plan and is aware of the extent of the quality work and good practice undertaken within the College.

The Data Protection/Compliance Update Report (Report 3) was noted together with the Internal Audit Review – Summary of Recommendations Progress Report – Data Protection GDPR (Report 3.1). This showed four actions with two completed and two in progress.

#### **13.10 CORRESPONDENCE – STAFFING**

There was no correspondence received.

#### **13.11 COMMITTEE CHAIR'S BUSINESS – STAFFING**

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

Report 1 Safeguarding Representative on the Board – verbal report

The Committee Chair notified Governors that the Safeguarding Report now progresses through the Education Committee. The Committee Chair has been the Safeguarding representative on the Board. This post will now be vacant from 1 July 2022. The Committee Chair provided Governors with details on this role and encouraged Governors to consider applying for this position. This matter will be discussed further at the Governing Body meeting in June 2022.

#### **13.12 ANY OTHER BUSINESS – STAFFING**

There was no any other business to discuss.

#### **13.13 RESERVED BUSINESS**

Taken separately.

#### **DATE OF NEXT MEETING – tbc**

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



Signed: .....

**Mrs D Creevy, Committee Chair**

**Date: 24 August 2022**

APPROVED