

---

**MINUTES OF THE FIFTEENTH MEETING OF THE RESOURCES COMMITTEE HELD ON  
20 SEPTEMBER 2022, VIA VIDEO CONFERENCE, COMMENCING 1630**

---

**PRESENT**

Mrs D Creevy (Committee Chair)  
Mrs S Fisher  
Mr P McKeown (Interim Principal & Chief Executive)  
Mr B O'Neill  
Mr B Quinn (until 1822)

**IN ATTENDANCE**

Mrs J McKeever, Temporary Governing Body Chair (for presentation item only 15.0)  
Mr G Bradley, Estates Manager (for presentation item only 15.0)  
Mr A Mulcahy, Head of Finance (until item 15.9)  
Ms G Moss, Head of Client Services (left after item 15.10)  
Ms S Kelly, HR Manager (from item 15.9)  
Mrs É Doherty, Secretary to the Governing Body

---

**15.0 PRESENTATION – Review of the Estates Strategy 2021 -2031 – Mr G Bradley, Estates Manager**

The Estates Manager brought members through an update on the Estates Strategy 2021-2031. The capital projects in excess of £1m within the Strategy were submitted to the Department (DfE) in August 2021 with costings. When the Business Cases are drafted these costs will be revised for each project to reflect more up to date prices, i.e., to consider recent increases in the cost of construction. **For the benefit of new members on the Committee it was agreed it would be useful to have a review of the Estates Strategy on the Committee Agenda for the February 2023 meeting.**

A current challenge in relation to the management of the estates is the inflationary costs in energy. Estates staff are proactively exploring a number of options to reduce energy consumption.

The Committee Chair thanked Mr Bradley.

*Mr Bradley and Mrs J McKeever left the meeting at this juncture.*

**15.1 WELCOME & APOLOGIES**

Apologies were received from Mr S Gillespie and Mr K Kennedy.

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

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

### 15.3 DRAFT MINUTES FROM THE RESOURCES COMMITTEE MEETING HELD ON 7 JUNE 2022

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Draft Minutes of the Committee Meeting held on 7 June 2022

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

The Secretary to the Governing Body stated that the draft Minutes had also been passed to Mrs R Dougherty who chaired the meeting on 7 June 2022. Mrs Dougherty was content with the minutes.

**PROPOSED,** Mr B Quinn

**SECONDED,** Mrs D Creevy

The Committee Chair indicated a change to the running order of the Agenda and stated that item 15.10 would be taken next.

*Ms G Moss, Head of Client Services joined the meeting at this juncture.*

### 15.10 OTHER REPORTS – Ms G Moss, Head of Client Services

➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

- |          |   |
|----------|---|
| Report 1 | Equality & Good Relations Progress Report (Section 75) April 2021 – March 2022            |
| Report 2 | Equality Update Report  |
| Report 3 | Compliance Annual Report 2021-2022  |
| Report 4 | Internal Audit Review – Summary of Recommendations Progress Report – Data Protection GDPR |

The Head of Client Services reported on the Equality & Good Relations Progress Report (Section 75) from April 2021 – March 2022 (Report 1). The Report has also progressed to the Equality Commission. The extensive work taking place in the College and its commitment to the promotion of equality was acknowledged.

In reporting on the Equality Update (Report 2) the Head of Client Services stated that the calendar of events will include as many teams both within and outside the College to promote awareness of the different events. **Governor, Mr B O’Neill suggested that he could help with sharing contacts of other groups/organisations within the North West that could support the College in promoting the forthcoming events. Ms Moss welcomed this offer.**

The College has procured twenty licences for staff to undertake an introductory e-learning module on British Sign Language. It is hoped that some students may also be able to access this training.

As part of the LGBTQ work the College is working towards becoming a Diversity Champion through Stonewall.

The 2021-22 Compliance Annual Report (Report 3) included data on access requests, data incident trends, DPIAs. No complaints under data protection legislation were received during 2021-22. There were no personal data related incidents reported to the Information Commissioner's Office during 2021/22. During the year Compliance staff increased focus on the Colleges records management processes. A Records Management Policy has been implemented to sit alongside the FE Sector Retention & Disposal Schedule.

In conclusion, the Head of Client Services reported on the Internal Audit Review – Summary of Recommendations Progress Report – Data Protection GDPR. The four low priority items have all have been completed in line with the Action Plan. Some work will be ongoing.

The Committee Chair thanked Ms Moss and passed on thanks to all the Teams involved.

*Ms G Moss left the meeting at this juncture.*

The Committee Chair then returned to the remaining Agenda items.

