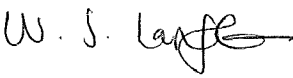


GOVERNING BODY OF THE BELFAST METROPOLITAN COLLEGE	
Minutes of the BMC Resources Committee meeting held on 19 June 2018 at 4.30pm in the e3 Seminar Room.	
Present	<p>Committee members: Wendy Langham (Chair), Seamus Dawson, Kate Burns, Kathleen O'Hare and John McGrillen (part)</p> <p>Officers: Elaine Hartin (COO), Laura Allen (Head of Finance), Damian Duffy (Director of Development DD), and Aidan Sloane (Head of Training, HoT)</p> <p>Secretary: John McAndrew</p>
R 44 17/18	Apologies and Notice of AOB
	There were apologies from governor Declan Crummey, Jonathan Heggarty (Director of Curriculum DC) and Siobhan Lyons, (Head of Business Development, HBD)
R 45 17/18	Conflicts of Interest Declaration
	In response to the Chair's question no conflicts or potential conflicts were raised.
R 46 17/18	Minutes of the Resources Committee Meeting of 20 February 2018
	The Minutes of the Resources Committee Meeting of 20 February 2018 were agreed.
R 47 17/18	Matters Arising (Actions)
	<ul style="list-style-type: none"> • <i>RES 10 Catering review.</i> The Governing Body of 28 February 2018 ratified the Resources Committee recommendation to go out to tender. The DD confirmed that all tender preparation work had been completed and BMC were awaiting CPD action. • <i>R 37 17/18. Whiterock.</i> The COO noted continued liaison with the Diocese following LPS valuations, and that DfE had sighted the business case and that further BMC action was dependent on DfE funding. • <i>R 37 17/18 TQ Sale.</i> The COO noted the sale of the TQ Equity interest and confirmed that operationally nothing had changed on a day to day basis. She noted significant progress in joint meetings and was optimistic in regard to outstanding issues. • <i>RES 11 An Issues Paper on Training.</i> See Minute R 51 17/18 • <i>RES 12 The 3 year Training plan.</i> See Minute R 51 17/18. • <i>R 40 17/18 Mobile Phone contracts.</i> The HIT confirmed receipt of phones and imminent roll out. • <i>RES 13 Invitation to CX of Properties Division.</i> It was noted that concerns were raised at Governing Body of 28 February and 30 April 2018, and that it was the DfE opinion that this should be sector driven with a collective invitation from the 6 Colleges organised by the Department. The COO updated members stating that DfE had requested a sector wide business case with the aim of removing Properties Division however this in turn would require sign off by either a Permanent Secretary or Minister. No further action from governors was required at present. • <i>R 42 17/18 Resources Committee TOR.</i> It was noted that the TOR were approved in principle by Governing Body of 28 February 2018.
	Mr Dawson entered the meeting.
R 48 17/18	Chairs' Business
	The Governance calendar was reviewed and the date of the Resources Committee

	meeting for September brought forward to 20 September 2018. On enquiry it was confirmed that Belfast Met had carried out a series of activities to ensure its organisational GDPR readiness and compliance.	
	Mr McGrillen entered the meeting.	
R 49 17/18	COO's Business	
	<i>Millfield Incident.</i> The COO noted an H& S incident on 31 st May 2018 which resulted in an individual's hospitalisation overnight. She confirmed that an accident report had been completed and necessary actions taken, that HSE were investigating the incident and that the Committee would be kept informed. On enquiry it was confirmed that H&S was a whole College responsibility and not just Estates.	COO
R 50 17/18	IT Update	
	By exception, the HIT reported a delay in developing business continuity plans for all business systems. On enquiry he confirmed a likely completion date post Christmas 2018 and no associated risk with the delay. He also reported that the purchasing Back up and Data recovery software would be purchased in July 2018. The HIT that the managed print service was in place and that soft charging would be introduced in 2019 to allow managers to monitor prints and costs; essentially a change in culture and print behaviour were required. On enquiry the HIT confirmed that the staffing vacancies had largely been filled via recruitment, promotion, interns, and offering learners work experience; in future he was also hoping to bring in HLAs. On enquiry he confirmed that the in house Belfast Met "app" remained very successful, that a version had been successfully adapted for supported learners, and that further developments were in the pipeline.	
R 51 17/18	Training "Make Training Thrive"	
	The DD tabled an Executive summary of the paper previously circulated. There followed a wide ranging discussion which included reference to the training and apprenticeship market, the performance of other colleges and private providers, contributions and margins, loss making provision, underfunding, proposed steps to address losses, current utilisation of lecturers, alternative models of delivery, "roll on-roll off" provision, relationships between sub contractors and Belfast Met, quality assurance, future workforce planning and implementation, priority areas for growth, product development, departmental approval of products, market engagement, sectoral employer groups, lack of consultation/ input of small employers, current and potential future hubs, and International comparisons. The Chair thanked the DD and Head of Training for their informative papers which had led to an informed discussion.	
RES 14	<i>The Resources Committee agreed that the 3 year forecast be further fleshed out with actions, explanation of movements and variances, targets and milestones.</i>	DD HoT
RES 15	<i>The Resources Committee agreed that the 3 year forecast be screened by Finance prior to its return to Resources Committee in September 2018.</i>	COO HoF
R 52 17/18	Quarter 3 Reforecast for 2017/18	
	The HoF noted the Q3 reforecast was within predicted margins however the cash position was forecast to be below the 10% maximum permitted and would be kept under review. The major challenge related to lecturers pay awards. The HoF	

	<p>highlighted the major variances.</p> <p>The COO noted Belfast Met NDPB actual outturn versus DfE budget and the approved overspend on DEL resource noting also that Belfast Met was the only College in the sector that exceeded delivery targets.</p>	
R 53 17/18	Budget Presentation 2018-19	
	<p>The HoF noted that the obligation to submit 3 year CDP budget to DfE by end June has been waived therefore the focus was on 18/19. In late May DfE had provided an indicative budget allocation for 18/19 of £38.9m (i.e. the 17/18 budget level). There was no additional funding awarded for divestment of estate, pay pressures, inflation etc and specific instruction received to exclude revalorisation (cost of living) from budget submissions.</p> <p>The COO outlined pay pressures and the continuing differential treatment of teaching and support staff with the former e.g. receiving no cost of living increase since 14/15. Other risks and challenges included non FLU income shortfall and cash management.</p> <p>The first consolidation in the draft budget had totalled a deficit of £8.2m, subsequent adjustments resulted in a deficit of £5.9m (still a shortfall of £2m) and work on refining the budget was ongoing and extremely challenging. Any further advice and guidance would be incorporated into the draft budget for presentation to the Governing Body in June with a final budget for review by Resources Committee and Governing Body approval in September 2018.</p>	
RES 16	<i>The Resources Committee endorsed further work on refining the budget and recommended presentation to the Governing Body 27th June for the approval of draft budget.</i>	Chair COO
R 54 17/18	Non Flu Income	
	In view of members having sighted the Non FLU Q3 reforecast (£17k higher than budget) and Non FLU update in papers circulated prior to the meeting [and the absence of any queries] and in view of the extended discussion on Training, the Agenda item on Non Flu Income was held over until the next Resources Committee meeting.	
R 55 17/18	DONM: 20 September 2018	Secretary
R 56 17/18	Close of meeting evaluation: "Very useful contributions to understanding Training"	
	<p>Signature:  Date: 18/09/18</p>	
	Chair	