

**GOVERNING BODY OF THE BELFAST METROPOLITAN COLLEGE**

**Minutes of the BMC Resources Committee meeting held on 22<sup>nd</sup> February 2016 at 4.30pm in the boardroom, Titanic Quarter campus.**

<b>Present</b>	<p><b>Governors:</b> David Taylor (Chair); Kate Burns, and Wendy Langham.</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 37 15/16</b>	<b>Apologies and Notice of AOB</b>	
	There were apologies from John McGrillen, Michael McCamley and Kevin McKeaveney.	
<b>R 38 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 39 15/16</b>	<b>Minutes of the Resources Committee meeting of 23rd November 2015</b>	
	The minutes were agreed save for the addition of family before bereavement in minute 21 15/16.	<b>Secretary</b>
<b>R 40 15/16</b>	<b>Matters Arising</b>	
	<ul style="list-style-type: none"> <li>• <i>Appointment of vice Chair.</i> The Chair noted that this was on the Chairs' Committee Agenda.</li> <li>• <i>RES 7 BMC Accounts</i> The Resources Committee recommended the final draft accounts to the Governing Body as fit for signature (subject also to clearance by the A&amp;R Committee). Complete. BMC Accounts signed off on 30<sup>th</sup> November 2015..</li> <li>• <i>RES 9 Training Project.</i> The Resources Committee agreed to recommend to the Governing Body that the new model training project be put on hold. Complete 30th November 2015.</li> <li>• <i>RES 10 e3 Reconfiguration.</i> The Resources Committee agreed to recommend to the Governing Body that the e3 reconfiguration business case was fit for purpose. Complete 30th November 2016</li> <li>• <i>RES 11 Contributions</i> The Resources Committee agreed that additional contribution information for 2015-16 for non FLU income be presented at the next meeting. See minute 44 15/16</li> <li>• <i>RES 13 Change of equity ownership.</i> 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. Complete, signed by governors Frank Bryan and Wendy Langham.</li> <li>• <i>RES 14 Cleaning Services.</i> The Resources Committee agreed to deal with the business case for cleaning services electronically with a recommendation being made to the Governing Body of 10th December 2015. Complete, recommendation endorsed by Governing body of 10th December 2015.</li> <li>• <i>R 31 15/16 Terms of Reference.</i> Discussion of the TOR was deferred until after the presentation of the MSFM by DEL on 30th November and the upcoming meeting of the Chairs' meeting. Ongoing until Financial Memorandum scrutinised further.</li> <li>• <i>Refreshment.</i> " Tea, coffee cold, food unimaginative." Complete. Refreshment varied.</li> </ul>	<p><b>Chairs</b></p> <p><b>Secretary</b></p>
<b>R 41 15/16</b>	<b>Chair's Business</b>	
	The Chair noted that this was the Head of Finance's final Resources Committee meeting prior to her taking up a post at QUB. He thanked her on behalf of the	

	Committee for her contribution to BMC.	
<b>R 42 15/16</b>	<b>COO's business</b>	
	There was none.	
<b>R 43 15/16</b>	<b>Quarter 2 2015/16 financials and Q2 Reforecast</b>	
	<p>The Head of Finance began her presentation on the Q2 reforecast with a refresher on the requirements of the new Financial Memorandum and its impact on BMC e.g. underspends on the NDPB budget led to DEL requests for increased BMC expenditure often at short notice. This had an impact on the Q2 reforecast; currently the projection was a deficit after Historic Cost Adjustment of £1,646k, an outturn £,1550k worse than the CDP budget. She went on to explain the variances category by category, and noted potential future risks among which were a cut in the NDPB budget for 2016/17 and increased legal costs arising from an estate dispute.</p> <p>Discussions centred on managing expenditure, IT and Estate projects in the pipeline, cash reserves and the safety net provided by NDPB status. Members sought and received assurances concerning the transitional arrangements following the departure of the Head of Finance.</p> <p>It was confirmed that there would be a high level overview of BMC Finances at the next Governing Body (29<sup>th</sup> February 2016) and this was welcomed because of the complexities of living within the NDBP budget and the mismatch between budget and financial year ends.</p>	<b>COO</b>
<b>R 44 15/16</b>	<b>Non FLU Income</b>	
	<p>The Head of Business Development outlined the position at Q2, a negative variance of £580k with a full year reforecast of £1.1m lower than budgeted. She gave an overview of all non FLU income streams and highlighted the NIPS contract and SLA charge, together with the overall estimated net contributions at year end.</p> <p>On enquiry it was confirmed that there had been no additional monies provided by the Executive or DEL following the recent announcements concerning Bombardier.</p>	
<b>RES 15</b>	The Resources Committee agreed that the non FLU report would benefit from a more tailored executive summary	<b>DDLS HBD</b>
<b>R 45 15/16</b>	<b>Estates Update</b>	
	The Estate Area Manager confirmed that all estate actions were on track. On enquiry he noted the sequence of events prior to full SLDD/ MLDD provision at Millfield, the potential of estate utilisation heat maps as planning tools, and also the completion of the Gateway 5 review and the expected conclusions. He also noted the opening of Girdwood in September 2016.	
<b>RES 16</b>	The Resources Committee agreed that BMC estate utilisation heat maps be sighted by the Resources Committee.	<b>EAM</b>
<b>R 46 15/16</b>	<b>IT Update</b>	
	The Head of IT confirmed that all IT actions in the IT update were on track and of note that planning was underway for the roll out of Windows 10 in 2017, that internally recruited student resource was being used in the development of the "Belfast Met App", and that IT KPIs had been established.	
<b>RES 17</b>	The Resources Committee agreed that the IT KPIs and a report on progress made be appended to future IT updates.	<b>HIT</b>

<b>R 47 15/16</b>	<b>Statements of Recommended Practice (SORP)</b>	
	<p>The HoF, gave a presentation on the new SORP and explained that the Financial Statements of colleges are prepared in accordance with the HE and FE Statement of Recommended Practice SORP. She noted the sector wide decision to adapt the FE and HE SORP to facilitate NDPBs rather than moving to preparing financial statements in line with FREM, the financial reporting manual for NDPBs.</p> <p>She briefed members on the implications of the new Statements of Recommended Practice (SORP) which will impact on the current year and the timescales for implementing the changes. It was confirmed that the A&amp;R Committee would also be briefed. Members noted the update.</p>	
<b>R 48 15/16</b>	<b>AOB</b>	
	None.	
<b>R 49 15/16</b>	<b>DONM</b>	
	May 25 2016	
<b>R 50 15/16</b>	<b>Meeting Evaluation</b>	
	"Minute Pad problem sorted quickly and effectively."	
	Signature: _____ Date: _____	
	Chair	