### **15.3.1 Matters Arising – Finance - June 2022**

**13.4** Report 6 – The Governing Body approved the Procurement Contract items suggested spend items of £100k and over at their meeting held on 28 June 2022.

**13.6** The Governing Body was content with the arrangement to look into splitting the Committee back into two Committees (Finance and Staffing) until later in the academic year (2022-23).

**13.6** The expression of interest was forwarded to Governors regarding the role of Chair/Vice Chair to the Committee on 9 August 2022.

## 15.4 DRAFT MINUTES FROM THE SPECIAL RESOURCES COMMITTEE MEETING HELD ON 24 AUGUST 2022

### ➤ PREVIOUSLY ISSUED TO ALL MEMBERS

Draft Minutes of the Committee Meeting held on 24 August 2022

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

**PROPOSED,** Mr B Quinn

**SECONDED,** Mrs S Fisher

### 15.4.1 Matters Arising – August 2022

**14.3** The updated Budget Reports were in the papers for this meeting (Ref 15.5, Report 5/5.1)

The Committee Chair then invited Mr A Mulcahy, Head of Finance to report to the Committee.

## 15.5 FINANCE – Mr A Mulcahy, Head of Finance

### ➤ PREVIOUSLY ISSUED TO ALL MEMBERS

- Report 1 Tenders Issued Report
- Report 2 Estates Update Report
- Report 3 Business Support Centre Update
- Report 4 Draft Annual Report & Accounts to Year Ended 31 July 2022
- Report 5 Budget Update 2022/23
- Report 5.1 DfE Correspondence – June Internal Planning Update – Sept 2022
- Report 6 Internal Audit – Summary Progress Report Procurement Contract Management
- Report 7 College Insurance Cover 2022/23
- Report 8 Prompt Payment – verbal report

The Head of Finance referred to the Tenders Issued Report (Report 1) and updated members to the CPD Tenders in relation to the provision of catering and vending services to the College. The procurement was unsuccessful. To provide continuity of the service the College agreed to a 12 month extension to the current contract.

The Interim Principal referred to the Estates Update Report (Report 2 ). Concerns exist in relation to current inflationary pressures with the City Deal/proposed new build in Strabane. Council has been informed that the budget is fixed for these projects.

Members were informed of the Private Finance Initiative (PFI) Contract for the Northland Building which will complete in January 2026. Discussions will commence regarding the handover with Northwin Limited.

The Department (DfE) issued the Space Utilisation Report for 2019-20. This was a benchmark exercise on the FE Sector. Due to challenges relating to enrolments the College and the Sector has seen utilisation figures drop in recent times.

The Interim Principal confirmed that the sale of the former Training Centre in Maydown was now complete.

A draft lease has been received from the solicitors representing Limavady Cricket & Rugby Football Club. There is also an agreement which will remain in place which allows the College Sports students to use Limavady Cricket and Rugby Football Club facilities. The final draft will be brought to the Governing Body for approval.

Referring to the Business Support Centre (Report 3) the Interim Principal reported it can be challenging to meet the targets within the timeframe but it is hoped that the targets will be met by 31 March 2023. Mr B O'Neill paid tribute to the work of the Centre.

The Head of Finance reported that the Annual Report & Accounts Year Ended 31 July 2022 (Report 4) were in draft form. The final draft is due to be submitted to the Department (DfE) by 30 September 2022. The College will submit these on 23 September 2022. The external audit of the Accounts will commence on 26 September 2022.

The Financial Statements have been prepared in accordance with the Accounts Direction and relevant accounting standards. Referring to the Statement of Comprehensive Income & Expenditure for the Year Ended 31 July 2022, this showed Total Comprehensive Income of £18.2m. This was represented by book entries relating to an actuarial gain in respect of the NILGOSC pension scheme of £15.6m. The NI Teachers Pension Scheme is not included. Additionally, an unrealised surplus was showing £6.6m following a revaluation of land and buildings by the Land and Property Services (LPS) as at 31 July 2022. The Operating Deficit for the year is £3.9m. This mainly relates to depreciation of £3.6m.

The final Draft of the Financial Statements for the Year End 31 July 2022 will be presented to the Committee's November 2022 meeting.

The Interim Principal provided the Committee with an update on the provision in the Accounts in relation to the Holiday Pay provision.

