



BURY COLLEGE FURTHER EDUCATION CORPORATION

MINUTES OF THE RESOURCES COMMITTEE MEETING HELD ON TUESDAY, 14th JUNE 2022 VIA ZOOM

Meeting Commenced : 8.00 a.m.
Meeting Closed : 9.40 a.m.

Present:

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

In Attendance:

Tracy Kitchingman Vice Principal Finance and Corporate Resources
Peter Ryan Clerk to the Corporation
Mark Thompson Interim Director of HR
Becky Tootell Deputy Principal Curriculum, Quality and Standards
Alison Wood Director of Planning and Information Services

RES21/22.35	<u>APOLOGIES FOR ABSENCE (AGENDA ITEM 1)</u>
	Apologies for absence had been received from Peter Nicol.
RES21/22.36	<u>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</u>
	Mark Granby declared his interest as a Trustee of Bury Athletics Club. There were no other declarations of interest in relation to any of the items on the Agenda for the meeting.
RES21/22.37	<u>MINUTES (AGENDA ITEM 3)</u>
	The Minutes of the meetings held on 8 th March 2022 were approved as a true and correct record.
RES21/22.38	<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.
RES21/22.39	<u>COVID (Agenda Item 5)</u>
	The Deputy Principal introduced the report and confirmed that there had been no outbreaks at the College since the last committee meeting. Cases amongst both staff and students remained very low and consequently service standards/teaching and learning were not impacted. The College would continue to monitor future guidance in relation to long Covid which may impact on College policy.
	In addition, the College continued to operate in accordance with the new guidance for FE providers alongside the national Covid-19 Response: Living with Covid. Whilst most of the control measures which were in place at the height of the pandemic were now dormant, they were able to be reinstated if required. Emphasis at present was on ventilation and good general hygiene practices across the campus.
	Following a question, it was confirmed that a more detailed report, outlining the longer-term impact of Covid on the curriculum and students would be considered at the next C&Q Committee meeting.
	It was Resolved that the contents of the report should be noted.
RES21/22.40	<u>HR (Agenda Item 6)</u>
	The Interim Director of HR presented the reports and confirmed the following: a) Pay Update After protracted negotiations the College had reached agreement with UCU and Unison on the pay settlement for 2021/22. Agreement was reached on 17 th May following an all-day meeting at ACAS. Agreement was reached in time to cancel the planned strike action by UCU on 18 th May.

	<p>It had been agreed to bring the anniversary date of the next pay review forward from January 2023 to September 2022 bringing this more in line with the academic year and to make a further non-consolidated payment of £500 in September 2022 after the new anniversary pay date. This payment whilst being given in the current calendar year, would therefore fall into next year's financial accounts.</p> <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • Meetings had been held with staff to explain what the College could afford and these had been well received; and • Next year the AOC had recommended a 2.25% pay increase and UCU had submitted a claim for 10% and had rejected the AOC recommendation.
	<p>b) Gender Pay Gap</p> <p>Actions to impact the GPG were being considered as part of the EDI steering group objectives for 2022/23. Members recognised that the College GPG was in line with the sector and better than many other Colleges. Many best practice approaches had been implemented and have had a positive impact eg, open and transparent recruitment processes, objective assessment criteria, transparent pay mechanisms.</p> <p>Members recognised the current position and asked what other actions were being implemented. It was confirmed that aside from the obvious actions of having a more balanced workforce in terms of gender distribution other actions being considered included:</p> <ul style="list-style-type: none"> • Coaching and mentoring opportunities; • Structured development pathways; • Improved flexible working for men and women (eg shared parental leave policy); • Internal networks and support groups; • Setting of specific improvement targets; and • Unconscious bias/Diversity training.
	<p>c) Policy and Procedures Tracking Sheet</p> <p>The report provided an update on the status of policies and procedures. It was noted that a number were shown in Amber due to formal Leadership Team sign off pending.</p>
	<p>It was Resolved that:</p> <ol style="list-style-type: none"> The contents of the reports should be noted; and The staff (other than senior post holders) pay agreement, as outlined within the report, is approved.
RES21/22.41	PROPERTY STRATEGY (Agenda Item 7)
	<p>The Vice Principal Finance and Corporate Resources introduced the report and confirmed that:</p> <p>Health and Digital Centre - The project was currently on programme to complete by December 2022, with the steel framework and concreting to floors complete. May/June works included cladding and curtain walling / brise soleil, internal partitioning and roof coverings.</p> <p>T Levels</p> <ul style="list-style-type: none"> • Education and Childcare - Project now complete. Final 5% retention payment received. • Health and Digital - Temporary mock ward in Enterprise required for September – December 22 for students whilst HI-STEM was completed. • Engineering – The Bid was submitted 11th March 2022. Results were expected June/July 2022. <p>Transformation Fund - Funding awarded in principle pending further assurances. The requested Forward Plan Response was submitted on 25th May 2022 and a response from DfE was expected by end June 2022.</p> <p>Greater Manchester Institute of Technology - RIBA Stage 2 bid submissions deadline extended from 31st May to 10th June 2022 and Licences still to be signed. DfE to visit on 8th June 2022.</p>

