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| **Belfast Metropolitan College Resources Committee 4.00pm Wednesday 9 November 2022 at TQ Boardroom and via Microsoft Teams Minutes FINAL approved 8 March 2023** | |
| **Committee Members:** Seamus Dawson (Chair);Kate Burns; Kathleen O'Hare; Janis Leaden; Nikita Brijpaul; Yvonne Murphy; Lauren McAteer  **Management:** Aidan Sloane, Director of Corporate Services (DCS); Damian Duffy, Director of Partnerships and Sustainability (DSP) Laura Allen, Head of Finance (HoF); Siobhan Lyons, Head of Business Development (HBD); Raymond De Largey, Head of Estate and Facilities Management (HEFC).  **Clerk to the Governing Body:** Gerry Crossan | |
| **RC13 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 Louise Warde Hunter.  **Welcome:** No new participants at this meeting.  **Conflicts of Interest**: No **perceived, potential or actual** conflicts of interest 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** were advised.  **AOB:** No Items of AOB received at the meeting.  **Leadership Culture:** Chair noted our commitment to:   * 1. brave leadership and meaningful dialogue;   2. simpler governance; and,   3. engaging in the right spirit.(**RC23 22/23** below refers). |
| **RC14 22/23** | **Minutes of the meeting held on 14 September 2022 - Draft (Proposed Final)**  The Committee **approved** the **DRAFT (Proposed Final)** minutes of the meeting held on 14 September 2022 with some small amendments advised by Management. |
| **RC15 22/23** | **Matters Arising from the minutes of the meeting held on 14 September 2022**  Management advised the Committee on the current arrangements in relation to the Catering Contract. |

| **Agenda Item** | | **Lead** |
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| **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** | |
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| **RC16 22/23** | **Governance Guidance and Information**  None advised since date of last Committee meeting. |
| **RC17 22/23**  **Chair** | **Chair’s Business**  None advised at the meeting. |
| **RC18 22/23**  **HoF** | **Financial Report and Budget Reforecast Report September 2022**   1. Whole College Position Q1 ended 30 September 2022; and, 2. Non-Core Position Q1 ended 30 September 2022   Management advised the Committee on the following key issues:   1. actual cash position for the year has stayed within the permitted working capital limits; 2. forecast cash position to March 2023; 3. income and expenditure forecasts are both below budget; 4. net deficit and cash and non-cash elements in this deficit; 5. disclosure policy in relation to actuarial calculations (non-cash) have been subject to change; 6. DfE funding policy – including potential clawback - and Management action required to achieve financial objective of operating within the DfE-allocated funding levels; 7. the challenges of predicting student enrolments, the competition from other educational providers and the difficulties related financial impact on the College; 8. budget and actual staff costs 2022/23 and compared to 21/22; 9. the profile of income streams and the related risk around each income stream; 10. the profile of expenditure categories and the related risk around each expenditure category; 11. pauses to investment in teaching materials during 2021/22 are being addressed during 2022/23; and, 12. risks and assumptions around potential financial impacts to the end of March 2023.   The Committee and Management discussed the impact of changing HE entry qualifications and the range of policies which are affecting students at Year 13. The Committee noted that the impact of these factors is deeply disappointing for the College staff who have been engaged in attracting students to the College.  The Committee sought further information on:   * the impact of the Apprenticeship Levy arrangements in Northern Ireland – the College pays into this levy; and, * the continuity in ESF funding and the engagement of the College with the replacement of this funding stream; * Management action in relation to Peace Plus; * the flexibility that the College has in relation to HLA funding – there is no cap on that funding and learners are able to move between HE and HLA programmes; * developing partnerships in relation to HLA provision.   **RC18 22/23**  The Committee **noted:**   * the information provided by and the action taken by Management; * the Annual Report and Financial Statements 2021/22 remain subject to audit and will be presented to the ARAC meeting on 14 November 2022; and, * that the NIAO issued a clean Report To Those Charged With Governance on 8 November 2022. |
| **RC19 22/23**  **HoD**  **HSA** | **CEDSI and CFSA Non-Core Income**   1. CEDSI and CFSA Income and Reforecast Report: Q1 2022/23   Management advised the Committee on the following key issues:   1. the target and estimated outturn income and contribution; 2. the profile of CEDSI income streams and the related risk around each income stream; 3. the expenditure associated with each income stream; 4. the assumptions around the CEDSI Q1 reforecast; 5. the impact of diminishing EU funding has been incorporated into the forecast; 6. update on the GenCom projects and partnerships; 7. he profile of CSFA income streams and the related risk around each income stream; and, 8. the assumptions around the CSFA Q1 reforecast.   The Committee **noted** the information provided by and the action taken by Management; |
| **RC20 22/23**  **DCS** | **Information Technology Report**  DCS advised the Committee that Liam Downey has been appointed as the Interim Head of ICT.  The Committee **noted** the information provided by and the action taken by Management. |
| **RC21 22/23**  **DPS** | **Estate and Facilities Management Report November 2022**   1. Estate and Facilities Management Report Q1 2022/23.   DPS advised that Raymond De Largy will be leaving the College in the coming weeks.  The Committee sought further information on the profile of investment in green energy across the College estate.  The Committee **noted** the information provided by and the action taken by Management. |
| **RC22 22/23 2**  **Chair** | **Any Other Business**  None advised at the meeting. |
| **RC23 22/23**  Chair | **Meeting Feedback**  Committee members advised the Chair that the conduct of the governance meeting provided evidence of compliance with the Governing Body’s commitments. |
| **RC24 22/23** | **RC24 22/23 9 Nov 22 Date of next meeting**  **Governance Programme 2022/23 Cycle 3**: The **third** meeting of the Resources Committee during 2022/23 will be at **4.00pm on Wednesday 8 March 2023** at the Titanic Quarter Board Room and via Microsoft Teams. The Clerk has diarised this meeting in colleagues’ Outlook calendars (**RC42 21/22 9 March 2022** refers).  **Governance Programme 2023/24 Cycle 2**: the **second** meeting of the Resources Committee during 2023/24 will be at **4.00pm on Wednesday 8 November 2023** at the Titanic Quarter Board Room and via Microsoft Teams. The Clerk has diarised this meeting in colleagues’ Outlook calendars during November 2022. |
| **RC25 22/23** | **Closed Session – BIP Governing Body members and Management only** |

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

**Resources Committee**

**Signature**  **Date**: 8 March 2023

Minutes adopted Governing Body meeting 22 March 2023