

GOVERNING BODY OF THE BELFAST METROPOLITAN COLLEGE

Minutes of the Resources Committee meeting of the Belfast Metropolitan College held on 18th September 2014 at 4.30pm in the boardroom, Titanic Quarter campus.

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| Present | <p>Governors: David Taylor (Chair), Lindsey Smith, Joe Eagleson, Sam Hagen, Wendy Langham and Michael McCamley.</p> <p>Officers: Elaine Hartin [COO], Damian Duffy [DDLs], Gillian Magee [Head of Finance], Darren Crothers [Head of HR].</p> <p>Secretary: John McAndrew</p> | |
| R 1 14/15 | <p>Apologies and Notice of AOB</p> <p>There were apologies from Greig Twaddle.</p> <p>The Chair welcomed the new Head of HR, Darren Crothers.</p> <p>There was no AOB.</p> | |
| R 2 14/15 | <p>Conflicts of Interest Declaration</p> <p>In response to the Chair's question no conflicts or potential conflicts were raised.</p> | |
| R 3 14/15 | <p>Minutes of the Resources Committee meeting of 21st May 2014</p> <p>The minutes were agreed.</p> | |
| R 4 14/15 | <p>Matters Arising</p> <p><i>R 17 13/14 Head of HR Appointment.</i> See minute 1 above.</p> <p><i>R49 13/14 BMC loan.</i> The COO confirmed that the loan had been repaid in line with the email of 29 August 2014 to all governors.</p> <p><i>RES 30 Aged creditors report.</i> The HoF said that this had been reinstated.</p> <p><i>RES 31 and 32. Support staff metrics.</i> The COO said that this was in the pipeline for the next resources Committee.</p> <p><i>R52 13/14 Statement of Travel.</i> The Secretary confirmed that where detailed reports were presented a headline stating the overall position and comparators or otherwise was to be inserted upfront.</p> <p><i>R53 13/14 and R53 13/14.</i> Brunswick Street and CSE. See minute 9 14/15 below.</p> <p><i>RES 37 Absence.</i> See minute 11 below.</p> | |
| R 5 13/14 | <p>Chair's Business</p> <p><i>Correspondence</i></p> <p>The Chair noted the tabled correspondence from DEL's Mary McIvor on the 2014/15 financial position for Arm's length bodies, and that it had been supplemented by information given by DEL's Catherine Bell at the Governing Body Away Day.</p> <p><i>Committee referrals.</i></p> <p>The Chair also noted two cross referrals from other committees. Firstly the May CQE Committee had endorsed the purchase of MIS software and asked that that Resources Committee be informed of this endorsement. (This was discussed at the Governing Body Away Day of 11th and 12th September 2014.JMcA) Secondly the June A&R Committee noted that in year shortfall in student numbers would impact adversely on the 2015/16 budget settlement and asked that this be referred to the Resources Committee. (This too was discussed at the Governing Body Away Day of 11th and 12th September 2014. JMcA)</p> | |
| R 6 13/14 | <p>COO's business</p> <p>The COO gave details of that morning's NIFON meeting which had discussed cuts in 14/15 and 15/16 and the lack of clarity about the aggregate amount</p> | |

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| | subject to cuts, and the decision to formally clarify this with DEL. The COO also noted the second PAC meeting (looking at the PPP/PFI initiative in particular the TQCC project) had taken place the previous day, it was likely to be the final meeting, and the College awaited the publication of the Committee's report. | |
| R 7 13/14 | BMC 13/14 Accounts | |
| | [The circulated papers comprising the Annual Report and Financial Statements were discovered to be lacking the governance statement. This was printed anew and given to members at the end of the meeting where it was discussed. The minute below reflects the entirety of the discussions. JMcA] The Secretary noted that the Audit and Risk Committee had sought and gained assurance that the accounts were in compliance with accounting standards and the A&R Committee recommended the accounts as fit for purpose subject to any issues raised by the Resources Committee. The Chair agreed to meet the Head of Finance after the meeting to make some minor observations. Members were satisfied with the governance statement. | Chair |
| RES 1 | The Resources Committee approved the draft accounts for submission to NIAO and DEL. | HoF |
| R 8 14/15 | Budget 2014/15 | |
| | A paper on the 2014/15 to 2016/17 CDP was tabled. The Head of Finance took members through a draft 2014/15 budget noting the assumptions and the probability of realisation and the potential impact of non-realisation. All of the probabilities of realisations relating to the assumptions were either Green or Amber. The Red status of the potential impact on shortfalls in income (grant income, contract income, tuition fees, FCR, and other grant income) were noted and discussed. The COO noted the review of the Curriculum which would take place before Christmas 2014 alongside the analysis of spend where committed; the outcome from this would inform the future. On enquiry it was confirmed that the one off spend items noted at the Governing Body Away Day (MIS, T&L, H&S, PFI legals, Governance budget) had been included in the draft budget. The Historic Cost surplus in 14/15 due to the sale of Brunswick Street was noted as was the break even in 15/16 and small deficit in 16/17. | |
| RES 2 | The Resources Committee agreed that it be kept updated on one off spend items throughout the year, and that future Resources Committee agendas contain provision for formal reporting from the Capital Project Boards. | Chair Secretary |
| RES 3 | The Resources Committee approved the 14/15 budget and 3 year plan for submission to the Governing Body. | Chair |
| R 9 14/15 | Estates Update | |
| | The COO updated members on the BMC Estate. <ul style="list-style-type: none"> Girdwood – Green – BCC confirmed SEUPB funding; the COO agreed to confirm the completion date. SOC- Green – the Chair noted the implications of the curriculum review. The COO confirmed that Whiterock was wrapped up in SOC and agreed that it be listed separately. Tower Street – Green – the COO agreed to confirm the date of the next 6 monthly update. Review of Rental arrangements - Green – On track. Mallusk closed out. | COO COO |

