



BURY COLLEGE FURTHER EDUCATION CORPORATION

**MINUTES OF THE RESOURCES COMMITTEE MEETING
HELD VIA TEAMS ON WEDNESDAY, 27th NOVEMBER 2024**

Meeting Commenced : 8.00 a.m.
Meeting Closed : 9.01 a.m.

Present:

Angela Davies Independent Member - Chair
Charlie Deane Principal
Martin Dyer Independent Member
Peter Nicol Co-opted Member

In Attendance:

Vicky Hayhoe Head of Financial Services
William Mcgillivray Clerk to the Corporation Designate
Tracy Pullein Vice Principal Finance and Corporate Resources
Danny Rushton Director of HR
Peter Ryan Clerk to the Corporation
Becky Tootell Deputy Principal Curriculum and Quality

RES24/25.01	<u>APOLOGIES FOR ABSENCE (AGENDA ITEM 1)</u>
	Apologies for absence were received from Max Gallagher and the Chair welcomed Vicky Hayhoe and William Mcgillivray to their first meeting.
RES24/25.02	<u>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</u>
	There were no declarations of Interest.
RES24/25.03	<u>MINUTES (AGENDA ITEM 3)</u>
	The Minutes of the meeting held on 25 th June 2024 were approved to be signed as a true and correct record.
RES24/25.04	<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.
RES24/25.05	<u>HR (AGENDA ITEM 5)</u>
	<p>a) Staff Pay Award – Confidential Item The Director of HR introduced the report and highlighted the following:</p> <ul style="list-style-type: none"> • An 8.5% increase had been implemented for all staff effective from 1st September 2023; • Lecturer and Business Support increments (as per agreed pay scales) were implemented in January and April 24; • The FE Joint Trade Unions Claim 2024/25 (including UCU and UNISON) was for a 10% or £3000 increase in pay, whichever was greater and the minimum starting salary for an FE lecturer to be £30,000. The College starting salary for newly qualified teacher is £30,542 per annum; • The AoC had made a formal pay recommendation for the 2024/25 academic year of 2.5% or £750, whichever was greater. This was subject to further review; • The 2024/25 pay award for school leaders in England is a 5.5% increase, backdated to 1st September 2024; • The October budget allocated an additional £300m to FE and details were awaited on how this would be distributed; • Employer’s contributions for NI would increase by 1.2% to 15% in April 2025 costing the College in the region of £230k per annum; • In addition, the College will start to pay NICs on employee’s earnings from £5,000 instead of the current £9,100 threshold;

	<ul style="list-style-type: none"> • FE Colleges were to be given Employer National Insurance support; however precise details were awaited; • The College R04 budget outcome would be available on 5th December 2025 • The College has made provision for a consolidated pay award of 3% included in the 2024/25 budget, payable from 1st September 2024, based on a review of affordability. <p>As a result of questions, the following point were highlighted:</p> <ul style="list-style-type: none"> • There was still a number of unknown factors and the management team would continue to model what would be affordable; • A meeting with the Trade Unions would be held on 12th December 2024 and this would include further discussions on pay; • When finalised the staff pay award would be backdated to 1st September 2024; and • Clarification was provided on the calculation of the estimate of increased NI costs.
	It was Resolved that the contents of the reports should be noted.
	<p>b) PI's September 2023 to August 2024</p> <p>The Director of HR introduced the report which highlight the current position and actions being implemented in the following areas:</p> <ul style="list-style-type: none"> • The Staff Profile had remained stable; • 24% of sickness absence related to mental health and stress and 16 capability notices had been issues in the current year; • There had been an increase in long term absence; • Staff turnover had reduced; • Number of applicants to posts; • Grievances, disciplinaries, Investigations and tribunal applications; and • Staff Mental Health & Wellbeing – a separate report was on the agenda. <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • The ethnicity data was still being collated in the new HR software; • 23 verified applications had been made for the up to £6k targeted retention incentive payments; • One of the Tribunal cases had been withdrawn; and • In future reports it would be helpful to track diversity applications to interview and appointment.
	It was Resolved that the contents of the report should be noted.
	<p>c) Staff Mental Health and Wellbeing Update</p> <p>The Director of HR confirmed that:</p> <ul style="list-style-type: none"> • A new Wellbeing and Workload Commitment had been agreed with UCU in May 2024; • There was a 9.3% annualised utilisation of the Employee Assistance Programme; • There were 31 occupational health referrals in 2023/24 and 7 in the current year; • Wellbeing discounts and benefits were available through the EAP and BHN Extras promoted to staff in September/October 2024; • Wellbeing Pulse Surveys continued with the last survey in October 2024 with details highlighted within the report; • 7.7/10 staff would recommend Bury College as a great place to work to their friends; • Flu vaccinations were provided to 90 staff in October 2024; • 1085 days lost due to Mental Health including Stress in the year to date; and • 22 new Staff Mental Health Champions were trained in Understanding Depression & Low Mood; TALK model; Suicide Prevention and the role of MH Champion. <p>Following discussion, it was confirmed that:</p> <p>Communications processes were being reviewed in order to identify areas of improvement;</p> <p>A Member commented that the use of a daily message board e.g. SharePoint had helped to improve communication in his organisation;</p> <p>The use of AI was included within the staff induction process and mandatory training had been implemented to encourage the increased use of AI within both the curriculum and business support areas.</p>

