



Belfast Metropolitan College Resources Committee 4.00pm Wednesday 15 September 2021 at TQ Boardroom and via Microsoft Teams Minutes FINAL approved 12 November 2021

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RC01 21/22

Quorum, Apologies, Welcome, Conflicts of Interest, Notice of AOB and Leadership Culture

Quorum: The meeting was quorate under the terms of Section 5.2 of Terms of Reference for the Resources Committee approved by the Governing Body at **GB04c 21/22 23 Sep 20 (V2)** (2 Governors).

Apologies: Apologies received from Nikita Brijpaul.

Conflicts of Interest: No **perceived, potential or actual** conflicts of interest under the terms of Paragraph 15.1 of the Belfast Metropolitan College Governing Body Standing Orders dated August 2015 were advised.

AOB: No Items of AOB received at the date of the meeting.

Leadership Culture: Chair noted our commitment to:
i) brave leadership and meaningful dialogue;
ii) simpler governance; and,
iii) engaging in the right spirit.

RC02 21/22

Minutes of the meeting held on 2 June 2021 - Draft (Proposed Final)

The Committee **approved** the **DRAFT (Proposed Final)** minutes of the meeting held on 2 June 2021 unamended.

Proposed: Kathleen O'Hare

Seconded: Janis Leaden

RC03 21/22

Matters Arising from the minutes of the meeting held on 2 June 2021

All matters arising are on the agenda for this meeting.

Item		Lead
/20	<p>Governance Guidance and Information</p> <p>(a) FE 02/19 Further Education (FE) College Accounts Direction issued 31 July 2019</p> <p>(b) Publications from Accountability & Financial Management Division <u>Finance Director letters (FDs) - 2019</u></p> <p>(c) 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)</p> <p>The Committee to note the guidance and information received.</p>	
/20	<p>Chair's Business</p> <ul style="list-style-type: none"> • 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
/20	<p>Financial Report</p> <p>Draft Belfast Metropolitan College Annual Report and Accounts 2018/19</p> <p>The Committee to consider the accounts and to approve adoption to the Governing Body.</p>	DCS
/20	<p>Northern Ireland Audit Office Business</p> <p>The Committee to note the information provided by the NI Audit Office.</p>	
/20	<p>Internal Audit Business</p> <p>The Committee to consider the reports presented by Internal Audit.</p>	NIAO
/20	<p>Status of Outstanding Audit Recommendations as at end Q4 2018/19</p> <p>The Committee to consider and to note the actions taken by management.</p>	CMSP
/20	<p>Risk Management and Opportunity Report</p> <p>The Committee to consider and to note the actions taken by management.</p>	CMSP
9/20	<p>Compliance Reporting for Q4 2018/19</p> <ul style="list-style-type: none"> • Losses and special payments • DAC (STA) Notifications • Register of Gifts and Hospitality - Whistleblowing Notifications 	DCS CMSP

Agenda Item	
RC04 21/22	<p>Governance Guidance and Information</p> <p>None advised since date of last Committee meeting.</p>
RC05 21/22	<p>Chair's Business</p> <p>Chair None at this meeting.</p>
RC06 21/22	<p>Financial Report and Budget Reforecast</p> <p>HoF Financial Report to end July 2021</p> <p>Management advised the Committee on the following key issues:</p> <ul style="list-style-type: none"> (a) Cash position outturn of £5.2m is within the target approved by DfE; (b) Outturn income was above target due to additional funding from DfE, for example, Student Support Payments, Pay and Pension pressures, additional Skills Programmes supported by DfE in response to COVID-19; (c) Fee income was down following the trend in learner recruitment throughout the year; (d) Both income and expenditure have increased, with the increased NILGOSC provision impacting expenditure adverse outturn of approximately 4%; (e) Sickness absence costs have increased and are being managed within the current budget; (f) Other Operating expenses have increased, mainly as a result of the Student Support Payments and premises costs associated with the response to COVID-19; (g) Accelerated expenditure on laptops for staff was completed in May 2021; (h) In cash terms and removing non-cash items, the outturn was a small cash surplus. (i) Staff Costs Outturn was 6% above last year's actual arising from the pay settlements which were concluded during 2020/21 and the approval of new posts; <p>The Committee noted that there were still continuing staff shortages that were impacting budgets while management worked on staff utilisation modelling in response to changes in the profile of enrolments. P&CE advised that Management were developing an aggressive growth strategy in response to the current and emerging challenges. HoF advised that a recent cost reduction exercise found that only approximately 10% of total College expenditure is discretionary. DC advised that the current financial constraints and capacity and recruitment models are inhibiting Management's response to current and emerging business opportunities.</p> <p>Budget 201/22 update</p> <ul style="list-style-type: none"> (a) In June £46.2m initial allocation from DfE which translated into a £3.6m shortfall at that time – Management have been working on cost reduction programme across the College which reduced expenditure by £1m; (b) DfE have asked for modelling on potential pay award settlements which are likely to absorb these identified savings; (c) Additional 250 students places approved by DfE – MaSN increase of £1.4m; and, (d) Non-cash items again constitute greatest part of estimated outturn shortfall; (e) Bid for COVID related costs and the costs of lost learning during 2020/21 are still being considered by DfE – this would be funding for additional teaching and learning

