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**MINUTES OF THE EIGHTEENTH MEETING OF THE RESOURCES COMMITTEE HELD ON 13 JUNE 2023, VIA VIDEO CONFERENCE, COMMENCING 1200**

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**PRESENT**

Mrs D Creevy (Committee Chair) until 1310  
Mr L Murphy (Principal & Chief Executive) from 1222  
Mr B O'Neill  
Mr B Quinn (Acting Committee Chair) from 1310

**IN ATTENDANCE**

Mr P McKeown, Finance Director (until item 18.8)  
Ms G Moss, Head of Client Services (from 1248)  
Ms S Kelly, HR Manager (from 1315)  
Mrs É Doherty, Secretary to the Governing Body

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**18.1 WELCOME & APOLOGIES**

The Committee Chair welcomed everyone to the meeting. Apologies were received from Mr S Gillespie, Mr K Kennedy and Mrs S Fisher. The Committee Chair gave prior notice that she would have to leave the meeting early. Mr B Quinn kindly agreed to step in as acting Committee Chair for the remainder of the meeting.

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

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

**18.3 DRAFT MINUTES FROM THE RESOURCES COMMITTEE MEETING HELD ON 21 FEBRUARY 2023****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Draft Minutes of the Committee Meeting held on 21 February 2023

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

**PROPOSED**, Mrs D Creevy

**SECONDED**, Mr L Murphy

*(This item was taken when Mr Murphy arrived into the meeting).*

**18.3.1 Matters Arising – Finance**

The Governing Body at their meeting held on 7 March 2023 approved the extension of the lease between the College and Limavady Cricket & Rugby Football Club. The matter is currently with the solicitors.

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

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

<b>Report 1</b>	<b>Tenders Issued Report</b>
<b>Report 2</b>	<b>Estates Update Report</b>
<b>Report 3</b>	<b>Business Support Centre Update Report</b>
<b>Report 4</b>	<b>Management Accounts for 9 Months to 30 April 2023</b>
<b>Report 5</b>	<b>Budget Update 2023/2024</b>
<b>Report 6</b>	<b>Procurement Contract Items Suggested Spend Items £100K and over</b>
<b>Report 7</b>	<b>Prompt Payment – verbal report</b>
<b>Report 8</b>	<b>Investment Policy – January 2023</b>
<b>Report 9</b>	<b>Digital Strategy 2023-2024</b>

**Report 1 Tenders Issued Report**

The Finance Director reported that in respect to CPD Tenders, the provision of outsourced catering has been withdrawn. Management reviewed the requirement and the decision to bring this provision in-house was finalised on 24 May 2023. The contract for the external design and hosting of the College website is due to expire in November 2023. Due to current issues on budgetary concerns and the ongoing FE Review, the current contract was extended. A Direct Award Contract for professional services from RPP Architects was issued as a precautionary measure on the event of an adjudication relating to the Springtown Redevelopment Project.

**Report 2 Estates Update Report**

The Finance Director reported that in respect to the Springtown Redevelopment Project, OHMG have not yet initiated the adjudication process. OHMG submitted to JCP an Application for Payment on 26 April 2023. JCP on behalf of NWRC have replied to OHMG on this matter referencing that the contract is now expired.

An update was provided to the Committee on the completed minor work projects. Due to budgetary challenges the Estates team will be focusing primarily on response and planned maintenance.

Work continues with the Outline Business Case for the proposed new build in the Strabane Town Centre Regeneration Project. The OBC is due to be submitted in July 2023. The SOC is still underway for the Food Park proposal within the Causeway Growth Deal.

Positive sustainability measures were reported on energy conservation. The College has recently submitted an application to the Department (DfE) for funding for a solar panel installation at the Springtown Campus.

The Finance Director indicated that Sector building insurance premiums are likely to increase due to a significant increase in sums insured. The possibility of self-insurance has been raised with the Department (DfE).

**Report 3 Business Support Centre Update Report**

A positive outcome was reported on the targets achieved/exceeded to 31 March 2023.

**Report 4 Management Accounts for 9 Months to 30 April 2023**

The Finance Director reported the Management Accounts to 30 April 2023. For the year to 31 March 2023 the College was carrying an authorised DEL Other Resources overspend of £517K in respect of proposed pay settlements. The Management Accounts for the 10 Months to 31 May 2023 will be available for the Governing Body June meeting.

**Report 5 Budget Update 2023/24** it was agreed this report will be taken at the end of the finance reporting, following Report 9.

**Report 6 Procurement Contract Items Suggested Spend Items £100K and over**  
**The Committee agreed to recommend approval to the Governing Body.**

**PROPOSED**, Mrs D Creevy

**SECONDED**, Mr B O'Neill

**Report 7 Prompt Payment – verbal report**

The Prompt payment figure for the 30 days to 31 May was 96% and for the year to date was 95%. The target is 95%.

