

|  |  |
| --- | --- |
| **Belfast Metropolitan College Resources Committee 4.00pm Wednesday 7 June 2023 at TQ Boardroom and via Microsoft Teams Minutes Approved 8 November 2023 RC18 23/24** | |
| **Committee Members:** Seamus Dawson (Chair);Kate Burns; Janis Leaden; Yvonne Murphy; Lauren McAteer, Bill Montgomery, Louise Warde Hunter, Principal & Chief Executive  **Management:** Aidan Sloane, Director of Corporate Services (DCS); Laura Allen, Head of Finance (HoF); Liam Downey, Head of IT (HOIT); Peter Kane (Head of Estate and FM (Temp)  **Clerk to the Governing Body:** Gerry Crossan | |
| **RC39 22/23** | **Quorum, Apologies, Welcome, Conflicts of Interest, Notice of AOB and Leadership Culture**  **Quorum**: The meeting was quorate under the terms of Section 6.2 of Terms of Reference **V3** of the Resources Committee approved by the Governing Body at **GB81a 21/22 22 June 2022** (2 Governors).  **Apologies:** Apologies received from Nikita Brijpaul, Tai Campbell, Damian Duffy and Peter Kane.  **Welcome:** No new participants advised at the meeting.  **Conflicts of Interest**: No **perceived, potential or actual** conflicts of interest were advised under the terms of Section 8.1 of the Belfast Metropolitan College Governing Body Standing Orders **V5** approved by the Governing Body at **GB81a 21/22 22 June 2022**.  **AOB:** No Items of AOB received at date of issue of **Agenda FINAL 1 June 2023**.  **Leadership Culture:** Chair **noted** our commitment to Governing Body Leadership Culture Watchwords (**GB02d 22/23 21 September 2022** refers):  Courageous / Creative / Candour / Challenge (**RC50 22/23** below refers) |
| **RC40 22/23** | **Minutes of the meeting held on 8 March 2023 - Draft (Proposed Final)**  The Committee **approved** the **DRAFT (Proposed Final)** minutes of the meeting held on 8 March 2023 without amendment. |
| **RC41 22/23** | **Matters Arising from the minutes of the meeting held on 8 March 2023**  There were no matters arising from the minutes of the meeting held on 8 March 2023 not already on the agenda of this meeting. |

| **Agenda Item** | | **Lead** |
| --- | --- | --- |
| **AC04 19/20** | **Governance Guidance and Information**   1. FE 02/19 Further Education (FE) College Accounts Direction issued 31 July 2019 2. Publications from Accountability & Financial Management Division   [Finance Director letters (FDs) - 2019](#mctoc1)   1. Statement of Recommended Practice (SORP) Accounting for Further and Higher Education 2019 Edition (must be adopted for accounting periods beginning on or after 1 January 2019)   The Committee to note the guidance and information received. |  |
| **AC05 19/20** | **Chair’s Business**   * Review of Audit and Risk Committee Terms of Reference – version dated November 2017 attached * Audit and Risk Committee Self-Assessment – Audit and Risk Committee Effectiveness November 2017 (National Audit Office) | Chair |
| **AC06 19/20** | **Financial Report**  Draft Belfast Metropolitan College Annual Report and Accounts 2018/19  The Committee to consider the accounts and to approve adoption to the Governing Body. | DCS |
| **AC07 19/20** | **Northern Ireland Audit Office Business**  The Committee to note the information provided by the NI Audit Office. |  |
| **AC08 19/20** | **Internal Audit Business**  The Committee to consider the reports presented by Internal Audit. | NIAO |
| **AC09 19/20** | **Status of Outstanding Audit Recommendations as at end Q4 2018/19**  The Committee to consider and to note the actions taken by management. | CMSP |
| **AC10 19/20** | **Risk Management and Opportunity Report**  The Committee to consider and to note the actions taken by management. | CMSP |
| **ARC11 19/20** | **Compliance Reporting for Q4 2018/19**   * Losses and special payments * DAC (STA) Notifications * Register of Gifts and Hospitality * Whistleblowing Notifications * Register of Data Breaches   The Committee to consider and to note the actions taken by management. | DCS  CMSP |
| **ARC12 19/20** | **Direct Award Contracts/Single Tender Actions for Q4 2018/19**  The Committee to consider and to note the actions taken by management. | DCS |
| **ARC13 19/20** | **Belfast Met Cyber Security Internal Control Framework September 2019 (Annual Standing Item)**  The Committee to consider and to note the actions taken by management . | HoIT |
| **ARC14 19/20** | **Belfast Metropolitan College GDPR Internal Control Framework September 2019 (Annual Standing Item)**  The Committee to consider and to note the actions taken by management. | CCO |
| **ARC15 19/20** | **Any Other Business** | |
| **ARC16 19/20** | **Date of next meeting**  4.30pm on 11 November 2019 at Titanic Quarter Boardroom | |