	It was Resolved that the contents of the report should be noted.
	d) Gender Pay Analysis
	<p>The Director of HR introduced the gender pay gap report as at April 2024 and provided the following summary:</p> <ul style="list-style-type: none"> • The gender pay gap was calculated as the difference between average hourly earnings (excluding overtime) of men and women as a proportion of men's average hourly earnings (excluding overtime). It is a measure across all jobs in the College, not of the difference in pay between men and women for doing the same job; • 69% of full-time employees on the snapshot date were female and 31% male; and • The mean pay gap had reduced to 10% and the median pay gap was 12.5% <p>Following questions, it was confirmed that the College had clear processes to ensure that staff were appointed and promoted on merit and that standard pay scales were applied consistently. Members asked that this clarification should be included within future reports.</p>
	It was Resolved that the contents of the report should be noted.
RES24/25.06	<u>ENVIRONMENTAL SUSTAINABILITY UPDATE (AGENDA ITEM 6)</u>
	<p>The Vice Principal confirmed that the AoC had developed a Climate Action Road Map for FE Colleges based on a range of existing materials, including the EUAC's 'SORTED: Guide to sustainability in Further Education', the Sustainability Leadership Scorecard, the Climate Emergency Framework and past winners of the Green Gown and AOC Beacon Awards. It was also based on a workshop with FE college leaders and students, held in June 2020.</p> <p>Using the Road Map the College has adopted the Emerging Colleges Initiatives and developed an action plan relevant to the College to monitor progress, the latest update was appended to the report.</p> <p>Members were satisfied with the progress made as outlined within the action plan.</p>
	It was Resolved that the contents of the report should be noted.
RES24/25.07	<u>DATA PROTECTION UPDATE AND POLICY UPDATE (AGENDA ITEM 7)</u>
	<p>The Vice Principal introduced the report and provided an update on the following:</p> <p>Data Protection arrangements</p> <p>As previously reported, Naomi Korn Associates had carried out a remote external assurance "Data Protection Health check" to assess the College's compliance with best practice data protection standards as per UK GDPR/Data Protection Act 2018. An update on progress made was highlighted within the report.</p> <p>Internal Audit</p> <p>As part of the approved Internal Audit Plan for 2023/24 RSM undertook a review of the Data Protection Governance Framework in May 2024; their report was presented to the June Audit Committee. Three management actions were agreed of which 2 were complete and one remained in progress. One action required an update to the Data Protection Policy.</p> <p>Policies & Procedures</p> <p>The GDPR policies and procedures due for renewal had been reviewed and approved by the Leadership Team (where required):</p> <ul style="list-style-type: none"> • Data Protection Policy – next review date October 2026 • Data Breach Notification procedure – next review date October 2027 • Data Requests and Complaints Procedure – next review date October 2026 • Appropriate Policy Document – new <p>The following policies were not due for review until next year:</p> <ul style="list-style-type: none"> • Amended Privacy policy - next review date Sept 25 • Amended Data Retention policy – next review date Oct 25

