

GOVERNING BODY OF THE BELFAST METROPOLITAN COLLEGE

**Minutes of the Resources Committee meeting of the Belfast Metropolitan College held on 26th May 2015
at 4.30pm in the boardroom, Titanic Quarter campus.**

Present	<p>Governors: David Taylor (Chair), Lindsey Smith and Wendy Langham.</p> <p>Officers: Elaine Hartin [COO], Damian Duffy [DDLs], Gillian Mayhew [Head of Finance], Darren Crothers [Head of HR], Siobhan Lyons, Head of Business Development, Colin Daysh (Head of IT), Raymond Delargey and Peter Kane (Estate Area Manager).</p> <p>Secretary: John McAndrew</p>	
R 42 14/15	<p>Apologies and Notice of AOB</p> <p>There were apologies from Sam Hagen and John McGrillen.</p>	
R 43 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 44 14/15	<p>Minutes of the Resources Committee meeting of 24th November 2014</p> <p>The minutes were agreed. The level of detail was discussed and it was considered that much of the detail could be conveyed to the full Governing Body verbally, and by full access to the new Minute Pad system, and as a consequence committee minutes could be briefer.</p>	Secretary
R 45 14/15	<p>Matters Arising</p> <p><i>R 30 14/15 R 14 14/15 Personnel Paper.</i> To be routed through A&R Committee.</p> <p><i>R 30 14/15 R 17 14/15 Support side metrics.</i> Superseded given VES scheme which will amend staffing structures and organization structure.</p> <p><i>R 30 14/15 RES 27 Resources Committee TOR.</i> Approved at Governing Body of 25/02/15</p> <p><i>R 32 14/15 CDP submission.</i> Presented to Governing Body of 25/02/15.</p> <p><i>R 32 14/15 Briefing and Q&A session on Financial memorandum by DEL.</i> To be scheduled.</p> <p><i>R34 Review of Whiterock.</i> See Minute</p> <p><i>RES 24 Movements in forecast to be shown on a Quarter by Quarter basis by use of additional columns.</i> Action completed.</p> <p><i>RES 25Q2 DEL Statements.</i> Approved for submission to DEL at Governing Body of 25/02/15.</p> <p><i>RES 26 NON Flu income.</i> Reported to Governing Body of 25/02/15.</p>	<p>HHR COO</p> <p>DEL Secretary</p>
R 46 13/14	<p>Chair's Business</p> <p>The Resources Committee noted receipt of the latest DEL Health Check and noted the Comparative performance information. On enquiry it was</p>	

	confirmed that “Estates costs as a % of total costs” were reviewed on an ongoing basis.	
R 47 13/14	COO’s business	
	The COO confirmed that there was none not covered by the Agenda.	
R 48 13/14	IT Update (promoted up the Agenda)	
	<p>The Head of IT updated members on delivery of the IT Strategy. He confirmed that all performance measures were on target save for benchmark costs (small delay but being managed) and development of KPIs and SLAS (to be agreed but in the pipeline). Members noted the report.</p> <p>The Head of IT gave a presentation on a £1.9 IT Network refresh for Castlereagh and Millfield campuses to bring them up to a standard equivalent to e3 and TQ campuses. He demonstrated the need, the options, the ranking of options, and made a recommendation in favour of option 3 – the entire replacement at Millfield and Castlereagh including wireless expansion costing £1.94m. On enquiry COO and HIT confirmed the drawing down of capital spend as and when necessary and at the most appropriate time from the capital allocation, the existence of a VFM test where equipment was purchased by a third party at Millfield and its use as a comparator for the Castlereagh procurement, the likely summer implementation of kit, and that the hardware could be reused in a new building.</p>	
RES 28	<i>The Resources Committee recommended approval of the business case to the Governing Body for onward submission to DEL and DFP (and immediate sighting by the Governing Body).</i>	Chair Secretary
R 49 13/14	Estates Update (promoted up the agenda)	
	<p>The Estates Area Managers confirmed that they were satisfied with the management of H&S issues in the BMC estate, and that some were managed by the PFI contractors. They confirmed that all performance measures were on track save for the slippage on Girdwood (to be visited by the Governing Body that week); the review of the Millfield Schedule of Accommodation which had awaited the completion of the Curriculum Review; and the completion of the SOC for capital development or contingency following austerity cuts.</p> <p>Members noted the latest developments in regard to TQ legacy issues and the prudent access to appropriate legal advice, and possible future opportunities.</p> <p>Mr Delargey presented a paper on the Whiterock site comprising relevant property details, short term and long term proposals. The implications of a Full Repairing and Insuring lease for the length of the tenancy, and a continued presence on the site were noted.</p>	
RES 29	<i>The Resources Committee recommended approval of the proposed interim steps and long term solution to the Governing Body.</i>	Chair
RES 30	<i>The Resources Committee requested a site map of the Whiterock site for the next Resources committee meeting.</i>	HE