	Following questions, it was confirmed that as moving into the procurement stage, to manage the impact of inflation, elements of the capital projects had been separated into prioritised packages of work, some of which may have to be funded at a later date.
	It was Resolved that the contents of the report should be noted.
RES21/22.42	FINANCIAL MATTERS (Agenda Item 8)
	a) Management Accounts to 30th April 2021 and Reporting
	<p>The Vice Principal Finance and Corporate Resources presented the College Management Accounts and confirmed that the College has an underlying operating surplus to 30th April 2022 of £1.279m (excluding pension adjustments) which is ahead of the revised forecast. This was partly due to timing of spend and receipts, and continued efficiency in expenditure.</p> <p>As previously reported the overall College budget has been re-forecast at Period 6 (January) to reflect the forecast reduction in Apprenticeship income offset by other compensating savings in Pay & Non-Pay costs that maintained the Operating Deficit. Governors had also identified a £250k development fund should it be needed.</p> <p>The next re-forecast, based on Period 9 (April), would reflect the potential savings and risks identified in the Major Income & Expenditure variances. In addition, following the settlement agreement with Unions, the non-consolidated, one off £500/fte payment made in May's payroll would also be reflected. The forecast outturn, balance sheet and cashflow forecast will also be updated. The cash position was highlighted within the report.</p> <p>Members reviewed the revised Management Accounts pack and Dashboard and the following comments were made:</p> <ul style="list-style-type: none"> • Both documents were easy to understand and clearly identified areas of risk that may require further scrutiny; • KPI's, including Bank Covenants, could be easily scrutinised; • The support for students' section could be further developed to include contextual information; • A key needed to be added to page 4 – cash balances; and • The revised Management Accounts Pack should be submitted to the Resources Committee and the Dashboard submitted to the Corporation. Both documents should be available on the Governor Portal.
	<p>It was Resolved that:</p> <ol style="list-style-type: none"> The contents of the report should be noted; and A recommendation be made to the Corporation that the revised Management Accounts Pack should be submitted to the Resources Committee and the Dashboard submitted to the Corporation. Both documents should be available on the Governor Portal.
	b) College Financial Forecasting Return (CFFR) 2022-24
	<p>The Vice Principal Finance and Corporate Resources confirmed that the College was required to submit a 3-year CFFR by 31st July 2022, which included an income & expenditure account, balance sheet and cashflow statement to show the 3 years: 2021/22 Forecast Outturn, 2022/23 Budget and 2023/24 Forecast.</p> <p>The College had completed the CFFR model and the detailed commentary was included within the report and would be presented for consideration to Corporation on 28th June 2022.</p> <p>The College's financial model for the next 2 years (2022-2024) was consistent with the Strategic Plan. The College had 'Outstanding Financial Health' with good liquidity, good performance, and low indebtedness. The 2022/23 Budget and 2023/24 Forecast aimed to generate a good level of cash from operating activities each year and the College would achieve Outstanding Financial Health.</p> <p>Following discussion and questions, it was confirmed that:</p> <ul style="list-style-type: none"> • The comprehensive supporting commentary included all 8 key elements as outlined within ESFA guidance; • The commentary would be amended to confirm that the Estates Master Plan had been approved by the Corporation in May 2021; • The top 5 risks were clearly identified together with mitigating actions;