	It was Resolved that: i. The contents of the report should be noted; and ii. The updated Data Protection Policy and the Appropriate Policy Document are approved.
RES24/25.08	<u>PROPERTY STRATEGY (AGENDA ITEM 8)</u>
	The Vice Principal introduced the report and provided an update on the following: <ul style="list-style-type: none"> • Completed Projects 2023/24; • Transformation Fund FE01 – Catering (Woodbury Centre); • T Levels - Wave 5 – Catering (Woodbury Centre); • Greater Manchester Institute of Technology (IoT); • Additional Capital Allocation for 2022/23; • FE Reclassification Capital Allocation; and • Other Estates Priorities. <p>Members noted that the ongoing projects were on time and within budget.</p>
	It was Resolved that the contents of the report should be noted.
RES24/25.09	<u>HEALTH, SAFETY AND WELFARE POLICY AND ANNUAL REPORT (AGENDA ITEM 9)</u>
	The Vice Principal introduced the report and confirmed that: <ul style="list-style-type: none"> • The total number of accidents/incidents in 2023/24 was 151 and in the current academic year there had been 52 accidents/incidents reported. The most common incidents had been illnesses, followed by Sporting Injuries and Slip/trip/falls on same level. • During 2023/24, 16 audits were undertaken; one which did not meet the required standard and the high-risk recommendations had now been addressed; • A Fire Risk Assessment was created for the newly refurbished Hair & Beauty department in Beacon Centre and Woodbury Centre; • Since July fire risk assessment reviews have been completed on the A-Level, Millennium, Innovation and Prospects Centres; all fire extinguishers were serviced in July. Fire evacuation drills in all buildings had been completed by October Half term with the exception of Woodbury due to the council roadworks outside the building and hoarding installation of front car park – this was scheduled for last week of November. • Various training had taken place across College including first aid and manual handling, and 5 policy reviews had been completed; and • The Health, Safety and Welfare Policy was reviewed every 2 years with the next formal review due in November 2025. <p>Following questions, it was confirmed that in 2023/24 there had been no RIDDOR reportable incidents, however, 2 had been reported in the current year.</p>
	It was Resolved that the contents of the report should be noted.
RES24/25.10	<u>FINANCIAL MATTERS (AGENDA ITEM 10)</u>
	<i>a) College Financial Statements and Regularity Audit Reports for the year ended 31st July 2024</i>
	The Vice Principal advised the Committee that the final draft of the 2023/24 Statutory Accounts were in line with the July Management Accounts/Provisional Outturn report presented to the Corporation on 15 th October 2024. The External Auditors had stated that they will provide an unmodified opinion. The final 2023/24 Statutory Accounts had also been reviewed by the Audit Committees on 25 th November 2024 with a recommendation for approval to the December Corporation meeting for sign-off.
	It was Resolved that: i) The contents of the report should be noted; and ii) The Financial Statements for year ended 31st July 2024 be recommended to the Corporation for approval.
	<i>b) External Audit Findings Annual Report 2023/24 including Letter of Representation</i>
	The Vice Principal confirmed that the anticipated External Audit opinion would be unmodified and there were no issues to report in relation to the regularity opinion.

	<p>The Financial Statements and Regularity Auditors issue, as part of normal audit processes, letters of representation which seeks to ensure that the Governing Body 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 2023/24 had been reviewed by the Audit Committees on 25th November 2025 and had recommended that the Chair of the Corporation and Principal/Accounting Officer should be asked to sign the letters as part of the finalisation of the accounts at the Corporation meeting on 10th December 2024.</p> <p>At the Audit Committee Wbg had confirmed that the Letters of Representation were as standard with no additions or amendments required.</p>
	<p>It was Resolved that:</p> <p>i) The contents of the report should be noted; and</p> <p>ii) The Committee recommend to the Corporation that the Chair of the Corporation and Principal/Accounting Officer should sign the College Letters of representation.</p>
	<p>c) Going Concern</p>
	<p>The Vice Principal 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.</p> <p>As highlighted within the report the College's assessment is that it could demonstrate that it was a going concern for the foreseeable future and certainly up to and beyond December 2025 (that being 12 months from the point of signing of the 2023/24 Financial Statements in December 2024).</p> <p>Members reviewed the basis and justification of the assessment, as outlined within the report, and concurred with the management's assessment.</p>
	<p>It was Resolved that the contents of the report should be noted.</p>
	<p>d) FRS 102 LGPS Accounting Entries 2022/23 and forecast 2023/24</p>
	<p>The Vice Principal confirmed that the report explained the accounting treatment for the GMPF local government pension scheme as set-out in Financial Reporting Standard 102 (FRS102).</p> <p>In the 2023/24 draft Statutory Accounts, the net income return is £793k and the net pension asset/ (liability) shown in the Balance Sheet is NIL. As last year, in consultation with the External Auditors, and to comply with the limit to the asset that can be recognised under FRS102, the £13.9m asset has not been reflected, reporting this movement as part of the actuarial gains and losses and showing a nil pension asset/liability. For 2024/25, the Actuary had forecast that the net charge to the Income & Expenditure account would be a return of £1,103k.</p>
	<p>It was Resolved that:</p> <p>i. The contents of the report should be noted; and</p> <p>ii. Members agreed with the accounting treatment for the GMPF local government pension scheme within the Statutory Accounts, as detailed within the report.</p>
	<p>e) Management Accounts to October 2023</p>
	<p>The Vice Principal confirmed that the operating surplus to 31st October 2024 was £234k (excluding pension adjustments), which was £33k favourable to the budget. Income was £63k adverse to forecast for the period, pay expenditure was £115k favourable and non-pay expenditure £19k adverse.</p> <p>Capital refurbishment work continued on the Woodbury FE Transformation project. The budgeted July 2025 cash in hand was in line with forecast in the CFFR. The operating performance and generation of net cashflow from operating activities for the year was in line with the forecast in the CFFR. All covenants were forecast to be achieved.</p>
	<p>It was Resolved that the contents of the report should be noted.</p>

