

GOVERNING BODY OF THE BELFAST METROPOLITAN COLLEGE

Minutes of the BMC Resources Committee meeting held on 23rd May 2016 at 4.30pm in the boardroom, Titanic Quarter campus.

Present	<p>Governors: David Taylor (Chair), John McGrillen, Michael McCamley, Wendy Langham and Kathleen O’Hare.</p> <p>Officers: Elaine Hartin [COO], Damian Duffy [DDLS], Jonathan Heggarty (DC), Colin Daysh (Head of IT), Siobhan Lyons (Head of Business Development), Aidan Sloane (Head of Training), and Peter Kane (Estate Area Manager).</p> <p>Secretary: John McAndrew</p>	
R 51 15/16	Apologies and Notice of AOB	
	There were apologies from governor Kevin McKeaveney.	
R 52 15/16	Conflicts of Interest Declaration	
	In response to the Chair’s question no conflicts or potential conflicts were raised.	
R 53 15/16	Presentation on the BMC IT Strategy 2013-16	
	<p>Colin Daysh gave a presentation on the implementation of the BMC IT/IS Strategy 2013-16, reporting against both a roadmap and against objectives. The committee noted that all planned work had been completed, objectives and vision met, and that the implementation had been a success. In the period of the strategy, BMC had laid firm foundations, designed new services, and moved from outdated to leading edge technology. This view was supported independently by world class technology companies Gartner and Microsoft.</p> <p>On enquiry it was confirmed that the £2m network infrastructure upgrade had kept to budget, that SKYPE was in regular use in BMC business, and that remote learning was being further investigated (in addition to existing blended learning).</p>	
R 54 15/16	Minutes of the Resources Committee meeting of 23rd November 2015	
	The minutes were agreed save for additional clarification for RES 9 and 10 in R40 15/16 Matters Arising. Final sentences to read “Complete, recommendation endorsed by Governing Body of 30 th November 2016”.	Secretary
R 55 15/16	Matters Arising	
	<p><i>R 40 15/16 Appointment of vice Chair. Complete (see Minute 55)</i></p> <p><i>R 40 15/16 (R 31 15/16) Terms of Reference. Ongoing.</i></p> <p><i>R 41 15/16 R 43 15/16 Head of Finance. New HoF to take up post on June 2nd 2016.</i></p> <p><i>R 43 15/16 Overview of BMC Finances at Governing Body. Complete at Governing Body of 29th February 2016.</i></p> <p><i>RES 15 Non FLU report to benefit from a more tailored executive summary. See Minute xxx.</i></p> <p><i>RES 16 BMC estate utilisation heat maps to be sighted by the Resources Committee. See Minute xxx</i></p> <p><i>RES 17 IT KPIs and progress report to be appended to IT updates. See Minute.</i></p>	Chairs
R 56 15/16	Chair’s Business	
	The Chair congratulated Wendy Langham on taking up the position of vice Chair.	
R 57 15/16	COO’s business	
	<ul style="list-style-type: none"> The COO noted that the new Head of Finance, Laura Allen, would take up post on 2nd June 2016. The COO reported that the £1.2m e3 business case had been agreed by DFP. 	

	<ul style="list-style-type: none"> The COO noted the agreed absence of a draft budget for discussion, and the Secretary confirmed that the Chair of the Governing Body was agreeable to a rescheduling of the Resources Committee budget discussion on 6th June 2016 either before or after the Governing Body meeting. 	
R 58 15/16	Quarter 3 2015/16 financials and Q2 Reforecast	
	<p>The COO summarised the forecast position at Q3, specifically a deficit after Historic Cost Adjustment of £366k, an outturn £270k less than the CDP budget of a deficit of £96k. She cited a forecast income £1.1m lower than expected and forecast expenditure £0.9m lower than planned. She also noted potential future financial risks and opportunities, and the projected cash position.</p> <p>The COO explained the link between the financial year and the NDBP budget year and the reconciliation between NDPB year 2015/16 and Financial Year 2015/16.</p> <p style="text-align: center;">Budget Year 15/16 v Financial Year 15/16: High Level Reconciliation</p> <p>The Resources Committee also noted receipt of the DEL financial returns for Q3.</p>	
RES 18	<i>The Resources Committee recommended to the Governing Body the Q3 financial statements as fit for purpose and submission to DEL.</i>	
R 59 15/16	Estates Update	
	<p>The Estate Area Manager confirmed that all estate actions were on track and highlighted the continuing implementation of the preferred options at Whiterock, Parkmore and Tower Street, the signing of the lease at Girdwood, and contract management at Millfield and Titanic Quarter. On enquiry it was confirmed that planned maintenance was year-end loaded and would take place in the summer.</p> <p>The Estate Area Manager introduced the Space utilisation report highlighting the development of benchmarks with DEL, the definition of space utilisation, and space audits in 2015 and 2016. An illustration of utilisation heat maps showing poor, fair and good room use was viewed.</p> <p>On enquiry it was confirmed that Girdwood was not included in DEL benchmarking as it was leased, and that the current Estates Strategy comprised a ten-year outline programme within which a detailed programme for 2013-16.</p> <p>The TOR for TQ Advisory Group (Replacing the TQ Project Board) were discussed.</p>	
RES 19	<i>The Resources Committee agreed that BMC Space Audit 2016 findings be sighted by the Resources Committee at its next meeting in September 2016.</i>	EAM
RES 20	<i>The Resources Committee agreed that the Estates Strategy feature as an Agenda item at the next Resources Committee in September 2016.</i>	
RES 21	<i>The Resources Committee agreed to recommend the TQ Advisory Group TOR to the Governing Body.</i>	
R 60 15/16	Non FLU Income	

	<p>The Head of Business Development outlined the position at Q3, a negative variance of £769k with a full year reforecast of £1.06m lower than budgeted, with the main areas of variance within Fees and DEL grants Innovateus, and with overall forecast contributions of £633k.</p> <p>She highlighted the NIPS contract noting the extension of the existing SLA, and that FCR was just one element in non FLU income and further information would be provided to future committee meetings. On enquiry, overall levels of margin were confirmed, and also as being realistic.</p> <p>On enquiry it was thought that a BREXIT would not lead to an immediate cut in funds as funding was already committed for several years; and that Tourism and Hospitality programmes were in need of development.</p>	
R 61 15/16	AOB	
	The Director of Curriculum noted recent award winning staff and students	
R 62 15/16	DONM	
	September 2016	
R 63 15/16	Meeting Evaluation	
	"Comprehensive and concise"	
	Signature:	Date:
	Chair	