



**Belfast Metropolitan College Resources Committee 4.30pm 3 October 2019 in Titanic Quarter Campus:  
TQ04.004 (Meeting Room) Agenda Minutes Final as at 23 October 2019**

**Committee Members:** Seamus Dawson (Chair); Kate Burns; John McGrillen; Kathleen O'Hare.

**Management:** Elaine Hartin, Director of Corporate Services (DCS); Damian Duffy, Director of Development (DD), Jonathan Heggarty, Director of Curriculum (DC), Aidan Sloan, Head of CfSA (HCfS), Laura Allen, Head of Finance (HoF); Siobhan Lyons, Head of CEDSI (HCEDSI), and Raymond DeLargey, Head of Estate & FM (HEFM).

**Clerk to the Governing Body:** Gerry Crossan

<b>RC01 19/20</b>	<p><b>Apologies, Quorum, Conflicts of Interest, and Notice of AOB</b></p> <p><b>Apologies:</b> Apologies were received from Declan Crummey and Wendy Gillies.</p> <p><b>Quorum:</b> The meeting was quorate under the terms of Paragraph 3B of the Terms of Reference for the Resources Committee dated February 2018 (2 Governors).</p> <p><b>Conflicts of Interest:</b> There were no disclosures of <b>perceived, potential or actual</b> conflicts of interest under the terms of Paragraph 15.1 of the Belfast Metropolitan College Governing Body Standing Orders dated August 2015.</p> <p><b>AOB:</b> No Items of AOB raised under this agenda item.</p>
<b>RC02 19/20</b>	<p><b>Minutes of the meeting held on 29 May 2019 - Draft (Proposed Final)</b></p> <p>The Committee suggested a number of amendments to the minutes to take these to final approval.</p>
<b>RC03 19/20</b>	<p><b>Matters Arising from the minutes of the meeting held on 29 May 2019</b></p> <p>The Committee noted the matters arising from the meeting held on 29 May 2019.</p>

Agenda Item		Lead
<p>RC04 19/20</p>	<p><b>Governance Guidance and Information</b></p> <ul style="list-style-type: none"> <li>• FE 02/19 Further Education (FE) College Accounts Direction issued 31 July 2019</li> <li>• Publications from Accountability &amp; Financial Management Division <a href="#">Finance Director letters (FDs) - 2019</a></li> <li>• Statement of Recommended Practice (SORP) Accounting for Further and Higher Education 2019 Edition (must be adopted for accounting periods beginning on or after 1 January 2019)</li> </ul> <p>The Committee noted the guidance and information published.</p>	<p>•</p>
<p>RC05 19/20</p>	<p><b>Chair's Business</b></p> <ul style="list-style-type: none"> <li>• Review of Resources Committee Terms of Reference – version dated November 2017 attached.</li> </ul> <p>The Committee agreed to examine these and provide feedback to the next meeting.</p> <ul style="list-style-type: none"> <li>• Brexit Planning</li> </ul> <p>The Committee sought advice on the Brexit Planning for the College. Management advised that</p> <ol style="list-style-type: none"> <li>(a) Brexit Day 1 Plan in place and discussions are taking place this and next week;</li> <li>(b) a full report will go to the Governing Body in November 2019;</li> <li>(c) Non-EU students at the College are receiving advice;</li> <li>(d) the situation is very fluid and in the last four weeks the level of activity has increased;</li> <li>(e) issues include; data storage and procurement; funding from DfE and HMT; addressing pressures on the sector; access to training by life-long learners;</li> <li>(f) risk assessment will continue through management and governance levels.</li> </ol> <p>Managed advised that EU funding already agreed is committed until 2021/22 and that the FE sector in E&amp;W had received additional funding.</p> <p>The Committee asked that a longer-term report on risks and issues be included in the report to the Governing Body in November 2019.</p>	<p>Chair</p>
<p>RC06 19/20</p>	<p><b>Financial Update as at 31 July 2019</b></p> <ol style="list-style-type: none"> <li>(a) Financial Update as at 31 July 2019 – presentation</li> <li>(b) Briefing Note on Financial Accounts as at 31 July 2019</li> </ol> <p>Management advised that</p>	<p>DCS</p>