	<p>programmes;</p> <p>The Committee noted the action Management are taking to increase HE and FE recruitment and funding in between now and early 2022.</p> <p>The Committee noted the information provided by and the action taken by Management.</p>
RC07 21/22	<p>Non-Core Income and Reforecast Report: Q4 2021/22</p>
DD	<p>Management advised the Committee on the following key issues:</p> <ul style="list-style-type: none"> (a) Opening income target £10.64m for 2020/21 and outturn was £11.33m; (b) Additional increases in DfE funded programmes – (c) While some programmes have been suspended, the majority of business programmes have been delivered; (d) Skills Focus and Skills Intervention programmes remained viable following timely in-fill action; (e) Reports include time differences between receipts and income arising from DfE funded programme; (f) Contribution in line with target for 2020/21; (g) Higher level of Apprenticeship Income is notable; (h) Impact of furlough programme was positively managed in the College, led to less disruption and an earlier return to stable provision compared to other FE Colleges; (i) College well positioned for opportunities arising from Public Sector Apprenticeships as partner provider with NICS – College capability is high and relevant to delivery of this programme and College is engaged in the recruitment and on-boarding processes now with the Department for Communities. <p>The Committee noted the action taken and the information provided by Management.</p>
RC08 21/22	<p>Catering Contract - verbal update CONFIDENTIAL</p>
DD	<p>The Committee noted the action taken and the information provided by Management.</p>
RC09 21/22	<p>Information Technology Report as at May 2021</p>
HIT	<p>Management advised the Committee on the following key issues:</p> <ul style="list-style-type: none"> (a) Infrastructure upgrades over the summer have been successful and have maintained business capability throughout the response to COVID-19 response; (b) All projectors and whiteboards in Millfield and Castlereagh have been replaced with upgraded equipment – supporting delivery of Belfast Met Live Classroom to support higher quality online teaching and learning and, in particular, will support emerging Apprenticeship offerings; (c) Multi-factor identification implemented for students; (d) Network equipment upgrade in E3 has been completed; (e) Roll-out of laptops and docking stations to staff to replace PC is underway – potential issues around earlier replacement periods associated with the use of laptops; (f) Firewall upgrade will be completed during October 2021; (g) Technology support for teaching and learning during lockdown is being identified for continued use in a hybrid teaching and learning environment – for example, Kellerman

	<p>Teaching Model;</p> <p>(h) High risk of cyber attack is driving continuous, responsive and timely action in implementing defensive action and establishing mitigating controls.</p> <p>The Committee welcomed the action being taken to improve the learner experience of blended teaching and learning.</p> <p>The Committee noted the action taken and the information provided by Management.</p>
<p>RC10 21/22</p> <p>HEFM</p>	<p>Estate and Facilities Management Report as at September 2021</p> <p>(a) Estate and Facilities Management Update Report September 2021;</p> <p>(b) Estates Strategy 2020-2023 - update; and,</p> <p>(c) Castlereagh Feasibility Study – update .</p> <p>Management advised the Committee on the following key issues:</p> <p>(a) Sustainable by Nature” – Sustainability Strategy will examine all aspects of environmental impact, including partnership with NIE on “Mic-charging” on electricity capacity. Benchmarking surveys are also being undertaken on water usage, etc;</p> <p>(b) Governance framework for Castlereagh Project is being established – target it to establish project by December 2021 – identification of all the options will be part of the business case and in the light of local community feedback, curriculum options and management of estate capacity. DD advised that this will be a 3-5yr process to complete business case, consult and engage with the DfE on funding and the process will fit into the development of the Strategic Plan 2021-2025. There are strategic decisions about the direction of FE which need to be taken by DfE which will be critical to the development of this business case.</p> <p>(c) College joined Public Procurement Framework in July 2021;</p> <p>(d) Continuing leadership and engagement on wide range of partnerships across public sector;</p> <p>(e) H&S framework continues to be embedded across the College, including roll-out of H&S Blueprint for management of curriculum equipment;</p> <p>(f) Project team being established in line with guidance in NAO Report on “Managing PFI assets and services as contracts end 2027”(dated 6 June 2020);</p> <p>(g) Continuing to lead on management response to COVID-19, including at-work testing;</p> <p>(h) Divestment of Riddle still subject to clarification of title issues although a potential partner organisation has been identified; and,</p> <p>(i) ISO framework subject to review and next independent assessment will be in June 2022.</p> <p>The Committee welcomed Management’s focus on sustainability and the greening of the College’s business towards a carbon-neutral operation and noted that DfE are the lead NICS Department on delivering these targets across the public sector in Northern Ireland.</p> <p>The Committee noted the action taken and the information provided by Management.</p>
<p>RC11 21/22</p>	<p>Any Other Business</p> <p>P&CE advised on the current status of the FE Sector recruitment process for Governing Body members.</p>

<p>RC12 21/22</p> <p>Chair</p>	<p>Meeting Feedback</p> <p>Leadership Culture: Committee members advised that they considered the conduct of the meeting met the standards adopted by the Governing Body.</p>
<p>RC13 21/22</p>	<p>Date of next meeting</p> <p>Governance Programme 2021/22 Cycle 2: The next meeting of the Resources Committee will be at <u>4.00pm on Wednesday 10 November 2021</u> at the Titanic Quarter Board Room and via Microsoft Teams – the Committee will consider the Draft Annual Report and Accounts for 2020/21 as part of that agenda.</p> <p>Governance Programme 2022/22 Cycle 1: The first meeting of the Resources Committee in the 2022/23 year will be at <u>4.00pm on Wednesday 14 September 2022</u> at the Titanic Quarter Board Room.</p>

Chair Belfast Metropolitan College
Resources Committee

Seamus Dawson



Signature

Date

1/12/2021