

**GOVERNING BODY OF THE BELFAST METROPOLITAN COLLEGE**

**Minutes of the BMC Resources Committee meeting held on 23<sup>rd</sup> November 2015 at 4.30pm in the boardroom, Titanic Quarter campus.**

<b>Present</b>	<p><b>Governors:</b> David Taylor (Chair); Kate Burns, Wendy Langham and John McGrillen;</p> <p><b>Officers:</b> Elaine Hartin [COO], Damian Duffy [DDLs], Jonathan Heggarty (DC), Gillian Mayhew [Head of Finance], Siobhan Lyons, Head of Business Development and Peter Kane (Estate Area Manager).</p> <p><b>Secretary:</b> John McAndrew</p>	
<b>R 17 15/16</b>	<b>Apologies and Notice of AOB</b>	
	There were apologies from Michael McCamley; and Kevin McKeaveney. The Chair welcomed Ms Burns to her first Resources Committee meeting.	
<b>R 18 15/16</b>	<b>Conflicts of Interest Declaration</b>	
	In response to the Chair's question no conflicts or potential conflicts were raised.	
<b>R 19 15/16</b>	<b>Minutes of the Resources Committee meeting of 23<sup>rd</sup> September 2015</b>	
	The minutes were agreed save for the substitution of outlined for preferred in minute R 8 15/16 and the substitution of 26th May 2015 for 24th November 2014 in minute R 3 15/16.	<b>Secretary</b>
<b>R 20 15/16</b>	<b>Matters Arising</b>	
	<p>Matters Arising</p> <p><i>R 5 15/16 Management Statement &amp; Financial Memorandum.</i> DEL briefing postponed to Governing Body of 30th November 2015.</p> <p><i>R 5 15/16 DEL Circular FE 9/15 College Companies &amp; Joint Ventures companies.</i> See Agenda item on Update on Training Feasibility.</p> <p><i>R 7 15/16 Key outcomes from the People Strategy. To go to HR Committee.</i> So done 16th November 2015.</p> <p><i>Options for cash surplus, RES 1 and RES 2. BMC Accounts.</i> Draft Accounts recommended to Governing Body on 30th September 2015.</p> <p><i>RES 4 Draft Budget.</i> Recommended to Governing Body on 30th September 2015.</p> <p><i>RES 5 CDP Assumptions.</i> Recommended to Governing Body on 30th September 2015.</p> <p><i>RES 6 Non FLU Report Future reports to show comparative schools performance year on year, and a table of contributions by school.</i> See Non FLU Agenda item.</p> <p><i>R 13 15/16 Terms of Reference. To be deferred to Resources Committee of 24th November 2015.</i> See TOR Agenda item.</p>	
<b>R 21 15/16</b>	<b>Chair's Business</b>	
	<p><i>Raymond de Largey</i></p> <p>Members expressed their deep regret and condolences at the recent bereavement of Raymond de Largey.</p> <p><i>Election of vice Chair</i></p> <p>The Secretary confirmed that no self-nominations had been received and it was agreed to postpone until the next Resources Committee, and be raised at the Chairs' Committee.</p>	<b>Chair Secretary</b>
<b>R 22 15/16</b>	<b>COO's business</b>	
	There was none.	
<b>R 23 15/16</b>	<b>BMC 14/15 accounts</b>	

