

GOVERNING BODY OF THE BELFAST METROPOLITAN COLLEGE

**Minutes of the BMC Resources Committee meeting held on 21 November 2017
at 4.30am in the TQ campus boardroom.**

Present	<p>Governors: Wendy Langham (Chair), Seamus Dawson, Kate Burns, Kathleen O’Hare and John McGrillen</p> <p>Officers: Elaine Hartin (COO), Laura Allen (Head of Finance), Damian Duffy (Director of Development DD], Jonathan Heggarty (Director of Curriculum DC), Siobhan Lyons, (Head of Business Development, HBD), Aidan Sloane (Head of Training, HoT), Raymond DeLargy (Estate Manager, EM)</p> <p>Secretary: John McAndrew</p> <p>The Chair welcomed all attendees and congratulated Mr Dawson on his appointment as vice Chair of the Resources Committee.</p>	
R 17 17/18	Apologies and Notice of AOB	
	There were apologies from Declan Crummey.	
R 18 17/18	Conflicts of Interest Declaration	
	In response to the Chair’s question no conflicts or potential conflicts were raised.	
R 19 17/18	Minutes of the Resources Committee Meeting of 19 September 2017	
	<p>The Minutes of the Resources Committee Meeting of 19 September were agreed. The Secretary confirmed that the 24 May 2017 minutes had been amended following discussion with the DD.</p> <p>The Minutes of the Resources Committee Meeting of 24 May 2017 were agreed.</p>	
R 20 17/18	Matters Arising (Actions)	
	<p><i>R 3 17/18 Amendments to May minutes to be forwarded to Secretary. Complete. See R 19 17/18.</i></p> <p><i>R 12 17/18 Business Case to review the Whiterock options to be scheduled for November 2017 Resources committee. Complete. See Minute 21 17/18.</i></p> <p><i>NDPB Briefing. In part covered by DfE Effective Governance Training 1 November 2017.</i></p> <p><i>RES 1 Draft BMC Accounts 2016/17 fit for purpose and submission to NIAO and DEL. Complete. Submitted to schedule.</i></p> <p><i>R 10 17/18 Update on the GenComm project for November 2017 Resources Committee. Complete. See Minute 22 17/18.</i></p> <p><i>RES 2 The Resources Committee agreed to recommend the final draft budget to the Governing Body. Completed September 28 2017 Governing Body.</i></p> <p><i>R 11 17/18 Update on Training Plan to be scheduled at November 2017 Resources Committee. Scheduled for February 2018 meeting.</i></p> <p><i>R 14 17/18 Draft Assurance statement. See Minute 29 17/18.</i></p> <p><i>R15 17/18 Executive Summary for papers. See Agenda items.</i></p> <p><i>R16 17/18 Millfield campus location. Block booked for November 2017 and February 2018. Provisionally CLC to be used for February 2018.</i></p>	
R 21 17/18	Estates Update	
	<p><i>Whiterock Divestment Business Case.</i></p> <p>The Estate Manager gave a presentation on the Whiterock Divestment Business Case. He outlined six options, the likely costs, and the reasons for inclusion or exclusion from the final business case. He went on to detail the advantages and disadvantages of the final four options (Numbers 1,4,5 and 6). The COO outlined the challenges when faced with a unfit for purpose building with a 100 year lease and no termination clause, and she complimented Mr de Largey for bringing forward workable options.</p>	

	<p>The preferred options were Option 4, the closure of the campus and the surrender of the Lease to the Landlord (building to remain intact) and Option 5, the closure of the campus and the surrender of the lease to the Landlord (building to be demolished). It was confirmed that there were no funds in the current budget to carry out either of the above options and that DfE would have to be approached for funding. Informal approaches to DfE had indicated a positive hearing. It was confirmed that the project could not proceed without funding estimated at @ £670k.</p>	
RES 3	<i>The Resources Committee agreed to recommend approval of option 4 to the Governing Body, and allied to this also recommend negotiation with landlord in regard to lease surrender.</i>	Chair
RES 4	<i>(If Landlord not agreeable to Option 4) the Resources Committee agreed to recommend adoption of Option 5 as a fall back to the Governing Body</i>	Chair
RES 5	<i>The Resources Committee agreed to recommend approaching DfE, for funding of either Option 4 or 5, to the Governing Body.</i>	Chair
	<p><i>Update on Space Utilisation 2015/16</i></p> <p>The EM updated members on sector wide space utilisation data in the 2015/16 academic year recently released by the Department. He outlined the method of calculation and the space utilisation formulas, and reported on all 6 Colleges. Belfast Met was the best performing College in the sector and had 2 of the top 3 performing buildings with TQ campus the best in sector. The COO noted the reduction in estate since 2012 and the driving down of fixed costs with Belfast Met still delivering to target, however continued cutting costs was not sustainable in the long term. The Chair thanked Officers for their continued good work on the management of the Estate.</p> <p><i>TQ Sale</i></p> <p>The COO reported no further progress on the sale.</p>	
R 22 17/18	General Overview of GENNCOMM Project	
	<p>The DD outlined the scope of Project GENCOMM which addresses the energy sustainability challenges of North West European communities through the implementation of smart, hydrogen-based energy storage matrixes. It is the largest EU funded project (£9.8m) for an FE College in Northern Ireland and linked Belfast Met with national (eg Viridian) and international partners in Germany, France and Belgium, positioning Belfast Met as a specialist centre in renewables and enhancing the College's commercial reputation. Essentially Belfast Met would manage the project, disseminate monies, and coordinate project reports.</p> <p>On enquiry it was confirmed that 3 FT staff were involved in the project part financed by matched funding, that there were significant fees to manage the project, that contributions were in the form of staff development, employer engagement and skills enhancement and that learners would get opportunities to visit sites.</p>	
R 23 17/18	Update on Training	
	<p>The DD stressed the commercial in confidence nature of the briefing. He highlighted the previous situation, the resulting SWOT analysis, progress to date, the scope of training, the current delivery model, possible options for future delivery, and challenges. On enquiry the DD confirmed that the College was coming to the end of the analysis stage , and that an Employer Engagement Officer had been recruited.</p> <p>Members noted the report.</p>	
RES 6	<i>The Resources Committee requested sight of the 3 year Training plan at its next meeting in February 2018.</i>	DD

