



**BURY COLLEGE FURTHER EDUCATION CORPORATION**

**MINUTES OF THE RESOURCES COMMITTEE MEETING**  
**HELD VIA ZOOM ON TUESDAY, 24<sup>th</sup> NOVEMBER 2020**

Meeting Commenced : 8.00 a.m.  
 Meeting Closed : 9.57 a.m.

**Present:**

Angela Davies Independent Member - Chair  
 Charlie Deane Principal  
 Peter Nicol Independent Member  
 Lynne Vernon Co-opted Member

**In Attendance:**

Andrew Harrison Deputy Principal Finance and Corporate Services  
 Paul Maykels Director of Strategic Development  
 Peter Ryan Clerk to the Corporation  
 Becky Tootell Deputy Principal Curriculum, Quality and Standards  
 Lisa Woodman Director of HR, Student and Customer Services  
 Alison Wood Director of Planning and Information Services

<b>RES20/21.01</b>	<b><u>APOLOGIES FOR ABSENCE (AGENDA ITEM 1)</u></b>
	There were no apologies for absence.
<b>RES20/21.02</b>	<b><u>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</u></b>
	Members of staff, other than senior post holders, declared an interest in item 9) Pay Award.
<b>RES20/21.03</b>	<b><u>MINUTES (AGENDA ITEM 3)</u></b>
	The Minutes of the meeting held on 16 <sup>th</sup> June 2020 were approved and signed as a true and correct record.
<b>RES20/21.04</b>	<b><u>MATTERS ARISING (AGENDA ITEM 4)</u></b>
	The Clerk presented the report and confirmed that all scheduled actions had been implemented.
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>RES20/21.05</b>	<b><u>HR (AGENDA ITEM 5)</u></b>
	<p><b>a) Covid</b></p> <p>The Director of HR, Student and Customer Services introduced the report and Members requested details of the key controls that had been implemented since the full return to work, which were highlighted as follows:</p> <ul style="list-style-type: none"> <li>• A full risk assessment was in place College wide, this was reviewed and updated regularly;</li> <li>• Campus ambassadors support the risk assessment and ensure compliance with social distancing requirements;</li> <li>• Regular communication with staff, through team and full college communications;</li> <li>• Regular meetings with the staff forum and Unions to gather feedback and ensure the issues raised were addressed and managed;</li> <li>• Established a staff mental health and wellbeing group to ensure that staff wellbeing was always in focus and that resources were made available to support staff;</li> <li>• Feedback email established to ensure that staff had a mechanism to raise any concerns at any time;</li> <li>• From August to date 25 staff had tested positive for Covid;</li> <li>• 47 staff were tested and were negative;</li> <li>• 108 staff had been absent due to self-isolation/childcare/test and trace contact;</li> <li>• Training had been made available for teaching staff to support them in developing their skills and being able to deliver remotely to students;</li> <li>• Rolled out MS teams and training to facilitate meetings;</li> </ul>

	<ul style="list-style-type: none"> <li>• Reviews of staffrooms/classrooms and offices and adjustments made where necessary to comply with social distancing; and</li> <li>• Appropriate PPE provided for staff.</li> </ul> <p>Following questions, Members were assured that the Covid risk assessment and mitigating actions were kept under continuous review.</p>
	It was <b>Resolved</b> that the contents of the report should be noted.
	<p><b>b) PI's March to August 2020</b></p> <p>The Director of HR, Student and Customer Services presented the report and outlined the following summary of activity during the period:</p> <ul style="list-style-type: none"> <li>• Staff pay costs as a % of College income was 66% as at August 2020;</li> <li>• 63 posts were recruited, which was similar to the previous year;</li> <li>• 16 staff had been supported through Occupational Health; and</li> <li>• 31 staff had been supported through the Counsellor.</li> </ul> <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> <li>• 8 Trainee Teachers had been recruited in hard to fill areas; and</li> <li>• As a result of recent recruitment, the increase in the age profile of managers would reduce in the next report; and</li> <li>• Absence has been a challenge due to Covid. Whilst there had not been a number of staff testing positive there had been absence relating to self-isolation, school closures and school children being sent home. This was managed on a daily basis to minimise the impact on students with cover and remote learning being used when needed.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.
	<b>c) Staff Survey</b>
	<p>The Director of HR, Student and Customer Services confirmed that the staff survey was completed in May 2020. The focus was around mental health and wellbeing, working from home and an opportunity to provide general feedback. The report highlighted the key issues that had been addressed and recent feedback from staff, together with the outcome of the staff wellbeing survey.</p> <p>Following questions, it was confirmed that the full staff survey would be implemented in 2021.</p>
	It was <b>Resolved</b> that the contents of the report should be noted.
	<b>d) Pay Gender Analysis</b>
	<p>The Director of HR, Student and Customer Services confirmed that in March 2020, the Committee had asked for further analysis of the pay gap. The attached report contains further analysis. As a result of questions, the following key issues were highlighted:</p> <ul style="list-style-type: none"> <li>• This was a fluid situation and changes in staffing could quickly shift the position;</li> <li>• The College pay scales applied to all staff irrespective of gender, and staff progress incrementally on an annual basis. However, in the areas of Engineering and Construction where we employ more male staff, starting salaries tended to be higher up the scale given the salaries paid prior to joining the College;</li> <li>• As a whole the College was in step with other institutions within the sector;</li> <li>• There was no pay gap in management and academic pay group;</li> <li>• The challenges arose in the business support pay scales, where the scale 2/3 salary point was predominantly occupied by female staff. Interestingly the lowest paid business support staff were male and the highest paid were female.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.