	f) Debt Write Off
	<p>The Vice Principal confirmed that the College reviewed the status of outstanding debts and acts to write off debts in cases where collection cannot be achieved.</p> <p>After intense recovery action, 68 uncollectible debts relating to students amounting to £27,054.25 and 2 business uncollectible debts amounting to £262 were identified and approved for write-off by the Vice Principal Finance & Corporate Resources within agreed authority limits. One debt required write-off approval of the Principal. No debt required approval from the Resources Committee or DfE.</p> <p>HM Treasury's Managing Public Money Regulations delegated authority to Colleges to write off amounts up to certain individual and cumulative limits. The debt written off in 2023/24 were within the College's delegated authority.</p>
	It was Resolved that the contents of the report should be noted.
	g) Insurance Cover Annual Report
	<p>The Vice Principal confirmed that following the re-classification of colleges and the publication of the College Financial Handbook it is stipulated that colleges must have adequate insurance cover and that this is reported to governors on an annual basis. The Financial Regulations state that the Vice Principal Finance & Corporate Resources is responsible for advising on and effecting insurance cover.</p> <p>The College tendered its Insurance cover in 2022 and awarded a 3-year contract commencing 1st October 2022 to 30th September 2025, with an option to extend for a further 1+1 year where offered. The cover was reviewed on an annual basis in order to reflect any changes in College business i.e., number of students, staff, assets etc. Cost and an overview of cover was detailed within the report.</p> <p>Following a question, it was confirmed that cover was provided for Management Liability which included Governors.</p>
	It was Resolved that the contents of the report should be noted.
RES24/25.11	PERFORMANCE MONITORING (AGENDA ITEM 11)
	<p>a) Funding Update</p> <p>The Vice Principal introduced the report which provided an update on the final funding position for 2023/24, as well as allocations for 2024/25 and actuals as at RO3, in the following areas:</p> <ul style="list-style-type: none"> • Advanced Learner Loans; • Apprenticeships; • Adult Education Budget; • 16 to 19 Study Programmes; and • Higher Education. <p>Members noted that overall funding was on target and within the Financial Plan.</p>
	<p>b) Franchise and Outward Collaborative Provision 2023/24 outturn and 2024/25 Planned Provision</p> <p>The Vice Principal introduced the report and confirmed that in 2024/25 the College would continue to contract directly with Shalshales, a registered charity, for the provision of A level and Vocational education for a girl's school. The College submitted a Whole Programme Subcontracting Case to the DfE in May 2024 and received a positive response on the 14th June 2024, confirming that the submission had been successful.</p>
	It was Resolved that the contents of the report should be noted.
RES24/25.12	Post Meeting Evaluation Form (AGENDA ITEM 12)
	The Committee received a summary of the post meeting evaluation responses from the meeting on 25 th June 2024, which had been positive with no concerns having been highlighted.

	It was Resolved that the contents of the report should be noted.
RES24/25.13	<u>DATE AND TIME OF FUTURE MEETINGS (AGENDA ITEM13)</u>
	<ul style="list-style-type: none"> • 8.00am Tuesday, 21st January 2025 • 8.00am Tuesday, 4th March 2025 • 8.00am Tuesday, 24th June 2025

There being no further discussion the meeting closed at 9.01 a.m.

Signed and approved as an accurate record of the meeting

Signature Date

Summary of Actions - Resources Committee 27th November 2024			
Item	Action	Person Responsible	Timescale
RES24/25.10 a) <i>College Financial Statements and Regularity Audit Reports for the year ended 31st July 2024</i>	The Financial Statements for year ended 31 st July 2024 be recommended to the Corporation for approval.	Vice Principal	10 th December 2024
b) <i>External Audit Findings Annual Report 2023/24 including Letters of Representation</i>	The Committee recommend to the Corporation that the Chair of the Corporation and Principal/Accounting Officer should sign the Letters of representation	Vice Principal	10 th December 2024