R 24 17/18	NON FLU Income	
	<p>The HBD reported that actual income at Q1 2017/18 was ahead of target due to higher than expected income, however the full year reforecast was coming in lower than budgeted but work was on-going to convert a pipeline of opportunities. On a related issue it was noted that salaries in some areas were not competitive and there were difficulties in recruitment to fill key posts.</p> <p>Members noted the report.</p>	
R 25 17/18	BMC 16/17 Accounts	
	<p>The HoF introduced the Accounts for 2016/17 noting that they had been presented to the A&R Committee the previous day. They were largely unchanged from the draft accounts seen in September save for movements arising from a re-evaluation of assets and subsequent technical adjustments. The quality of the Accounts and the Finance team had been complimented by the external auditors.</p> <p>The COO said it was Finance's intention to have the external audit brought forward next year to avoid a repetition of the intense activity approaching NIAO deadlines due to RSM adopting new working practices.</p> <p>The Chair asked that the Committee's gratitude be passed on to the Finance Team and recorded in the minutes.</p>	
RES 7	<i>The Resources Committee recommended adoption of the BMC Accounts 2016/17 and submission to NIAO and DEL to the Governing Body.</i>	Chair
R 26 17/18	Q1 Reforecast	
	<p>The Financial Year Budget [-£5m] compared to the Q1 reforecast [-£4.3m] showed a decreased deficit. The HoF noted the significant underspend on staff costs but was uncertain as to the precise reason. This would be resolved by the Q2 reforecast following investigation on a vacancy by vacancy basis, this had not been possible due to the overrun by the external auditors.</p> <p>The HoF also highlighted the Cashflow position which was forecast to fall below the recommended 10% and discussions with Department might be necessary to facilitate a cash supplement, and the NDPB reforecast to March 2018 showing an overspend of £600k.</p> <p>The Chair asked to be kept informed of developments and the potential need to reschedule a Resources Committee meeting.</p>	COO
R 27 17/18	Catering Review	
	<p>The DD reported that the Executive had committed to a further catering provision review in relation commercial and corporate catering provision across the College. Members noted the associated timescale and the intention to make a presentation to the 7 December 2017 Governing Body.</p>	DD
R 28 17/18	IT Update	
	<p>[The Resources Committee previously determined that Estates and IT reports be presented by Officers on an exception basis with Officers attending alternate meetings. Estates were scheduled for the November 2017 meeting (see Minute 21 17/18), accordingly a written IT report only was discussed. JMcA]</p> <p>Members noted the IT report with all activity RAGged as green save for the implementation of soft charging for printing which had been delayed; it was preferable to await the introduction of the new print contract. The Chair asked that a new 2018 implementation date for soft charging be inserted.</p>	HIT

R 29 17/18	Draft Assurance statement	
	The Secretary confirmed that no comments had been received on the draft Statement.	
RES 8	<i>The Resources Committee approved the draft BMC Resources Committee Director Stewardship Statement.</i>	Chair
R 30 17/18	SEV Relationship with BMC Governing Body.	
	<p>The Secretary confirmed that a Memorandum stating the SEV Relationship with BMC Governing Body had been circulated to all governors with a commitment that comments (in addition to being scrutinized by the SEV Board) would be scrutinised by the Resources Committee before proceeding to full Governing Body.</p> <p>The Chair outlined the amendments made at SEV Board namely consistency in the use of the Belfast Met tag, the addition of “novel and contentious” as a criterion for notifying business to the Governing Body, and further clarification that the MSFM applicable to Belfast Met was also applicable to SEV Ltd.</p>	
RES 9	<i>The Resources Committee recommended the SEV-Belfast Met Memorandum, outlining the relationship between SEV and Belfast Met, as fit for purpose to the Governing Body.</i>	Chair
R 31 17/18	DONM: 20 February 2018. See also Minute 26 17/18. Venue to be confirmed but provisionally CLC.	Secretary
R 32 17/18	Close of meeting evaluation:	
	Signature: _____ Date: _____	
	Chair	