	<ul style="list-style-type: none"> • The assumptions were prudent; • The financial Health Score of Outstanding for 2021/22, 2022/23 and 2023/24 was noted together with the impact of potential changes to the scoring system as highlighted in Annex B to the 2022 College Financial Planning handbook; • Achieving an Outstanding Financial Health Score had to be balanced with providing a high-quality experience for students; and • Members were assured that budget holders had been fully involved in the development of the budget proposals and expressed thanks to those staff who had contributed to the process.
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and</p> <p>b) The College Financial Forecasting Return (CFFR) 2022-2024 is recommended to the Corporation for approval.</p>
	c) Fees Policy 2022/23
	The Director of Planning and Information Services confirmed that there were a small number of changes, as highlighted within the report, to the Fees Policy which reflected changes to funding rules and regulation and improved practice. Section 3.7.6 had been further amended by the Leadership Team and this would be included within the report to the Corporation
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and</p> <p>b) The Fees Policy 2022/23, subject to further amendments to section 3.7.6, is recommended to the Corporation for approval.</p>
	d) Sub-Contracting Policy 2022/23
	<p>The Director of Planning and Information Services confirmed that the Subcontracting Policy has been reviewed to take account of latest guidance from the ESFA. The updates for 2022/23 were highlighted in the report and once approved the Policy would be published on the College Website.</p> <p>Members sought and received assurance that the College was fully implementing sub-contracting guidance from the ESFA and that this was reflected within the draft Policy. In addition, the Vice Principal confirmed that due to a change in funding rules, RSM were undertaking an external assurance of subcontracting controls in 2021/22 and this would be submitted to the Corporation on 28th June 2022.</p>
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and</p> <p>b) The Sub-Contracting Policy 2022/23 is approved.</p>
	e) New College Finance System Update
	<p>The Vice Principal Finance and Corporate Resources confirmed that the new Civica system achieved the rescheduled go-live date of the 1st April 2022. A full review and update of the coding hierarchy had been undertaken and Civica has been implemented using new codes aligned to the Funding Agency's College Financial Forecasting Return (CFFR).</p> <p>Training had been undertaken, and, following consultation, the new coding structure had been implemented. A simplified cost centre structure, mirroring that used by both MIS and HR departments had been adopted. This new hierarchy will allow simplified, consistent reports to be developed, which would improve management information at all levels of the College.</p> <p>The next phase of the implementation was to ensure the balances brought forward to the new system were reconciled to the old system closing balances, this had been achieved. A post implementation financial health check Internal Audit review had been undertaken in May 2022. The report, to be presented at the June Audit Committee, made only 3 low priority recommendations.</p> <p>Members expressed thanks to all staff who had been involved in the process.</p>
	It was Resolved that the contents of the report should be noted.

RES21/22.43	PERFORMANCE MONITORING (Agenda Item 9)
	<p>a) Funding Update The Director of Planning and Information Services introduced the report and highlighted the position in the following areas: 2020/21 Actuals and outturn; 2021/22 Allocations; 2021/22 Full Time enrolment update and 2021/22 funding update.</p> <p>Following questions, it was noted that since the last meeting further work had been undertaken to maximise AEB income.</p>
	<p>b) Subcontracted Partnership Provision 2021/22 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.</p> <p>As previously reported, following directives from the ESFA, 2021/22 was to be the last year that the College entered into a subcontract agreement with one Partner. However, the College had now been asked by the ESFA to continue the subcontract arrangement in 2022/23 and had submitted the whole programme subcontracting form to the ESFA for approval.</p>
	It was Resolved that the contents of the reports should be noted.
RES21/22.44	Post Meeting Evaluation Form (Agenda Item 10)
	The Committee received a summary of the post meeting evaluation responses from the meeting on 8 th March 2022, which had been positive with no concerns having been highlighted.
	It was Resolved that the contents of the report should be noted.
RES21/22.45	DATE AND TIME OF FUTURE MEETINGS (Agenda Item 11)
	To be agreed by the Corporation on 28 th June 2022

There being no further discussion the meeting closed at 9.40 a.m.

Signed and approved as an accurate record of the meeting

Signature

Date

Summary of Actions - Resources Committee - 14 th June 2022			
Item	Action	Person Responsible	Timescale
RES21/22.42 a Management Accounts and Reporting	A recommendation be made to the Corporation that the revised Management Accounts Pack should be submitted to the Resources Committee and the Dashboard submitted to the Corporation. Both documents should be available on the Governor Portal.	Vice Principal Finance and Corporate Resources	Corporation 28 th June 2022
RES21/22.42 b 2022/23 Budget and 2023/34 Forecast	The College Financial Forecasting Return (CFFR) 2022-2024 is recommended to the Corporation for approval.	Vice Principal Finance and Corporate Resources	Corporation 28 th June 2022
RES20/21.40 Finance c Fees Policy 2022/23	The Fees Policy 2022/23, subject to further amendments to section 3.7.6, is recommended to the Corporation for approval.	Vice Principal Finance and Corporate Resources	Corporation 28 th June 2022