

GOVERNING BODY OF THE BELFAST METROPOLITAN COLLEGE

**Minutes of the BMC Resources Committee meeting held on 20 February 2018
at 4.30am in the e3 Seminar Room.**

Present	<p>Committee members: Wendy Langham (Chair), Declan Crummey, Seamus Dawson, Kate Burns, Kathleen O’Hare and John McGrillen (part)</p> <p>Governors also in attendance: Frank Bryan (Chair of the Governing Body), Jim McCall (part), Brian Wilson(part) , Catherine Burns(part), Maureen Walkingshaw(part), and Sam Snodden(part).</p> <p>Officers: Elaine Hartin (COO), Laura Allen (Head of Finance), Damian Duffy (Director of Development DD], Jonathan Heggarty (Director of Curriculum DC), Aidan Sloane (Head of Training, HoT), Donna Convery (Commercial and Events Manager , CEM)</p> <p>Secretary: John McAndrew</p> <p>The Chair welcomed all attendees and brought forward the Agenda item on the Catering Review.</p>	
R 33 17/18	Apologies and Notice of AOB	
	There were apologies from Siobhan Lyons, (Head of Business Development, HBD)	
R 34 17/18	Conflicts of Interest Declaration	
	In response to the Chair’s question no conflicts or potential conflicts were raised.	
R 35 17/18	Catering Review	
	<p>The DD précised the background citing an earlier review which had given rise to the current mix of core functions and the commitment to a further review to establish the most suitable delivery model. A steering group had been established to look at the deficiencies in the status quo, operations in other NI Colleges, and to carry out a pre-market engagement exercise and to prepare a draft business case. It was noted that the potential scope did not include all Belfast Met sites as different sites had different delivery models, but that the core academic/curriculum functionality would be kept in house whatever decision was taken by the Governing Body.</p> <p>On enquiry it was noted that most Colleges contracted out catering; that management were keeping staff informed; that the draft business case was based on current information available and was dynamic; that the turnover of Agency staff and recruitment costs were high; that outsourcing in other colleges made a contribution; that the current model and the legacy structure meant that it was not possible to make a contribution; that the College had a statutory obligation to provide food; that capping of prices could be built into any contract; that catering did not figure significantly in learner voice surveys; that students had alternative food outlets nearby which were in competition; that social enterprise was excluded by procurement policy however there were social enterprise features which could be built into contracts e.g. apprenticeship options for Belfast Met students; that there would be no additional internal management costs in house to contract manage any single source outsourcing; that over a period of 5 years all options were loss making ; that outsourcing was not without risks; and that a final decision on the options would be made at a future Governing Body meeting once a fully informed business case had been presented.</p> <p>The DD sought permission to go to tender in order to inform the preparation of a fully informed business case of all the options for the future delivery of the catering service, and gave details of the timeline; essentially a final business case including the maintenance of the status quo would be presented in June 2018.</p> <p>Following the detailed discussion, the Chair asked that any further questions or</p>	

