



BURY COLLEGE FURTHER EDUCATION CORPORATION

MINUTES OF THE RESOURCES COMMITTEE MEETING **HELD ON TUESDAY, 20th JUNE 2023 VIA TEAMS**

Meeting Commenced : 8.00 a.m.
Meeting Closed : 8.57 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
Peter Ryan Clerk to the Corporation
Danny Rushton Director of HR
Becky Tootell Deputy Principal Curriculum, Quality and Standards
Chris Trees Vice Chair of the Corporation

RES22/23.35	<u>APOLOGIES FOR ABSENCE (AGENDA ITEM 1)</u>
	There were no apologies for absence. The Chair confirmed that Chris Trees was attending the meeting as part of his induction prior to becoming Chair of the Corporation on 1 st September 2023
RES22/23.36	<u>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</u>
	There were no declarations of interest in relation to any of the items on the Agenda for the meeting.
RES22/23.37	<u>MINUTES (AGENDA ITEM 3)</u>
	The Minutes of the meetings held on 7 th March 2023 were approved as a true and correct record.
RES22/23.38	<u>MATTERS ARISING (AGENDA ITEM 4)</u>
	The Clerk presented the report and confirmed that all scheduled actions had been or were in the process of being implemented.
	It was Resolved that the contents of the report should be noted.
RES22/23.39	<u>HR (Agenda Item 5)</u>
	The Director of HR presented the reports and confirmed the following: a) Pay Update 2022/23 Pay Award <ul style="list-style-type: none"> The original pay offer, as outlined at appendix 2 of the report, had been accepted by Unison in March 2023 and therefore implemented for all business support staff; and On 8th June 2023, UCU had requested the College to implement the original pay offer for all academic staff in July 2023. Therefore the College and UCU were no longer in dispute. Joint FE Unions Pay Claim 2023/24 <ul style="list-style-type: none"> An increase of RPI (13.4%) + 2% on all pay points. 15.4% (January RPI plus 2%); All colleges to be accredited and pay the foundation living wage; Significant movement towards meaningful national agreements to address workload in colleges; A sector wide agreement on a new national bargaining framework for FE that builds on the reclassification of the sector with an agreement on a new National Contract for FE staff; A national Green New Deal Agreement on a Just Transition for the sector which will include a Just Transition Commission in FE. The scope of which could include sustainability, new skills, climate justice and a road map to achieving a carbon neutral sector by 2030; and All elements of the claim to be implemented in August 2023.

	<ul style="list-style-type: none"> • HR Performance Indicators <p>Members reviewed the performance indicators and actions being implemented in the following areas:</p> <ul style="list-style-type: none"> • Staffing numbers including % female, % ethnic, % disabled, % over 55; • Sickness absence; • Turnover of staff; • Analysis of applicants to posts; • Grievances, Disciplinary and Tribunal cases; • Staff Mental Health & Wellbeing. <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • Actions implemented to manage sickness and attendance included: <ul style="list-style-type: none"> • Revision of Attendance at Work Policy; • Promoting Attendance & Managing Absence Training completed for Managers. • The Employee Assistance Programme had been introduced in January 2023; and • HR staff were now working with managers to apply the short-term frequent absence procedures. • Actions implemented to provide staff with Mental Health & Wellbeing support included: <ul style="list-style-type: none"> • The Employee Assistance Programme had been available to staff since January 2023 and access was highlighted within the report; • A monthly mental health e-newsletter was shared with all staff; and • Wellbeing Pulse Surveys via TES was piloted in April/ May and would be rolled out for all staff before end of summer term.
	<p>c) Policy and Procedures Tracking Sheet</p> <p>The report provided an update on the status of policies and procedures.</p> <p>Following questions Members noted that the following policies had been reviewed:</p> <ul style="list-style-type: none"> • Prevention of Bullying & Harassment Policy to be reviewed and agreed by the leadership team – Additions included Section 6.6 EAP for support and Section 7.1.3 Protection Against Third Party Harassment; • Health and Wellbeing Policy - The new policy incorporated all aspects of health and wellbeing in one place, including mental health; • Redundancy Policy – Changes included, further clarification on Consultation Periods s2.2.2, the option of Voluntary Redundancy before Compulsory Selection Criteria s3.1.4 and the removal of the requirement to sign a settlement agreement s4.1.6; and • Public Interest and Disclosure Policy (Whistleblowing) – Additions included a warning that whistleblowing to the media loses rights of protection under law and reference to College candour – openness and transparency.
	<p>It was Resolved that:</p> <ol style="list-style-type: none"> The contents of the reports should be noted; and The updated Health and Wellbeing, Redundancy and Public Interest and Disclosure (Whistleblowing) Policies Committee are approved.
RES22/23.40	<u>PROPERTY STRATEGY (Agenda Item 6)</u>
	<p>The Vice Principal Finance and Corporate Resources introduced the report and provided an update on the following:</p> <ul style="list-style-type: none"> • Health & Digital Centre; • T Levels; • Transformation Fund; • Greater Manchester Institute of Technology; • Post 16 Capacity Fund; • Strategic Development Fund; • Additional capital allocation for 2022-2023; • FE Reclassification capital allocation; • T-Level wave 5 – catering (Woodbury centre); and • T-Level wave 5 – hair & beauty (beacon centre).