**Report 8 Investment Policy – January 2023**

It is a requirement of the Committee's Terms of Reference to advise the Governing Body on investment and borrowing, policy, strategy and banking arrangements generally (ToR no 22). The Investment Policy states, '1.2 Article 14 (1) of the Further Education (NI) Order 1997 empowers the Governing Body of the College to invest any sums not immediately required for the purposes of carrying on its activities'. The current Investment Policy was issued. The Finance Director reported the College does not have any investments. The College's Current bank account does attract interest and this is reported through the Management Accounts.

**Report 9 Digital Strategy 2023-2024**

Members noted the report, the report was also presented by the TELS Manager to the Education Committee on 6 June 2023. The Power Point presentation is available on Decision Time.

*The Finance Director then returned to report 5.*

**Report 5 Budget Update 2023/24**

The College received the Draft Budget Allocation for 2023/24 on 24 May 2023. This allocation is £29.6m. The Finance Director detailed the breakdown of this figure. This represents a reduction of £2.0m from the College's closing DEL Resources allocation for the 2022/23 year. Cost savings of £1.4m already factored in will still present a very challenging budget. The College is forecasting a pressure of £484K to 31 March 2024.

The College anticipates receiving further funding for Traineeships and Advanced Technical Awards. The Finance Director provided detail on the cost savings exercise across a number of areas, mainly in the reduction in IT spend and a reduction in planned building works.

**Due to the identified pressure forecasted to 31 March 2024 of £484K it was agreed that Governors give approval of the Budget 2023/24 in principle with the assumption that more funds may be received and an update at the September 2023 Committee meeting for final approval.**

**PROPOSED**, Mrs D Creevy

**SECONDED**, Mr B Quinn

Governors were updated on the Tribal Benchmarking & Cost Savings Exercise (part of the FE Review) relating to the benchmarking exercise based on data from the 2019/20 and 2021/22 financial years. This exercise identified that based on equivalent full-time Students (EFTS) the College is ranked as the third most expensive FE College in Northern Ireland with a total cost per EFTS of £8,920. Work needs to take place to reduce costs particularly in the delivery of the curriculum. When compared to the most efficient College in NI, NWRC was £2.7m more expensive, of which £2.4m related to curriculum delivery.

Before the Committee Chair left the meeting, she thanked Mr B Quinn who was attending his last Committee meeting for his support and commitment to the Committee over his time as Governor. The Finance Director and Principal echoed these sentiments.

*Mrs D Creevy left the meeting at this juncture and Mr B Quinn took over the role as Acting Committee Chair. Ms G Moss joined the meeting during this item.*

**18.5 CORRESPONDENCE – Finance**

There was no correspondence to note.

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

- Report 1**      **Review of Committee's Terms of Reference**  
**Report 1.1**    **Proposed Amendments to the Committee's Terms of Reference**  
**Report 2**      **Internal Audit Review Report – Estates Management – Repairs and Maintenance**  
**Report 3**      **Internal Audit Review Report – Key Financial Controls**  
**Report 3.1**    **Summary Update on Internal Audit Recommendations**  
**Report 4**      **Committee Membership – verbal report**

**Report 1**      **Review of Committee's Terms of Reference****Report 1.1**    **Proposed Amendments to the Committee's Terms of Reference**

The Governing Body Secretary reported that the Terms of Reference are reviewed on a biennial basis. The proposed changes to the Terms of Reference were noted in Report 1.1 relating to an amendment to a title change.

Members were content with this amendment.

**PROPOSED**, Mr B Quinn

**SECONDED**, Mr B O'Neill

**Report 2**      **Internal Audit Review Report – Estates Management – Repairs and Maintenance**

The Internal Audit on Estates Management – Repairs and Maintenance received a satisfactory assurance rating with one low priority finding identified in the areas of policies and procedures. This action has already been completed.

**Report 3**      **Internal Audit Review Report – Key Financial Controls****Report 3.1**    **Summary Update on Internal Audit Recommendations**

The Internal Audit on Key Financial Controls received a satisfactory assurance rating with two low priority findings in the areas of Accounts Payable and Bank and Cash. These actions are already completed.

**Report 4**      **Committee Membership – verbal report**

For planning purposes, the Governing Body Secretary requested approval for at least one of the new Governors who were due to join the Board to serve on the Committee.

**PROPOSED**, Mr B Quinn

**SECONDED**, Mr B O'Neill

**As Mr Quinn was soon to complete his term of office the vacancy as the Board representative on the Project Board for Springtown was available. It was agreed to bring this matter to the full Board to seek expressions of interest.**

**18.7 ANY OTHER BUSINESS - Finance**

There was no any other business.

The Acting Committee Chair thanked Mr McKeown for his report.

