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**MINUTES OF THE TWENTY FIRST MEETING OF THE RESOURCES COMMITTEE HELD ON 13 FEBRUARY 2024, VIA VIDEO CONFERENCE, COMMENCING 12:00**

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**PRESENT**

Mrs D Creevy, Committee Chair  
Dr S Fisher  
Mr B O'Neill  
Mr P Thompson

**IN ATTENDANCE**

Mr P McKeown Finance Director (until item 21.9)  
Ms G Moss, Head of Client Services (from item 21.14)  
Ms S Kelly, HR Manager (from item 21.14)  
Mrs É Doherty, Secretary to the Governing Body

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**21.1 WELCOME & APOLOGIES**

The Committee Chair welcomed everyone to the meeting. An apology was received from Mr L Murphy Principal & CE.

**21.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF ANY OTHER BUSINESS**

There was no conflict of interest declarations. There were no declarations of any other business.

**21.3 DRAFT MINUTES FROM THE RESOURCES COMMITTEE MEETING HELD ON 6 NOVEMBER 2023****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Draft Minutes of the Committee Meeting held on 6 November 2023

The Draft Minutes were taken as read and were agreed as a true and accurate record.

**PROPOSED**, Mr B O'Neill

**SECONDED**, Mr P Thompson

**21.4 Matters Arising – Finance**

**20.5, Report 4** The Annual Report & Financial Statements Year Ended 31 July 2023 progressed through the Audit & Risk Committee meeting held on 14 November 2023. Final approval was received at the Governing Body meeting held on 21 November 2023.

**20.5, Report 6** The Governing Body approved the Budget 2023/24 at the meeting held on 21 November 2023.

**20.5, Report 7** The Governing Body approved the Draft Student Council Report & Financial Statements Year Ended 31 July 2023 at the meeting held on 21 November 2023.

**20.5, Report 9** The Governing Body approved the Bad Debt Write-Off for £6,871.43 at the meeting held on 21 November 2023.

**20.5, Report 10** The Governing Body approved the Fees & Charges Policy 2024/25 at the meeting held on 21 November 2023.

The Committee Chair invited Mr P McKeown to present his management report.

## **21.5 FINANCE MANAGEMENT REPORT - Mr P McKeown, Finance Director**

### ➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1	Tenders Issued
Report 2	Estates Update
Report 3	Business Support Centre Update
Report 4	Management Accounts for 5 Months to 31 December 2023
Report 4.1	Management Accounts for 6 Months to 31 January 2024
Report 5	Budget Update 2024/25 – verbal update
Report 6	Prompt Payment – verbal report

### **Report 1 Tenders Issued Report**

The Finance Director provided a verbal update to the Committee since the Tenders Report was issued to Governors. In response to Mr O'Neill's query the Finance Director provided details on the in-house canteen facilities which came into operation on 1 September 2023. There has been initial setting up costs and the fourteen strike days have impacted income. Despite improvements since taking over from OCS the operation is still being subsidised by the College. In relation to the outstanding invoices from OCS previously reported (19.4, Report 1), the Finance Director stated that communications have been received from OCS regarding these invoices but no response has been received in relation to the formal letter (and follow ups) sent to OCS in October 2023.

Funding has been received from the Department (DfE) for solar panels for Springtown Campus, however works may be delayed due to approval of the system required by NIE. The application was submitted to NIE early December 2023.

The Finance Director alerted members to the annual M<sup>2</sup>/FTE data for the five years from 2017/18 to 2021/22 (Annex B). Due to decreasing enrolment numbers the M<sup>2</sup>/FTE for the College has increased year on year. A meeting is planned with the Director of FE, the Finance Director and the Principal on 27 March 2024 to discuss this matter further.

**Report 2 Estates Update Report**

In reporting on the Springtown Redevelopment, the Finance Director reported the mediation process will take place on 22 March 2024.

Engineers have confirmed that all College buildings have been surveyed and no traces of RAAC have been identified.

In relation to the Causeway Growth Deal the Growth Deal Executive Programme Board have reported that the target date for the signing of the Head of Terms agreement is March/April 2024. The College expect to get approval to commence with the preparation of the OBC at that point. Within the Strategic Alliance Group meetings have been held with South West College and Northern Regional College to discuss their support for this project.

**Report 3 Business Support Centre Update**

The Innovation project targets are all on target. The first of six Vertiv (E&I Engineering) Academies will commence on 25 February 2024 in Springtown Campus. Funding worth £150K per College for 2024/25 (900K for the Sector) has been received from the Gatsby Foundation.

**Report 4 Management Accounts for 5 Months to 31 December 2023****Report 4.1 Management Accounts for 6 Months to 31 January 2024**

Referring to the January 2024 Management Accounts the Finance Director reported the VEP Income is down as a result of the Industrial Action. Some learning lost has been delivered which might reduce this negative variance.

Staff Costs, teaching was down, mainly related to the impact of Industrial Action.

Non-pay premises is £323K below budget. Forecasts reflects additional planned expenditure on IT and premises.

The Finance Director reported on the NDPB to 31 March 2024, this showed an easement position of £80k. Other items including an additional £180k for the Cost of Living Student Support Scheme and an extra £40K for Skills Focus which increases the easement position to £300k.

The Finance Director highlighted that the forecast in the Management Accounts does not take account of those staff who will be leaving on the Voluntary Severance Scheme.

