



BURY COLLEGE FURTHER EDUCATION CORPORATION

**MINUTES OF THE RESOURCES COMMITTEE MEETING
HELD VIA TEAMS ON TUESDAY, 29TH NOVEMBER 2022**

Meeting Commenced : 8.00 a.m.
Meeting Closed : 10.05 a.m.

Present:

Angela Davies Independent Member - Chair
Charlie Deane Principal
Mark Granby Independent Member
Peter Nicol Independent Member

In Attendance:

Tracy Kitchingman Vice Principal Finance and Corporate Resources
Danny Rushden Director of HR
Peter Ryan Clerk to the Corporation

RES22/23.01	<u>APOLOGIES FOR ABSENCE (AGENDA ITEM 1)</u>
	Apologies for absence were received from Faheem Nawaz and Becky Tootell.
RES22/23.02	<u>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</u>
	There were no declarations of Interest.
RES22/23.03	<u>MINUTES (AGENDA ITEM 3)</u>
	The Minutes of the meeting held on 14 th June 2022 were approved to be signed as a true and correct record.
RES22/23.04	<u>MATTERS ARISING (AGENDA ITEM 4)</u>
	The Clerk presented the report and confirmed that all scheduled actions had been implemented.
	It was Resolved that the contents of the report should be noted.
RES22/23.05	<u>HR (AGENDA ITEM 5) (CONFIDENTIAL REPORT)</u>
	<p>a) Staff Pay Award September 2022</p> <p>The Director of HR introduced the report and highlighted the following:</p> <ul style="list-style-type: none"> • 2021/22 Pay Award; • 2022/23 Pay Claims by the recognised trade unions; • College pay award position over the past 3 years; • Recent College sector pay agreements; and • Current economic climate and the College financial position. <p>Members discussed the potential options that could be included within the pay negotiation meetings and it was noted that a meeting was scheduled with the recognised trade unions on 12th December, following submission of the RO4 ILR which would provide some assurance on the 2023/24 16-19 ESFA contract.</p> <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • Both UCU and UNISON had requested a 10% pay award to all members or a minimum £2000 pay award, if 10% was less than £2,000; • Additional funding announced in the Autumn Statement for schools, whilst welcomed, this would increase the pay gap between schools and FE Colleges and exacerbate FE staff recruitment challenges; • Over a number of years, the College had consistently paid above the national AoC pay recommendation; • The strategy outlined within the report, together with other inflationary pressures, would probably move the College financial health score from Outstanding to Good; and • Members had a key accountability to ensure the solvency and financial viability of the College.

	It was Resolved that: i) The contents of the report should be noted; and ii) Members agreed the pay strategy outlined within the report.
	b) PI's March to August 2022 The Director of HR introduced the report which highlight the current position and actions being implemented in the following areas: <ul style="list-style-type: none"> • The Staff Profile had remained stable in respect of diversity factors; • Sickness absence was similar to national absence rates; • Turnover of staff was higher at management levels; • Number of applicants to posts • Grievances, disciplinaries, Investigations and tribunal applications; and • Staff Mental Health & Wellbeing. Following questions, it was confirmed that: <ul style="list-style-type: none"> • The College sickness/absence policy had been redrafted, with an emphasis on managing absence; and • Members suggested that holding face to face return to work and exit interviews may help staff to feel more valued.
	It was Resolved that the contents of the report should be noted.
	c) Staff Mental Health and Wellbeing The Director of HR confirmed that the Staff Mental Health & Wellbeing Survey was conducted in May 2021 with the Staff Mental Health & Wellbeing Policy being reviewed and agreed in July 2022. The next meeting of the Mental Health and Wellbeing Forum was scheduled for 29 th November 2022. The report provided details of staff training in this area and the potential to introduce an employee assistance programme. Following discussion, Members supported the introduction of an employee assistance programme and more regular, shorter and focussed staff wellbeing surveys.
	It was Resolved that the contents of the report should be noted.
	d) Gender Pay Analysis The Director of HR introduced the gender pay gap report as at 31 st March 2022 and provided the following summary: <ul style="list-style-type: none"> • There was a minimal pay gap between women and men on the management, academic and business support pay scales; • Females accounted for 85% of staff that work less than 37 hours per week i.e. part-time and • For staff working part-time and full time the median pay gap was 22.7%. Following questions, it was confirmed that the College had clear processes to ensure that staff were appointed and promoted on merit and that pay scales were applied consistently.
	It was Resolved that the contents of the report should be noted.
RES22/23.06	COLLEGE HR AND FINANCIAL TARGETS (AGENDA ITEM 6)
	The Vice Principal Finance and Corporate Resources said that at the Remuneration Committee held on 22 nd September 2022, it was agreed that the proposed 2022/23 targets for Finance, HR and Physical Resources should be further reviewed by the Resources Committee and the Curriculum targets reviewed by the C&Q Committee in November 2022, with recommendations to the Corporation on 13 th December 2022. Following questions, it was confirmed that the targets were based upon the agreed financial plan, adjusted to take account of the pay strategy, but not unknown external factors such as energy costs. The teaching staff utilisation target was aspirational but review processes in place at team and individual level should make it achievable.