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| | <ul style="list-style-type: none"> Planned Maintenance – Green – Ongoing. PFI contract management – Amber - Ongoing discussions with Ivywood; the COO confirmed the new Risk Register would reflect the lack of progress and that it would be brought to the attention of the A&R Committee. The COO agreed to differentiate between Millfield and TQ and report their status separately. Millfield Accommodation – Green - Ongoing restoration to original schedule. Restructuring – Amber – Complete. <p>On enquiry it was confirmed that e3 was very likely to pass an upcoming Gateway 5 review, that restructuring was complete, that Riddell was supplied free of charge by BELB. It was thought necessary to revise the Estates Strategy following the review of the curriculum in a time of austerity.</p> | COO COO |
| RES 4 | The Resources Committee agreed that an overlay map showing the BMC estate and curriculum schools, and the demographics be produced for the committee. | HEFM |
| RES 5 | The Resources Committee agreed to recommend to the Governing Body that the Estates Strategy be revised following completion of the Curriculum review. | Chair |
| RES 6 | The Resources Committee noted the Update | |
| R 10 14/15 | FCR | |
| | <p>The DDLS noted the overview given at the recent Away Day and the overall assessment of Amber. He also noted that many of the schools had just returned and picked up where they had left off before the summer, and there was discussion concerning annualized contracts, utilisation percentages, and the need for an alternative contract model. The COO noted progress on the Salisbury review</p> <p>The HoF confirmed that there was an outstanding piece of work to be done on contributions and costs for non FLU income which was in the next layer down of detail.</p> <p>On enquiry it was confirmed that the business school would utilise a call off register of business advisers, have minimum course numbers to run, and that £100k was budgeted for developing content. On enquiry it was confirmed that a paper on international activity was being presented direct to the full Governing Body on September 29th 2014 as a result of a decision at the chair's meeting.</p> | HoF DDLS |
| RES 7 | The Resources Committee agreed that the May 2014 Non FLU income report model be reinstated for future Resources Committee reports, (and if possible) an end of year 13/14 report be prepared for the upcoming September Governing Body. | COO |
| R 11 14/15 | HR Update | |
| | <p>The Head of HR updated members on HR; of note</p> <ul style="list-style-type: none"> Appraisals – Amber – the 18% achievement rate referred to those entered onto the database and not the number of appraisals carried out. Work was ongoing to retrieve and log all completed appraisals. Staff Turnover for year – Green – Turnover 7.85% similar to 12/13 and in line with sector ; a higher turnover in support staff (9.75%) than in academic staff (6%). Workforce development plans – Green – TNAs all closed out. Employer Development programme – Green | |

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| | <ul style="list-style-type: none"> • Performance management process – Amber - process delayed for support staff and will roll into 14/15. • HR toolkits – Amber – delayed due to pressures on resources, will roll into 14/15. • Engagement Plan – Green – Staff survey complete, initial findings known e.g. more and people proud to work for BMC. It was agreed that the findings of the Carecall Health and Wellbeing Focus Groups be brought to Resources Committee. • Staff absence – Amber – Staff absence increased to 5.4% due to reporting systems and employee relations. HR trying to actively manage reporting with phone calls to HR from absentees introduced; members warned of abdication of management responsibilities but were satisfied that it would subsequently be devolved in a controlled manner. <p>The Employer Relations Summary was noted and discussed. On enquiry it was confirmed that as always in the spirit of continuous improvement there were lessons to be learned in regard to employee relations and recent cases.</p> <p>The sickness absence summary was noted and discussed. It was confirmed that HR had the necessary staff for the mainstream of HR work but in some complex cases additional resource would be required.</p> <p>The question of succession to the departing DC was briefly discussed. and it was agreed to raise this at the upcoming Governing Body and the CQE Committee.</p> | HHR |
| RES 8 | The Resources Committee agreed that the outcomes of the Carecall Staff report be brought to Resources Committee. | COO |
| RES 9 | The Resources Committee agreed that the Succession plan for the departing DC be cross referred to the CQE Committee and raised at the September Governing Body. | Chair Secretary |
| R 12 14/15 | AOB | |
| | None | |
| R 13 14/15 | Meeting evaluation: “Comprehensive and concise, detailed when necessary.”. | |
| | Signed Chair: | Date: |