| **Agenda Item** | |
| --- | --- |
| **RC42 22/23** | **Governance Guidance and Information**  None advised since date of last Committee meeting. |
| **RC43 22/23** | **Notification of change to the internal control environment under Section 12d of Governing Body Standing Orders V5 22 June 2022**  None advised as at date of issue of **Agenda FINAL 1 June 2023**. |
| **RC44 22/23**  **Chair** | **Chair’s Business**   1. **Closed Session** of Resources Committee to be held at the end of this meeting (see **RC52 22/23** below). |
| **RC45 22/23**  **HoF** | **Financial Report and Budget Reforecast Report March 2023**   1. Whole College Position Q3 Reforecast to 31 July2023.   Management advised the Committee on:   1. Slight reduction in income due to a reprofiling requested by DfE; 2. Reduction in expenditure; 3. Break-even in cash terms; 4. Management will maintain a tight control over expenditure to operate within DfE allocated funding levels; 5. the overall increase in costs from 2021/22 is in line with expectations; 6. NILGOSC charges have decreased significantly following an actuarial review; 7. Income profile for the year is in line with the reforecast profile; 8. Overall, 0.5% favourable variance in income and 2.0% favourable variance on expenditure; 9. The financial risks currently being managed and anticipated between now and the end of reporting year.   The Committee asked what the key areas requiring attention - Management advised on the fixed and controllable elements of the costs profile, with the two biggest expenditure areas being estates and IT  The Committee sought further information on the financial impact of HE enrolments.  Management advised that they have just recently received the draft Allocation Letter for 23/24 and the options for action are currently being considered by Management.  The Committee asked what the position was with the budget build for 2023/24 – Management advised the historic process has not been followed but that detailed discussions with HoDs are underway.  The Committee **noted** the information provided by and the action taken by Management; and, |
| **RC46 22/23**  **HoD**  **HSA** | **CEDSI and CFSA Non-Core Income**   1. CEDSI and CFSA Income and Reforecast Report: Q3 Reforecast to 31 July 202323   Management advised the Committee of the following key issues:   1. Reforecast position at April 2023 is £13.1m with an estimated contribution of £891k – a contribution level of 7% which is positive considering the significant change in the operating and income environment across these services; 2. No significant change from Q2; 3. Q2 CEDSI Q2 reforecast is on track, with programmes which are coming to an end being replaced by other funded programmes; 4. Still a lag in CEDSI claims and income anticipated in 2021/22 will be realised in 2022/23; 5. Net Operating Contribution was reported.   The Committee sought clarification on the application of full cost recovery and contribution levels across the services provided. Management provided as required.  The Committee **noted** the information provided by and the action taken by Management. |
| **RC47 22/23**  **DCS** | **Information Technology Report June 2023**   1. Information Technology Report Q3 2022/23.   Management advised the Committee on the following key issues:   1. Infrastructure investment; 2. Updating of hardware and software, including request process to prepare for the upcoming academic year; 3. Projects completed so far this area including updating of WAN, wireless and telephone system and updating of devices mobile phone; 4. Continued high level cyber security including reaccreditation for Cyber-Essentials Plus; 5. Each campus now has an online teaching room; 6. Key Performance Measures are all above target.   The Committee **noted** the information provided by and the action taken by Management. |
| **RC48 22/23**  **DCS** | **Estate and Facilities Management Report June 2023**   1. Estate and Facilities Management Report Q3 2022/23.   Management advised the Committee on the status of the following key programmes:   1. Estate Strategy; 2. Castlereagh Strategic Outline Case; 3. Millfield Reversion including governance and partnerships arrangements to prepare for the transition of the campus back to the College in 2027; 4. H&S will be subject to an ISO audit in June 2023 – controlled in-house audit provide high assurance of compliant with ISO standards; 5. Sustainable by Nature Steering Groups are established and the installation of PV arrays and other initiatives to comply with legal requirements coming into force by 2023.   The Committee praised the work of College staff in putting the wide range of positive responses in place. Management advised of the wide range of partners that the College works with across Belfast on these initiatives. Management also advised the Committee on the innovative ways that the College responds to emerging projects and funding opportunities.  The Committee **noted** the information provided by and the action taken by Management. |
| **RC49 22/23 2**  **Chair** | **Any Other Business**  None advised at date of issue of **Agenda FINAL 1 June 2023**. |
| **RC50 22/23**  Chair | **Meeting Feedback Leadership Culture**  Committee members advised the Chair that the conduct of the meeting provided evidence of the Governing Body’s commitments as set out at **RC39 22/23** above. |
| **RC51 22/23** | **RC51 22/23 Date of next meeting**  **Governance Programme 2023/24 Cycle 1**: The **first** meeting of the Resources Committee during the 2023/24 year will take place at **4.00pm on Wednesday 13 September 2023**. This meeting is in colleagues’ Outlook calendars - **RC12 22/23 14 September 2022** refers.  **Governance Programme 2023/24 Cycle 4**: the **fourth** meeting of the Resources Committee during 2023/24 will be at **4.00pm on Wednesday 5 June 2024** at the Titanic Quarter Board Room and via Microsoft Teams – **Chairs14 22/23 3 May 2023** refers.  The Clerk will diarise these meeting in colleagues’ Outlook calendars during June 2023. |
| **RC52 22/23** | **CLOSED SESSION – BIP Governors, P&CE, Director of Corporate Services** |

**Chair of Belfast Metropolitan College**  **Seamus Dawson**

**Resources Committee**

**Signature**  **Date**: 8 November 2024

Minutes adopted Governing Body meeting 15 November 2023