



**Belfast Metropolitan College Resources Committee 4.30pm 21 November 2019 in TQ Board Room Minutes
FINAL Approved 3 March 2020**

Committee Members: Seamus Dawson (Chair); Kate Burns; Declan Crummey; Kathleen O'Hare.

Management: Elaine Hartin, Director of Corporate Services (DCS); Laura Allen, Head of Finance (HoF); Siobhan Lyons, Head of Business Development (HBD); Aidan Sloane, Head of Skills and Apprenticeships (HoSA); Colin Daysh, Head of Information Technology (HoIT).

Clerk to the Governing Body: Gerry Crossan

RC13 19/20

Apologies, Quorum, Conflicts of Interest, and Notice of AOB

Apologies: Apologies received from Damian Duffy, Jonathan Heggarty, John McGrillen and Wendy Gillies.

Quorum: The meeting must be quorate under the terms of Paragraph 3B of the Terms of Reference for the Resources Committee dated February 2018 (2 Governors).

Conflicts of Interest: No disclosures made of **perceived, potential or actual** conflicts of interest under the terms of Paragraph 15.1 of the Belfast Metropolitan College Governing Body Standing Orders dated August 2015.

AOB: No Items of AOB received at date of issue of agenda

RC14 19/20

Minutes of the meeting held on 3 October 2019 - Draft (Proposed Final)

The Committee approved the Draft (Proposed Final) minutes of the meeting held on 3 October 2019 upon correction of typographical amendment at RC10 19/20 and confirmation of inclusion of a number of corrections advised on DraftV2.

RC15 19/20

Matters Arising from the minutes of the meeting held on 3 October 2019

No matter not on the agenda.

Agenda Item	
RC16 19/20	<p>Governance Guidance and Information</p> <p>None issued since the last meeting of the Committee on 3 October 2019.</p>
RC17 19/20	<p>Chair's Business</p> <p>(a) Election of Student Governor 2019/20</p> <p>The Committee noted the training programme for the incoming Student Governor and asked the Clerk to consider engaging with the Student Union on the potential of a Student Governor being appointed in June each year going forward.</p>
RC18 19/20 DCS HoF	<p>Financial Update as at 30 October 2019</p> <p>(a) Financial Update as at 30 October 2019 – presentation</p> <p>Management advised on the changes advised by DfE on the treatment of depreciation and the action that DfE are taking to manage these DEL non-cash pressures.</p> <p>Management advised on</p> <ul style="list-style-type: none"> • the analysis of staff costs as requested by the Committee under RC06 19/20 3 October 2019 and that, overall, there has been a marginal increase in salaries; • the structure of staffing across the College and the related funding sources; • the importance of the action management are taking to monitor and control total salaries costs in the light of the funding, resourcing and remuneration issues impacting across the NI FE sector. <p>Management summarised the discussions with DfE on funding issues across FE over the past two financial years and, more recently, in relation to managing the Q1 outturn and the challenges around recruiting / retaining staff.</p> <p>(b) Quarter 1 Summary Finance outturn as at 30 October 2019.</p> <p>Management advised on the ongoing work to address outstanding agenda items. The Committee noted that the income from traineeships was rising. The Committee noted the information provided by management.</p>
RC19 19/20 DCS HoF	<p>Belfast Metropolitan College Annual Report and Accounts 2018/19</p> <p>(a) Belfast Metropolitan College Annual Report and Accounts 2018/19; and, (b) Post-Audit Briefing Note on Annual Report and Account.</p> <p>The Committee noted that:</p> <ul style="list-style-type: none"> • Draft Final Accounts were considered by the Audit and Risk Committee under agenda item AC20 19/20 on 11 November 2019;