*Mr P McKeown left the meeting and Ms S Kelly joined the meeting.*

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

**18.8 HR SERVICES MANAGEMENT REPORT – Ms S Kelly, HR Manager****Report 18.8.1 Matters Arising – Draft Minutes of the Resources Committee Meeting held on 21 February 2023 – verbal report**

**17.7** The Governing Body agreed to an extension for another year on the IIP. The HR Manger in Committee added the IIP had forwarded proposals including costs for the accreditation for a period of three years. **A discussion ensued and it was agreed for the Senior Leadership Team to review this matter and bring a decision back to Committee.**

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

- Report 1** HR Services Management Report
- Report 2** Recruitment Posts Pending and in Process as at 30 May 2023
- Report 3** Staff Development Update, Teaching and Support
- Report 4** Health & Wellbeing Strategy 2021-2024 and Action Plan Year Review, Year 2, 2022-2023
- Report 5** Human Resources Business Plan, May Update 2022/23
- Report 6** Equality, Diversity and Inclusion in Employment Review 2022/23
- Report 6.1** Fair Employment Monitoring Return as at 01/01/23

**Report 1 HR Services Management Report**

The HR Manager reported applicant numbers continue to be a challenge in recruiting posts across the Colleges. The use of social media to engage applicants is becoming important.

**Absence and Wellbeing:** In relation to absence due to ill health, Teaching Staff for May 2023 was 3.05% down on April 2023 which was 3.68%. Higher levels of sickness were reported for Support Staff showing 4.26% for May 2023, an increase in April 2023 which was 4.46%. The most common reason for absence from September 2022 to May 2023 continues to be stress (personal) 19.3%, followed by mental health 10.1%. Governors noted their concern on the high level of absence due to personal stress.

**To continue to be a supportive employer it was agreed that a summary report be provided to the next Committee meeting on the supports already in place to support staff who are absent as a result of personal stress.**

**Report 2 Recruitment Posts Pending and in Process as at 30 May 2023**

Members noted the updated reports.

**Report 4 Health & Wellbeing Strategy 2021-2024 and Action Plan Year Review Year 2, 2022-2023**

The HR Manager highlighted that the College is progressing through the Strategy. Work continues in the four key areas for better physical and psychological health, better work, better relationships and better specialist support which have been adopted from the Work Well Model developed by Business in the Community (2018). The Action Plan showed the key areas of work implemented during 2022/2023.

*Ms G Moss joined the meeting during this item.*

**Report 6 Equality, Diversity and Inclusion in Employment Review 2022/23**

**Report 6.1 Fair Employment Monitoring Return as at 01/01/23**

The HR Manager reported on the Equality, Diversity and Inclusion in Employment Review 2022/23 together with the Fair Employment Monitoring Return as at 01/01/23. The headline figures were consistent on previous years. This was showing an under-presentation of employees from the Protestant community (20%). There were 77% from the Roman Catholic Community and 3% were Non-Determined. 60% of employees were female and 40% male. 71% of employees work full-time with 29% working part-time. The community background of applicants received was also under represented from the Protestant community. The number of applicants who indicated they had a disability had increased to 10% which was an increase from the previous year of 6%. Work taken place which may have contributed to the increase in the number of applications from individuals with disabilities was 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.

The HR Manager was pleased to report that completion rate as at May 2023 for Safeguarding mandatory training was 98.2%. The remaining modules achieved over 90% for the same period. A Cyber Security module has been added this year to the Mandatory Training modules.

The Acting Committee Chair thanked Ms Kelly for her report and invited Ms G Moss to present her report to the Committee.

**18.9 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****Report 1      Equality Report**

Highlights from the Report noted the calendar of events together with the new partnership with the North West Migrants' Forum (NWMF). The College has agreed to support them in a range of awareness raising initiatives over the new few months/years. It has been decided not to progress the Race At Work Charter with Business in the Community and to work more closely with the NWMF.

The College has agreed to work towards accreditation as a 'College of Sanctuary'. A College of Sanctuary is a college that has undergone improvement in practices to support refugees and people seeking asylum and help raise awareness among students, staff and the wider community.

**Report 2      Data Protection/Compliance Update**

A total of nineteen Information Rights Requests made under UK GDPR and Freedom of Information Act 2000 were made from August 2022 to May 2023.

Potential data incident trends for 2022/23 have reduced from the same period for 2021/22.

The Acting Committee Chair thanked Ms Moss for her report.

*Ms Moss left the meeting at this juncture.*

**18.10 CORRESPONDENCE – STAFFING**

There was no correspondence received.

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

The Acting Committee Chair wished to acknowledge the work undertaken by Ms G Moss and her team in the Step Up Project. The objective of this programme is to target economic inactivity and widening access and participation.

**It was agreed for the Committee Chair to write a note of thanks from the Committee to Ms Moss.**

**18.12 ANY OTHER BUSINESS – STAFFING**

There was no any other business to discuss.

**18.13 SCHEDULE OF COMMITTEE MEETINGS 2023/24**

Members noted the Schedule.



**18.14 RESERVED BUSINESS**

Taken separately. The meeting ended at 14:05.

**DATE OF NEXT MEETING – 18 September 2023**

Signed:   
**Mrs D Creevy, Committee Chair**

**Date; 18 September 2023**

APPROVED