	<p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • The Transformation Fund Woodbury project was being reviewed in respect of timescale, programme content and costs in order to minimise disruption to students learning; and • The Post 16 Capacity Fund bid had been unsuccessful and feedback from DfE had been requested.
	It was Resolved that the contents of the report should be noted.
RES22/23.41	FINANCIAL MATTERS (Agenda Item 7)
	a) Management Accounts
	<p>The Vice Principal Finance and Corporate Resources presented the College Management Accounts and confirmed that the operating surplus to 30th April was £265k (excluding pension adjustments), which was £146k favourable to Q2 forecast outturn. Income was £207k favourable to forecast for the period, pay expenditure was £89k adverse and non-pay expenditure £28k favourable.</p> <p>As previously reported the forecast year end position has been revised to accommodate the effect of potential risks and savings as identified in the major variances identified at P6 (March 2023), including the impact of the latest pay award offer. As part of finalising the P9 accounts and in preparation for the Financial Plan 2023-2025, any further significant variances would be incorporated in the 2022/23 forecast outturn.</p> <p>Following questions, it was noted that:</p> <ul style="list-style-type: none"> • The historical deficit did not meet the Bank covenant target for the current year, but as this was measured over 2 consecutive years, and last year's target was met, the covenant was still considered to be met; • The cost of energy was under constant review; and • It would be helpful to include the target thresholds from the financial health model within the PKI's.
	It was Resolved that the contents of the report should be noted.
	b) College Financial Forecasting Return (CFFR) 2023/25
	<p>The Vice Principal Finance and Corporate Resources confirmed that Colleges must submit a 3-year CFFR by 31 July 2023, which includes an income & expenditure account, balance sheet and cashflow statement to show the 3 years: 2022/23 Forecast Outturn, 2023/24 Budget and 2024/25 Forecast. The College had completed the CFFR model and a detailed commentary (attached) and these were presented for consideration to the Resources Committee prior to presentation to the Corporation on 4th July 2023 for approval.</p> <p>The College's financial model for the next 2 years (2023/2025) was consistent with the Strategic Plan. The College had 'Good Financial Health' with good liquidity, sound performance, and low indebtedness. The 2023/24 Budget and 2024/25 Forecast aimed to generate £1.3m cash from operating activities each year. The College was forecast to achieve Good Financial Health for 2022/23.</p> <p>Following discussion and questions, it was confirmed that:</p> <ul style="list-style-type: none"> • The Return would be updated to confirm that the current year staff pay award had been agreed and reflected within the budget and forecast; • Prudent assumptions had been made in respect of income; and • Members noted the potential negative impact on the financial health grade arising from the shadow measures included within the May 2023 edition of the CFFR.
	<p>It was Resolved that:</p> <ol style="list-style-type: none"> i. The contents of the report should be noted; and ii. The College Financial Forecasting Return (CFFR) 2023/2025 is recommended to the Corporation for approval.
	c) Fees Policy 2023/24
	<p>The Vice Principal Finance and Corporate Resources confirmed that there have been few changes to the Fees Policy for 2023/24. This was due to stability in the ESFA Funding Rules. Although the GMCA Funding Rules for 2023/24 had not yet been published no significant changes were expected. Changes were highlighted within the updated Policy.</p>

	It was Resolved that: i. The contents of the report should be noted; and ii. The Fees Policy 2023/24, is approved.
	d) Sub-Contracting Policy 2023/24
	The Vice Principal Finance and Corporate Resources confirmed that the Sub-Contracting Policy had been reviewed to take account of latest guidance from the ESFA and changes were highlighted within the updated Policy. Once approved the Policy would be published on the College Website. Following questions, it was noted that the management fee for 16 to 19 Study Programme Contracts had been reduced from 20% to 15%. Also, the Policy now referenced the Subcontract Contingency Policy, that ensures continuity of learning in the event of contract termination.
	It was Resolved that: i. The contents of the report should be noted; and ii. The Sub-Contracting Policy 2023/24 is approved.
RES22/23.42	PERFORMANCE MONITORING (Agenda Item 8)
	a) Funding Update The Vice Principal Finance and Corporate Resources introduced the report and highlighted the position in respect of 2022/23 actuals and potential outturn and 2023/24 allocations. Members noted that the College had received an additional in year £63k allocation from the 16-19 Tuition Fund. This had resulted from underspend at other Colleges. The College had maximised the use of this fund to provide additional teaching to students.
	b) Subcontracted Provision The Vice Principal Finance and Corporate Resources introduced the report which summarised the partners, types of provision, funding and contract values for all activity in 2022/23, which reflected the College strategy to reduce the volume of this provision. Following questions, it was noted that: <ul style="list-style-type: none"> • Apprenticeship activity subcontracted via JTL was for assessment only and 2022/23 would be the final year of this contract; • Arrangements are now being made for the provision at Mesivta to be funded through the Local Authority for the 23/24 Academic Year; and • The College had commenced the Due Diligence process with Shalshelles to continue to provide A level and Vocational education.
	It was Resolved that the contents of the reports should be noted.
RES22/23.43	Post Meeting Evaluation Form (Agenda Item 9)
	The Committee received a summary of the post meeting evaluation responses from the meeting on 7 th March 2023, which had been positive with no concerns having been highlighted.
	It was Resolved that the contents of the report should be noted.
RES22/23.44	DATE AND TIME OF FUTURE MEETINGS (Agenda Item 10)
	To be agreed by the Corporation on 4 th July 2023.

There being no further discussion the meeting closed at 8.57 a.m.

Signed and approved as an accurate record of the meeting

Signature

Date

Summary of Actions - Resources Committee - 20th June 2023

Item	Action	Person Responsible	Timescale
RES22/23.41 b Budget (CFFR) 2023/2025	The College Financial Forecasting Return (CFFR) 2023/2025 is recommended to the Corporation for approval.	Vice Principal Finance and Corporate Resources	Corporation 4 th July 2023