	It was Resolved that: i) The contents of the report should be noted; and ii) The targets be recommended to the Corporation for approval.
RES22/23.07	PROPERTY STRATEGY (AGENDA ITEM 7)
	The Vice Principal Finance and Corporate Resources provided an update in the following areas: <ul style="list-style-type: none"> • Health and Digital Centre - The project was currently on programme to complete by 16th December 2022; • T Levels Education and Childcare - Project now complete. DfE visit took place on 19th October 2022 when additional evidence of spend was requested and submitted; • T Levels Health and Digital - Temporary mock ward in University Centre was now in use by University of Salford Nursing students until the planned transfer to the Health and Digital Centre once completed; • T Levels Engineering – The College bid was successful and discussions held with DfE to amend the scope of the project; • Transformation Fund – Progressing to RIBA Stage 4, in liaison with the DfE Project Director; • Greater Manchester Institute of Technology - Confirmed that DfE and University of Salford have agreed the terms of the licence and it was expected that the contract would be signed by all parties by the end December 2022; • Post 16 Capacity Fund - Bid submitted 11th November 2022 with the outcome expected Spring 2023; and • Strategic Development Fund – a bid had been submitted. <p>Following discussion, it was confirmed that bids would only progress provided that they were viable and did not threaten the financial sustainability and viability of the College.</p>
	It was Resolved that the contents of the report should be noted.
RES22/23.08	HEALTH, SAFETY AND WELFARE POLICY AND ANNUAL REPORT (AGENDA ITEM 8)
	The Vice Principal Finance and Corporate Resources confirmed that: <ul style="list-style-type: none"> • The total number of accidents / incidents in the 2021/22 academic year was 150. So far, this current academic year there had been 30 accidents/incidents reported with the most common injuries being sprains and bruises; • Since August the IT, Creative Media and C&J departments had been audited and scored between 88% - 96% compliant with any actions logged and assigned to staff members; • The college had purchased four new defibrillators to replace out of date units across campus; • A fire risk assessment had been completed on the A Level centre, all fire extinguishers were serviced in August and the H&S team were developing a hazardous waste procedure. Fire drills in all buildings were planned to be completed before the end of December 2022; • Various training had taken place across college and a number of policy reviews had been completed. <p>Following questions, it was confirmed that no changes were required to the College Health and Safety Policy.</p>
	It was Resolved that the contents of the report should be noted.
RES22/23.09	FINANCIAL MATTERS (AGENDA ITEM 9)
	a) College Financial Statements and Regularity Audit Reports for the year ended 31st July 2022
	The Vice Principal Finance and Corporate Resources advised the Committee that the final draft of the 2021/22 Statutory Accounts were in line with the July Management Accounts/ Provisional Outturn report presented to the Corporation on 20 th September 2022. The External Auditors had stated that they will provide an unmodified opinion. The final 2021/22 Statutory Accounts are presented to the Resources and Audit Committees at the end of November with a recommendation for approval to the December Corporation meeting for sign-off. <p>Following discussion, it was noted that the details of Angela Davies's term of office needed to be updated on page14.</p>