	The Head of Finance confirmed that the final draft accounts showed a surplus of £728k after Historical Cost Adjustment (cf a surplus of £353K shown in the first draft) and she explained the reasons for the variance. Members were satisfied. She also briefly outlined the findings in the RTTCWG (Report To Those Charged With Governance) <i>inter alia</i> accrued expenditure in relation to PFI which she viewed as prudent in the circumstances. The Hof also confirmed that the final draft accounts would be sighted by the Audit & Risk Committee.	
<b>RES 7</b>	The Resources Committee recommended the final draft accounts to the Governing Body as fit for signature (subject also to clearance by the A&R Committee).	<b>Chair</b>
<b>R 24 15/16</b>	<b>Q1 Financials</b>	
	The Head of Finance noted the CDP budget for 2015/16 as a deficit of £96k and the revised forecast deficit at Q1 of £40k after HCA and went on to explain the variances category by category. She also outlined the risks noting in particular the constantly changing budget from DEL. DEL were content that BMC were working towards the cash target following the sales of BSE/CSE.  The CNI representation on the transition Project Board to the Department of the Economy was noted.	<b>Executive</b>
<b>RES 8</b>	<i>The Resources Committee noted the Q1 2014/15 outturns</i>	
<b>R 25 15/16</b>	<b>Update on Training Feasibility study</b>	
	The DDLS updated members and confirmed that the College has been engaging with the Department around a new approach to training. It was considered that the present was not a suitable time to press forward given the fluidity in the training market, and while the proposals were feasible it was prudent to put the project on hold.	
<b>RES 9</b>	<i>The Resources Committee agreed to recommend to the Governing Body that the new model training project be put on hold.</i>	<b>Chair</b>
<b>R 26 15/16</b>	<b>e3 Business Case</b>	
	The HBD outlined the business case for the reconfiguration of the e3 complex to reduce open planned space and increase classroom space, focusing on the need, the benefits, the outcomes and the Next Steps. On enquiry it was confirmed that the timescale was professionally advised, that the project was subject to funding, that utilisation rates would be increased, and that the new spaces were fit for purpose as classrooms. Officers were advised to recheck the initial e3 letter of offer before proceeding.	<b>DDLS</b>
<b>RES 10</b>	<i>The Resources Committee agreed to recommend to the Governing Body that the e3 reconfiguration business case was fit for purpose.</i>	<b>Chair</b>
<b>R 27 15/16</b>	<b>Non FLU Income</b>	
	The HBD outlined the position at Q1, a negative variance of £486k with a full year reforecast of £444k lower than budgeted. She outlined the income streams and revised forecasts noting also that there were opportunities for income generation in the pipeline. It was noted that DEL ring fenced programmes did not always include funding for overheads, and that INI companies could be targeted.	<b>HBD</b>
<b>RES 11</b>	The Resources Committee agreed that additional contribution information for 2015-16 be presented at the next meeting.	<b>HBD</b>
<b>RES 12</b>	The Resources Committee recognised the challenges faced by business development and were satisfied that progress was being made both in	

	forecasting and income generation.	
<b>R 28 15/16</b>	<b>Estates Update</b>	
	<p>The Estates Manager highlighted the Estates Update report by exception noting the handover of Girdwood at the end of the month to BCC, a new proposal concerning Whiterock, title submission at Tower Street and Gateway 5 review of TQ in February. On enquiry it was confirmed that BMC would be taking the necessary Professional, Legal and Technical advice in regard to the TQ PFI.</p> <p>Members noted a briefing on the delivery of operational services/ facilities management at Millfield including legal advice following a change of ownership and were content.</p> <p>Members noted a presentation on a business Case for the provision of Cleaning Services and the COO that this would be supported by the full business case.</p>	
<b>RES 13</b>	The Resources Committee approved the signing of a letter noting the changes of equity ownership affecting Millfield and consenting to the amendments in the Facilities Management contract.	<b>Chair</b>
<b>RES 14</b>	The Resources Committee agreed to deal with the business case for cleaning services electronically with a recommendation being made to the Governing Body of 10 <sup>th</sup> December 2015.	<b>Secretary</b>
<b>R 29 15/16</b>	<b>IT Update</b>	
	The COO confirmed that all IT actions in the IT update were on track and the report was noted.	
<b>R 30 15/16</b>	<b>Professional Services &amp; Annual Consultancy Return</b>	
	The HoF presented a report on expenditure on managed services and staff substitution specialist staff, staff substitutions - interims and Research. She confirmed that there was no expenditure in internal or external consultancy in 2014/15. Members noted the report.	
<b>R 31 15/16</b>	<b>Terms of Reference</b>	
	Discussion of the TOR was deferred until after the presentation of the MSFM by DEL on 30 <sup>th</sup> November and the upcoming meeting of the Chairs' meeting.	<b>Secretary</b>
<b>R 32 15/16</b>	<b>AOB</b>	
	None.	
<b>R 33 15/16</b>	<b>DONM</b>	
	February 2015	
<b>R 36 15/16</b>	<b>Meeting Evaluation</b>	
	"Comprehensive." "Tea, coffee cold, food unimaginative."	<b>Secretary</b>
	Signature: _____ Date: _____	
	Chair	