**Report 5 Budget Update 2024/25**

The Finance Director reported that the College has not received any further update from the Department (DfE) on the Budget 2024/25.

**Report 6 Prompt Payment – verbal report**

The Prompt payment figure for the 30 days to 31 January 2024 was 96% and for the year to date was 95%. The target is 95%.

**21.6 CORRESPONDENCE – Finance**

There was no correspondence to note.

**21.7 COMMITTEE CHAIR'S BUSINESS - Finance****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1 Partnership Agreement DfE and NWRC

Report 2 Correspondence – Ms L Watson, Director of FE, DfE

The Finance Director reported the Partnership Agreement was signed off by the Governing Body Chair and Principal and approved by the Departmental Accounting Officer.

**21.8 ANY OTHER BUSINESS - Finance**

There was no other business to discuss.

The Committee Chair thanked Mr McKeown for his report.

*Mr P McKeown left the meeting. Ms G Moss and Ms S Kelly joined the meeting at this juncture.*

*The Committee Chair took item 21.14 next on the Agenda.*

**21.14 CLIENT SERVICES REPORTS – Ms G Moss, Head of Client Services****➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 1 Equality Update

Report 2 Data Protection/Compliance Update

**Report 1 Equality Report**

The Head of Client Services reported on the awareness days in relation to various national campaigns. The College Equality Working Group held its second meeting on 13 December 2023 and the Head of Client Services provided details on the work taking place. The Mental Health Committee are working towards achieving the Pieta Amber Flag Initiative. This initiative recognises individual efforts to create healthy, inclusive environments that support the mental wellbeing of a range of organisations including Further Education.

The College has officially received confirmation that it has been successful in achieving RNIB's Visibility Better Employer Quality Standard.

The annual audit of College buildings by Accessible took place week commencing 20 November 2023. No report has been issued yet.

The College has been shortlisted in two categories for the next NWMF Advancing Race Equality Awards for Anti-Racism School of the Year and the Advancing Racial Justice and Fairness Award.

**Report 2 Data Protection/Compliance Update**

For the period 31 August 2023 to date there have been a total of fourteen information requests made under the UK GDPR and Freedom of Information Act 2000. There have been six data incidents recorded for this academic year. Four of these related to cyber security. Actions were taken forward with recommendations to Line Managers. As part of World Data Protection Day on 28 January 2024 a presentation aimed directly to students was published to identify and highlight relevant personal data protection issues.

In concluding her report, the Head of Client Services reported that all recommendations from the Internal Audit Review on Business Development & Employability were now complete.

The Committee Chair thanked Ms Moss for her report.

The Committee Chair then returned to the remaining Agenda items and invited Ms S Kelly, HR Manager to report to the Committee.

**STAFFING MATTERS****21.9 Matters Arising – Draft Minutes of the Resources Committee Meeting held on 6 November 2023 – verbal report**

**20. 9/19.7** In relation to the Conflict of Interest Policy – employment related legal cases, the matter is ongoing. An update will be provided to the Committee once this matter has been finalised.

**21.10 HR SERVICES MANAGEMENT REPORT – Ms S Kelly, HR Manager****➤ PREVIOUSLY ISSUED TO ALL MEMBERS****Report 21.10 HR Services Management Report****Report 1 Staff Development Programme – Semester 2 -link****Report 21.10 HR Services Management Report**

The HR Manager reported that from 19 October 2023 to 23 January 2024 a total of 26 recruitment exercises were actioned. There are currently 27 'live' posts going through the recruitment and selection process. Applicant numbers continue to be a challenge in recruiting posts across the College. In this academic year 2023/24 to date the College have processed 80 staff applications. AccessNI carried out a Compliance Audit in November 2023. The College were fully compliant with the Code of Practice and there were no recommendations from this Audit.

In reporting on Sickness Absence, the highest percentage of absence noted was in relation to grief reaction (15.4%) followed by surgery (13.4%).

The HR Manager was pleased to report that an Internal Audit review took place in Learning and Development. A satisfactory assurance rating was achieved with two low priority findings.

All mandatory training modules as at January 2024 had achieved 90% and above completion rates. The target for completion is 90%.

As part of the HR Digitisation Project new management dashboards for appraisals have been developed, 492 appraisals have been completed as at January 2024. Seventy are due for completion and there were ten outstanding. Further efficiencies have also been made whereby staff can upload their qualifications within the Staff Self-Service Portal.

**To encourage a more diverse range of applicants for the lower band posts Mr B O’Neill asked if the application pack could be made as straightforward as possible. The HR Manager reported it would be useful to review this.**

**Report 1 Staff Development Programme – Semester 2**

Members noted the report.

**21.11 CORRESPONDENCE – STAFFING**

There was no correspondence received.

**21.12 COMMITTEE CHAIR’S BUSINESS – STAFFING**

The Committee Chair had no staffing matters to discuss.

**21.13 ANY OTHER BUSINESS – STAFFING**

There was no any other business to discuss.

**21.14 CLIENT SERVICES REPORTS – item already taken.**

*Ms Moss left the meeting at this juncture.*

**21.15 RESERVED BUSINESS**

Taken separately. This part of the meeting ended at 13:46.

**DATE OF NEXT MEETING – 4 June 2024**

Signed:   
Mrs D Creevy, Committee Chair

Date: 4 June 2024