RES 31	<i>The Resources Committee asked that future Resources Committee meetings be attended by the Director of Curriculum to allow oversight of curriculum engagement with Estates.. (see also RES 35).</i>	Secretary DC
R 50 13/14	Financial submissions to DEL	
	<p>The HoF summarised the Q3 projection for the full year position of a surplus after Historic Cost Adjustment of £994k i.e. £137k less than the CDP budget for 2014/15 of £1,131k, with income less than expected due to less revenue from training, fees and FCR but increased expenditure due to higher costs of depreciation and other operating expenses.</p> <p>On confirmation it was noted that the underspend on staff costs was not damaging but was not sustainable in some areas e.g. business development, and that the risks were similar to those presented in February 2015. It was also noted that no letter had yet been received concerning the receipts for CSE/BS.</p>	
Wendy Langham left at 5.45pm. (The Secretary confirmed that the meeting was still quorate).		
RES 32	<i>The Resources Committee recommended to the Governing Body the Q2 financial statements as fit for purpose and submission to DEL.</i>	Chair
	The HoF presented a paper on the NDPB Budget outlining the impact of compliance with NDPB status, the implications for DEL and BMC and the practical consequences 2 year ends, 8 quarters etc. She noted the DEL requirement to submit an NDPB format budget for the year 1 st April 2015 to 31 st March 2016 by 29 th May 2015 (as yet the budget template had yet to be forwarded from DEL).	COO
RES 33	<i>The Resources Committee recommended approval of the draft NDPB budget for submission to DEL by the Governing Body. (The Governing Body will review the final budget submission in June 2015).</i>	Chair
RES 34	<i>The Resources Committee recommended that the Governing Body sight a reduced version of the NDPB Budget paper.</i>	HoF Secretary
R 51 13/14	Non FLU Income	
	<p>The DDLS and HBD presented the NON FLU update report for Q3. In sum the YTD income for 2014/15 was £2.8m compared to a budget of £3.0m with the majority of variance in Self-financing income for which they had a plan of action.</p> <p>Members were congratulatory and noted the improvements over the previous two years, and welcomed the extra comfort and assurance generated by consistent improved performance.</p>	
RES 35	<i>The Resources Committee asked that future Resources Committee meetings be attended by the Director of Curriculum to allow oversight of curriculum engagement with Non FLU Income/Self financing income. (see also RES 31).</i>	Secretary DC
R 52 13/14	HR Update	

	<p>THE HHR updated members on Q3 progress on the 2014/15 HR plan. He confirmed that the majority of the performance measures were on track or completed, however unplanned activities had been significant and had impacted upon planned activities e.g. VES, NIPS, ETI inspection, redeployment pool etc. He highlighted the successful retention of the IIP, the successful outcome to the ETI inspection of CPD, and the updating of the Equal Opportunities policy. The HHR also updated members on the VES scheme and the actions of other parties including the Unions, other Colleges and DEL.</p> <p>Members noted the report</p>	
	AOB	
	None.	
R 53 13/14	Meeting Evaluation	
	The Chair was unanimously thanked for his chairmanship.	
	Signature:	Date:
	Chair	