	It was Resolved that: i) The contents of the report should be noted; and ii) Subject to the amendment highlighted, the Financial Statements for year ended 31st July 2022 be recommended to the Corporation for approval.
	b) External Audit Findings Annual Report 2021/22 including Letters of Representation
	The Vice Principal Finance and Corporate Resources confirmed that the External Audit work was substantially complete subject to the finalisation of the following items: <ul style="list-style-type: none"> • ISA 240 Internal Audit Report confirmation from internal audit of no frauds of which they are aware • Bank letters – Close Brothers and Santander • Post Balance Sheet Event following up to signing <p>The anticipated audit opinions would be unmodified.</p> <p>The Financial Statements and Regularity Auditors issue, as part of normal audit processes, letters of representation which seek to ensure that the Corporation can certify that it has supplied all information necessary for the auditors to conduct their work and reach their audit opinion. The letters of representation for 2021/22 would be reviewed by the Audit Committee later in the day with a recommendation that the Chair of the Corporation and Accounting Officer should be asked to sign the letters as part of the finalisation of the accounts at the Corporation meeting on 13th December 2022.</p>
	It was Resolved that: a) The contents of the report should be noted; and b) The Committee recommend to the Corporation that the Chair of the Corporation and Accounting Officer should sign the College Letters of representation.
	c) Going Concern
	The Vice Principal Finance and Corporate Resources explained that the Corporation and executive management are required to assess the suitability of the going concern assumption in their preparation of the financial statements and include suitable disclosures therein. In considering the appropriateness of adopting the going concern basis of preparation for the Financial Statements, management are required to consider a period of not less than twelve months from the date of approval of the Financial Statements.
	As highlighted within the report, the College assessment was that it could demonstrate that it was a going concern for the foreseeable future and certainly up to and beyond December 2023 (that being 12 months from the point of signing of the 2021/22 Financial Statements in December 2022).
	Members reviewed the basis and justification of the assessment, as outlined within the report, and concurred with the management's assessment.
	It was Resolved that the contents of the report should be noted.
	Mark Granby withdrew from the meeting at 9.30 a.m.
	d) FRS 102 LGPS Accounting Entries 2021/22 and forecast 2022/23
	The Vice Principal Finance and Corporate Resources confirmed that the report explained the accounting treatment for the GMPF local government pension scheme as set-out in Financial Reporting Standard 102 (FRS102).
	In the 2021/22 draft Statutory Accounts, the net expenditure charge was £2.587m and the net pension liability in the Balance Sheet had reduced by £23m. As reported in the July Management Accounts, in consultation with the External Auditors, and to comply with the limit to the asset that can be recognised under FRS102, the £522k asset had not been reflected, reporting this movement as part of the actuarial gains and losses and showing a nil pension asset/liability. For 2022/23, the Actuary had forecast that the net expenditure charge would decrease to £412k.
	It was Resolved that the contents of the report should be noted.

	e) Student Union Accounts 2021/22
	<p>The Vice Principal Finance and Corporate Resources presented the Bury College Student Union Accounts for the year period ended 5th October 2022 which had been independently examined. The Student Services Supervisor and Student Learning Mentor had continued to oversee a greater application of the funds for the benefit of students including the provision of free breakfasts and hardship disbursements.</p> <p>The Student Union account has been closed with Barclays as of 5th October 2022 and the remaining funds had been brought internally and would continue to be used to support students in immediate hardship, alongside the significant funding agency student financial support funds already received.</p>
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and</p> <p>b) The Bury College Student Union Accounts for the year period ended 5th October 2022 are formally received.</p>
	f) ESFA Letter – College Financial Forecasting Return 2022 to 2024
	<p>The Vice Principal Finance and Corporate Resources confirmed that the ESFA had reviewed the College Financial Forecasting Return 2022 to 2024 and written to the College (see appendix) to provide comments. The key comments are:</p> <p>Financial Health - The appropriate assessment grades, based on the College finance record, is:</p> <ul style="list-style-type: none"> • Outstanding for 2021/22 (the latest outturn forecast year), and • Outstanding for 2022/23 (the current budget year). <p>Financial Dashboard information – This was appended to the report and it was noted that the College reflected positively against all PI's. An updated version of the Dashboard, excluding 2017/18 and including 2023/24 information would be presented to the Corporation on 13th December 2022.</p>
	<p>It was Resolved that the contents of the report should be noted.</p>
	g) Management Accounts to October 2022
	<p>The Vice Principal Finance and Corporate Resources confirmed that the College had an operating surplus to 31st October of £1,408k (excluding pension adjustments), which was £52k adverse to budget. Key variances were outlined within the report.</p> <p>The next re-forecast, based on Period 3 (October), would reflect the potential savings and risks identified in the major Income & Expenditure variances and the potential outcome of pay negotiations. The forecast outturn, balance sheet and cashflow forecast would be updated, along with changes in relation to the latest known position for timing of capital spend and grant receipts.</p> <p>Construction continued on the new build Health & Digital Centre, with the £4m balance of the project costs falling in the current year. The budgeted July 2023 cash in hand position would, therefore, reduce in line with the CFFR forecast.</p> <p>Members noted that the accounts did not include any additional pay award to that already budgeted. Also, although there was currently a surplus, the year end position would be a deficit. The key issue to ensure financial viability were the projected positive cash balances highlighted within the report.</p>
	<p>It was Resolved that the contents of the report should be noted.</p>
	h) Debt Write Off
	<p>The Vice Principal Finance and Corporate Resources confirmed that the College reviewed the status of outstanding debts and acted to write off debts in cases where collection could not be achieved. After intense recovery action, 58 uncollectible debts were identified and approved for write-off by the Vice Principal Finance and Corporate Resources, within her authority limits. No debt required write-off approval of the Principal or Resources Committee.</p> <p>Following a question, it was confirmed that of the 58 debts written off, 57 related to students.</p>