Agenda Item	
	<ul style="list-style-type: none"> • In order to in order to ensure that the College meets the requirements of the Reporting Timetable issued by the Department for the Economy, the Audit and Risk Committee had received delegated authority from the Chair to recommend the accounts to the Chair for signing; • The Chair signed the Annual Report and Accounts on 13 November 2019. <p>This action will also be reported to the Governing Body on 27 November 2019.</p> <p>Management advised that the NIAO are finalising the Report To Those Charged With Governance and that this will come in final form to the Governing Body.</p> <p>The Committee noted the successful audit and reporting in relation to the College, SEV Ltd and Trust.</p>
<p>RC20 19/20</p> <p>HBD HoSA</p>	<p>Non-FLU Reports November 2019</p> <p>(a) Non-FLU 19/20 Q1 Reforecast</p> <p>Management advised</p> <ul style="list-style-type: none"> • most project are on target and forecasting a potential uplift in contributions; • Centre for Economic Development & Social Inclusion – to major projects have been extended and are realising an increase in income; <p>(b) Non-FLU 19/20 Q1 outturn.</p> <p>Management advised that most projects are on track and that most matched funding for INTERREG projects is usually through staff time.</p> <p>In relation to Centre for Skills and Apprenticeships, the reforecast remains similar to the last report. Management advised</p> <ul style="list-style-type: none"> • DfE have increased the financing in Training for Success programme through a price uplift, although this is the last year of the programme in this form; • Apprenticeship programmes on target with some areas showing very strong recruitment, including Level 3 Telecoms and Financial Services; • Health and Social Care are behind target on recruitment; and, • Higher Level Apprenticeships – Gas Management accreditation value has not been approved by the DfE, meaning there are 20 places fewer than originally forecast - this has been offset by strong recruitment in other areas including Accountancy. <p>The Committee noted the significant increase in the threshold from 50 credits to 120 credits which has prevented the delivery of the programme.</p>

Agenda Item	
	<ul style="list-style-type: none"> • College Connect is performing very well with KPIs ahead of target; • Skills for Industry has been reviewed with DfE, provision is being scaled back and losses will be reduced – a revised letter of offer for this is in preparation • Learning and Skills are working very closely with internal partners and the NIPS – the SLA with NIPS will be renewed in 2020 and management advised on the discussions between DfE and the NIPS in the revised SLA process. <p>The Committee noted the information provided by management.</p>
<p>RC021 19/20</p> <p>HoIT</p>	<p>Information Technology</p> <p>(a) IT Report – November 2019.</p> <p>Management advised on the actions taken and closed off since the last report, including</p> <ul style="list-style-type: none"> (a) the additional project on the use of collaborative and industry-recognised approaches and methodologies in the delivery of IT projects; (b) the transfer to Cloud-based storage solution – progress on this will be reported in Q3 2019/20; (c) Cyber-security actions is following recommendations from the initial installation and internal audit recommendations, including new methods of password authentication and improved defences against external attack; (d) Current training for teaching staff on Microsoft Office; (e) Development of a business cases for replacement of Interactive Whiteboards and provision of laptops to computers; (f) SLA performance measures are above targets in the main. <p>The Committee asked if the positive impact of the Microsoft training was being pushed throughout the College. Management advised of the scope of the training being provided and it was significant that the Microsoft trainer is also a teacher.</p> <p>Management advised on the use of technology in engaging practitioners across the Development-business area and summarised the partnering with curriculum colleagues and emerging technology champions which is driving the demand for technology across all aspects of service delivery. Management advised that the development of products in cloud-based services already being provided is bringing significant and cost-effective opportunities to use technology.</p> <p>The Committee noted the action taken by management.</p>
<p>RC22 19/20</p> <p>DCS</p>	<p>Estates and Facilities Management</p> <p>(a) Business Plan Update – November 2019</p> <p>Management advised that the only item not on track is Estates Strategy Update. The DfE have recently issued revised guidance and the update to the Resources Committee will comply with that guidance.</p>

Agenda Item	
	<p>Management advised that the Estates Strategy is a 10-year strategy and management are monitoring the issues that are likely to impact on the planning of this strategy. Management advised that both Millfield and TQ are heavily utilised, there are still pockets of under-utilisation and management are seeking assurance using room audits.</p> <p>The Committee noted the potential issues arising from the management of PFI contracts in the development of the strategy.</p> <p>The Committee noted the action taken by management.</p>
RC23 19/20	<p>Any Other Business</p> <p>No items of other business raised at the meeting.</p>
RC24 19/20	<p>Date of next meeting</p> <p>The next meeting of the Resources Committee will be at 4.30pm on Tuesday 3 March 2020 in the Titanic Quarter Board Room.</p>

Chair of the Resources Committee

Seamus Dawson



Signature

Date

3/3/2020