In referencing the Budget 2022/23 discussion at the Special Resources Committee meeting held on 24 August 2022, following that a further budget update was received from the Department (DfE) on 14 September 2022 (Report 5.1). Members were referred to the Budget breakdown (Annex A) which showed the Total Indicative Budget of £31.1m (including STS £86K). The Interim Principal explained the movements to Governors and noted that this was a more favourable position. The College would expect to manage the budget for the year to 31 March 2023. Potential risks areas were noted in respect to HE Grant and HE Fee income.

The Budget paper will be updated to reflect the changes within Report 5.1 and brought to the Committee again in November 2022.

**The Committee agreed to recommend approval to the Governing Body of the Budget 2022-23.**

**PROPOSED**, Mrs D Creevy

**SECONDED**, Mr B O'Neill

It was noted that all the recommendations from the Internal Audit Review on Procurement & Contract Management were now complete.

Referring to the College Insurance Cover 2022/23 (Report 7), the Head of Finance stated that premiums had increased since the issue of the Report. The Sector premium has increased by 10.5%. There were increases to premiums across most areas but most significantly in Property & Liability, Legal Expenses and Cyber. In June 2021 the Department (DfE) gave approval for the provision of Insurance Services for the FE Sector for the next five years (2021/22 – 2025/26). Due to increased premiums a new Business Case will be required in advance of the year 5 to cover the additional premiums.

Prompt payment figure for the 30 days to 31 August 2022 was 96% and for the year ending 31 July 2022 was 96%.

**15.6 CORRESPONDENCE – Finance**

There was no correspondence other than the correspondence reported under item 15.5, Report 5.1.

**15.7 COMMITTEE CHAIR'S BUSINESS - Finance**

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

**15.8 ANY OTHER BUSINESS - Finance**

There was no any other business to discuss.

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

*The Committee took a short break at this juncture.*

*Mr A Mulcahy 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.

**15.9 HR Services Management Report – Ms S Kelly, HR Manager**

**Report 15.9.1 Matters Arising – Draft Minutes of the Resources Committee Meeting held on 7 June 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 Plan 2022-2023
- Report 4 HR Business Plan 2021-2022 – update
- Report 5 HR Business Plan 2022-23

The HR Manager reported that a total of 51 recruitment exercises were carried out from 20 May 2022 – 07 September 2022. During this period 43 appointments were made, 33 permanent and 10 temporary. Currently there are 71 'live' posts going through the recruitment and selection process.

As reported in the June 2022 Committee meeting challenges continue in recruiting. To extend the reach of job vacancies advertisements will be posted to various disability groups. The Equality Officer is starting to progress this piece of work.

During the academic year 2021/22 the College have processed 187 staff applications through AccessNI.

In reporting the absence data, the percentage lost time rate was showing as at August 2021/22, 4.85% and 3.57% on the same period last year. For Teaching Staff as at August 2021/22, 0.84% against 0.97% on the same period last year. From September 2021- August 2022 mental health issues were the highest percentage for the reason for absence. The College has signed up to the Equality Commission's Mental Health Charter for employers to promote good mental health.

The HR Manager reported that during August 2022 the College launched its Hybrid Working Framework on a pilot basis for six months. Staff may request to work from home one day per week, with four days per week on campus. Not all posts are suitable for hybrid working. To date 94 staff have forwarded requests with 52 being approved to date.

Referring to Staff Development the HR Manager reported that following weekly email reminders to managers/staff there has been a marked increase in the completion of Mandatory Training modules since February 2022. Staff also have easy access to view details on their mandatory training modules through the Staff Self-Service Portal. The Interim Principal added that Cyber Security may be included as an additional mandatory training module going forward.

In the academic year 2021-22 a total of 661 (370 academic staff/291 Support Staff) members availed of staff training/development offered within the College. 368 Staff Development applications were received during the academic year 2021/22.

**In answer to Mr B O'Neill's question the HR Manager replied she would enquire if the Elemental service was also available to staff.**

The HR Manager then brought members through the reports provided, (2-5) and Governors got the opportunity to ask questions.

*Mr B Quinn left the meeting during this item.*

**15.10 OTHER REPORTS – Ms G Moss, Head of Client Services**

This item was taken earlier in the agenda.

**15.11 CORRESPONDENCE – STAFFING**

There was no correspondence received.

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

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

**15.13 ANY OTHER BUSINESS – STAFFING**

There was no any other business to discuss.

**15.14 RESERVED BUSINESS**

Taken separately.

**DATE OF NEXT MEETING – 7 November 2022**

The Committee Chair thanked everyone for their attendance and brought the meeting to a close at 1852. Reserved Business items followed.



Signed: \_\_\_\_\_

**Mrs D Creevy, Committee Chair**

**Date: 7 November 2022**