Agenda Item	Lead
<p>(a) Financial deficit at the end of 2018/19 was £4.5m with some variances across budget lines. This is ahead of budgeted deficit of £5m;</p> <p>(b) Significant pension adjustment recognised at the end of the year – of £1.6m bring year end deficit to £6.1m;</p> <p>(c) Cash position was £3.9m at year end, below the DfE recommended cash balance and Committee were asked to note that only £2.9m of this belongs to the College as the rest is for EU projects and student hardship.</p> <p>(d) Significant number of one off items leading to higher other operating income; and,</p> <p>(e) Expenditure adverse outcome includes non-cash pension adjustment and there is a wide range of pressures on staff costs;</p> <p>Management advised that relative increased cost of agency staff and higher levels of cover required were elements in the staff cost pressures, including increase in demand for assessors and Learner Support staff due to changing profile of student needs.</p> <p>Management advised on the issues surrounding the cost of sickness absence and the financial modelling assumptions that informed management action during 2018/19 and the budgeting process for 2019/20. Staff costs have increased year-on-year, much within funded projects.</p> <p>The Committee asked for a detailed analysis of staff costs to the next Committee meeting. The Committee asked what action could be taken to address project funding gaps. Management advised on the complexity of actions that management take, including analysis of the pay and pension increases between 2018/19 and 2019/20 and consideration of the grades of staff delivering the range of qualifications provided and the SLAs that are in place.</p> <p>The Committee sought clarification of investment in capacity in Estates and IT. Management advised on the decision criteria for capital spending, including criticality and ability to deliver within budget year and the emergence of unplanned funding opportunities.</p>	
<p><b>RC07 19/20</b></p> <p><b>Non-FLU 2018/19 Outturn Report as at September 2019</b></p> <p><b>2018/19 Outturn</b></p> <p>Management advised</p> <p>(a) the process for reporting and drawing down funding;</p> <p>(b) the development on a number of opportunities;</p> <p>(c) income, cost-control and product development across key curriculum areas, particularly in relation to IT and Telecoms at Higher Level Apprenticeship;</p> <p>(d) the engagement with DfE on the forward profile of the HLA offering including an offering for data analytics.</p> <p><b>2019/20</b></p>	

Agenda Item	Lead	
	<p>Management advised on the restructuring of the report and that the Q1 performance across all offerings was sound.</p>	
<p><b>RC07</b> <b>19/20</b></p>	<p><b>Belfast Metropolitan College Annual Report and Accounts 2018/19 Draft</b> Management advised that the NIAO were currently on site and finance staff were working closely with the auditors.</p> <p>The Committee noted the work done to get a clean set of accounts and thanked the team.</p>	
<p><b>RC08</b> <b>19/20</b></p>	<p><b>IT Report</b></p> <p>Management summarised the report and updated on the transition from IT Assist to Microsoft Azure in line with the Business Case discussed last year</p> <p>The Committee noted the report.</p>	
<p><b>RC09</b> <b>19/20</b></p>	<p><b>Estates Report</b></p> <ul style="list-style-type: none"> <li>• <b>Business Case</b></li> </ul> <p>Management updated the Committee on the updating of the business case for an alternate to PSD in the light of feedback from and action by DfE. Management are preparing for the action required to deliver the proposals.</p> <ul style="list-style-type: none"> <li>• <b>Sustainability</b></li> </ul> <p>The Committee asked that our environmental risks and exposure to environmental risk be considered in the risk management process.</p> <p>Management advised that the Executive were in the process of signing up to a range of sustainable development goals. This will require a broad and College-wide assessment of sustainability, including travel/use of public transport, for example.</p> <p>Management advised on the structure of the sustainability actions, the establishment of a working group and the mapping exercise that this group would engage in.</p> <p>The Committee noted the report.</p>	
<p><b>RC11</b> <b>19/20</b></p>	<p><b>Any Other Business</b></p> <p>The Chair advised that the Committee would be aiming to explore the staffing and resourcing issues around the Curriculum and Learner Success offerings going forward.</p> <p>Management advised that there is an emerging risk of competition from other Colleges in the provision of prison-based services and provided a summary of the history of investment made by Belfast Metropolitan College to get to this point.</p>	

Agenda Item	Lead
RC12 19/20	<b>Date of next meeting</b>  4.30pm on 21 November 2019 at Titanic Quarter Boardroom. The Clerk will liaise with Committee members and Management on addressing emerging clashes and accountability and governance processes.



21/11/19.