	comments be directed to the Secretary who would seek responses from the Executive prior to the Governing Body on 28 February 2018 where catering would feature as an Agenda item	Governors Secretary
RES 10	<i>The Resources Committee agreed to recommend to the Governing Body that BMC go to tender only in order to inform the preparation of a fully informed business case of all the options for the future delivery of the catering service, and that a fully informed business case be returned to Governing Body for a final decision.</i>	Chair
Governors Jim McCall, Brian Wilson , Catherine Burns, Maureen Walkingshaw, and Sam Snodden left the meeting at 5.40pm		
R 36 17/18	Minutes of the Resources Committee Meeting of 21 November 2017	
	The Minutes of the Resources Committee Meeting of 21 November 2017 were agreed.	
R 37 17/18	Matters Arising (Actions)	
	<ul style="list-style-type: none"> • <i>R 21 17/18 RES 3, RES 4, RES 5</i> Whiterock Divestment Business Case. Recommendations made to Governing Body and endorsed 29/11/2018. The COO noted continuing dialogue with the Diocese following a favourable DfE response to the business case hampered by a tight deadline. • <i>R 21 17/18 TQ Sale</i>. The COO confirmed that this was still progressing. • <i>RES 6 3 year Training plan for February 2018 Committee</i>. See Minute 39 17/18. • <i>RES 7 BMC Accounts 2016/17</i>. Recommended to Governing Body on 29/11/2017. Complete. • <i>R 27 17/18 Catering Review</i>. See Minute 35 17/18. • <i>R 28 17/18 New print contract</i>. New 2018 implementation date for soft charging to be inserted. Complete. • <i>RES 9 SEV-Belfast Met Memorandum</i>. Endorsed at Governing Body on 29/11/2017. 	
R 38 17/18	Quarter 2 Reforecast for 2017/18	
	<p>The HoF noted additional DfE funding to address a sector overspend which was welcomed and the latest NDPB forecast that the College overspend by £263K against DfE resource spend which officers were working to manage within the overall sector position. The Hof also noted the Financial Year Budget and reported a Q2 Reforecast with a variance of £549k, and a cash position forecast to be below the 10% maximum permitted.</p> <p>The risks included continuing uncertainty in DfE funding and likely cuts, a failure to meet income targets for non FLU activities, and unforeseen spend.</p> <p>The DfE financials and the Finance Dashboard were also noted.</p>	
R 39 17/18	Training and Non FLU	
	<p>The DD reported current work on a set of 3 year financial projections for training which would set out how BMC would turn around the financial position of training. The Chair asked for a 3 year plan for the next Resources Committee meeting. She expressed concern that Training was making a negative contribution.</p> <p>There was detailed discussions on contributions, delivery prices, sector wide TfS losses, Trainer/assessor delivery, recruitment, delivery in other colleges, the lack of definitive policy decisions in key areas, the PSNI contract, the packaging of programs and the inability to decouple programs, and HLAs.</p> <p>The DD forecast a year end position for NON FLU income of £392k lower than budget for the year 2017-18. The main area of variance being within Training & Apprenticeships.</p>	

RES 11	<i>The Resources Committee requested an Issues Paper on Training be produced for the next Resources Committee meeting in June 2018</i>	DD HoT
RES 12	<i>The Resources Committee requested sight of the 3 year Training plan at its next meeting in June 2018.</i>	DD HoT
R 40 17/18	IT Update	
	By exception, the COO reported a protracted procurement delay with CPD in relation to mobile phone contracts which affected all colleges. Members thought the upcoming VFM review could usefully review CPD. Members noted the report.	
R 41 17/18	Estates Update	
	By exception, the COO reported on the issue of Properties Division [PD] and H&S compliance and said that she was unable to report compliance assurance from PD most notably in the area of Fixed Wire Testing (1 of 5 contracts with PD). She noted its inclusion on the Risk Register and her full report to A&R Committee earlier that week. Following the A&R Committee she had formally written to the Chief Executive of PD. She outlined potential options including further higher level Departmental involvement, and stepping out. Members expressed their very serious concerns and noted their statutory and legislative H&S obligations in this matter. If necessary, actions to ensure compliance with statutory and legislative H&S obligations would be progressed and BMC would step outside the Procurement Policy Directive.	
RES 13	<i>The Resources Committee agreed to invite the Chief Executive of PD to attend the 27 June 2018 meeting of the Governing Body.</i>	COO
R 42 17/18	Resources Committee Terms of Reference	
	The Secretary confirmed that he had made amendments to the draft TOR as requested at the Chairs' committee, and said that the document would be circulated anew prior to the upcoming Governing Body. He invited comments which would collate on behalf of the Chair.	Governors Secretary
R 43 17/18	DONM: 19 June 2018.	Secretary
R 44 17/18	Close of meeting evaluation: "Very worthwhile discussions"	
	Signature: _____ Date: _____	
	Chair	