	It was Resolved that the contents of the report should be noted.
	i) Data Protection Monitoring
	The Vice Principal Finance and Corporate Resources provided an update as follows: <ul style="list-style-type: none"> • The College had recently appointed a new Data Protection Officer (DPO); • The volume of External Subject Access Requests and Student Information Requests was highlighted within the report; • Data Protection Policies had been reviewed and approved by the Leadership Team in November 2022; and • The DPO had implemented a self-assessment which gauged the College's level of compliance in 10 areas of GDPR and the Data Protection Act 2018 and the subsequent action plan was detailed within the report. <p>Members reinforced the need to keep staff aware of how to mitigate risks in this area.</p>
	It was Resolved that the contents of the report should be noted.
RES22/23.10	<u>PERFORMANCE MONITORING (AGENDA ITEM 10)</u>
	a) Funding Update The Vice Principal Finance and Corporate Resources introduced the report and highlighted the position in the following areas: 2021/22 Actuals and outturn; 2022/23 Allocations; 2022/23 Full Time enrolment update and 2022/23 funding update. Members noted that HE enrolment was slightly below target, however additional enrolments in January 2023 were planned.
	b) Franchise and Outward Collaborative Provision 2021/22 outturn and 2022/23 Planned Provision The report summarised the partners, types of provision, funding and contract values for all activity in 2020/21. The 2021/22 table confirmed the roll forward value for carry in and the additional contract amounts negotiated for 2021/22 starts. This reflected the College strategy to reduce the volume of this provision. Following directives from the ESFA, 2021/22 was to be the last year that the College entered into a subcontract agreement with a provider, however as direct funding arrangements were not in place, the College had been asked to support the school again in 2022/23. Correspondence dated 5th August 2022 from the ESFA confirmed their support for current the arrangements while partners continued to explore a more appropriate long-term model for delivery.
	It was Resolved that the contents of the report should be noted.
RES22/23.11	<u>Post Meeting Evaluation Form (AGENDA ITEM 11)</u>
	The Committee received a summary of the post meeting evaluation responses from the meeting on 14 th June 2022, which had been positive with no concerns having been highlighted.
	It was Resolved that the contents of the report should be noted.
RES22/23.12	<u>DATE AND TIME OF FUTURE MEETINGS (AGENDA ITEM12)</u>
	<ul style="list-style-type: none"> • 8.00am Tuesday, 17th January 2023 • 8.00am Tuesday, 7th March 2023 • 8.00am Tuesday, 20th June 2023

There being no further discussion the meeting closed at 10.05 a.m.

Signed and approved as an accurate record of the meeting

Signature

Date

**Summary of Actions - Resources Committee
29th November 2022**

Item	Action	Person Responsible	Timescale
RES22/23.06 <i>College HR and Financial Targets</i>	The targets be recommended to the Corporation for approval.	Clerk	13 th December 2022
RES21/22.08 a) <i>College Financial Statements and Regularity Audit Reports for the year ended 31st July 2022</i>	The Financial Statements for year ended 31 st July 2022 be recommended to the Corporation for approval.	Vice Principal	13 th December 2022
b) <i>External Audit Findings Annual Report 2021/22 including Letters of Representation</i>	The Committee recommend to the Corporation that the Chair of the Corporation and Accounting Officer should sign the Letters of representation	Vice Principal	13 th December 2022