	<b>e) Redundancy Policy</b>
	The Director of HR, Student and Customer Services confirmed that the Redundancy Policy was due for review and had been discussed with the recognised Trade Unions. The main changes were in relation to the sequencing of the document and minor amendments to reflect current practice.
	It was <b>Resolved</b> that: <b>a) The contents of the report should be noted; and</b> <b>b) The Redundancy Policy is approved.</b>
<b>RES20/21.06</b>	<b>STRATEGIC PARTNERSHIP UPDATE (AGENDA ITEM 6)</b>
	The Director of Strategic Development introduced the report and confirmed that further to the Corporation meeting held on 20 <sup>th</sup> October 2020 additional work had been undertaken to progress the College participation in a collaborative Institute of Technology bid and the College nursing curriculum development plan, details of which were outlined within the report.  Following questions, it was confirmed that: <ul style="list-style-type: none"> <li>• The College was a core FE partner in a proposed Greater Manchester Institute of Technology (IoT), led by the University of Salford;</li> <li>• The focus of the IoT was Digital, Engineering and Health and the curriculum was expected to deliver 85% across partners at Level 4 and 5 and be technically-focussed;</li> <li>• The Bury College curriculum would focus on Digital and Health &amp; curriculum related to the HISTEM Centre;</li> <li>• The development closely aligned with the College's HE Strategy, HISTEM Centre curriculum, Needs Analysis and Strategic Development Plan;</li> <li>• If successful, the College would receive capital funds to refurbish associated areas of the campus and invest in related new equipment; and</li> <li>• The structure, finances and format of the new entity was in development and a request had been made by partners to keep it as simple as possible, minimising time and costs, clarifying responsibilities, accountabilities and benefits for each partner.</li> </ul>
	It was <b>Resolved</b> that: <b>a) The contents of the report should be noted; and</b> <b>b) Recommendations be made to the Corporation to:</b> <ol style="list-style-type: none"> <li><b>i. Agree, in principle, for Bury College to be an FE partner in a proposed Greater Manchester Institute of Technology, led by the University of Salford; and</b></li> <li><b>ii. Support continued development plans to resource and introduce Nursing into the Health Innovation and STEM Centre from September 2022, in partnership with UoS.</b></li> </ol>
<b>RES20/21.07</b>	<b>PROPERTY STRATEGY (AGENDA ITEM 7)</b>
	The Deputy Principal Finance and Corporate Services confirmed the following:  <b>Health Innovation STEM Building</b> – The design team was now in place and following extensive consultation with the curriculum teams an initial design was underway. It was anticipated demolition would commence after the asbestos removal. Given the pressures re planning permission and other delays, demolition and clearance of the Peel Health Centre was now expected by February 2021  <b>T Level Capital Fund Bids</b> - The College had submitted 3 T Level Capital Bids which had been supported in principle.
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>RES20/21.08</b>	<b>HEALTH AND SAFETY (AGENDA ITEM 8)</b>
	The Deputy Principal Finance and Corporate Services introduced the report and highlighted the following key points: <ul style="list-style-type: none"> <li>• The numbers and details of Reported Accidents/Incidents/Near Misses in 2019/20;</li> <li>• Accident Trends, including actions taken by management to mitigate Near Misses and the effectiveness of these actions;</li> <li>• Health &amp; Safety Audits; and</li> </ul>

	<ul style="list-style-type: none"> <li>• Covid Arrangements</li> </ul> <p>Following questions, it was confirmed that there were no legal actions outstanding.</p>
	It was <b>Resolved</b> that the contents of the reports should be noted.
	<i>The Chair agreed to take agenda item 10 at this stage of the meeting.</i>
<b>RES20/21.09</b>	<b>PERFORMANCE MONITORING (AGENDA ITEM 10)</b>
	<p><b>a) Funding Update</b></p> <p>The Director of Planning and Information Services introduced the report and highlighted the position in the following areas: 2019/20 Actuals and outturn; 2020/21 Allocations; 2020/21 Full Time enrolment update and 2020/21 Funding Update.</p> <p>Members questioned the significant increase in the 16-19 allocation and it was confirmed that this was due to a number of additional elements included within the Allocation, namely the 16 to 19 Tuition Fund, High Value Courses Premium Funding and the Level 3 programme maths and English payment.</p>
	<p><b>b) Franchise and Outward Collaborative Provision 2019/20 outturn and 2020/21 Planned Provision</b></p> <p>The report summarised the partners, types of provision, funding and contract values for all activity in 2019/20. The 2020/21 table confirmed the roll forward value for carry in and the additional contract amounts negotiated for 2020/21 starts.</p>
	It was <b>Resolved</b> that the contents of the reports should be noted.
	<i>Lisa Woodman, Paul Maykels and Alison Wood withdrew from the meeting at 9.18 a.m.</i>
<b>RES20/21.10</b>	<b>FINANCIAL MATTERS (AGENDA ITEM 9)</b>
	<b>a) Management Accounts to 31<sup>st</sup> July 2020</b>
	<p>The Deputy Principal Finance and Corporate Services confirmed that the July 2020 Management Accounts showed that the College had ended 2019/20 with a strong financial performance. The underlying operating surplus to 31<sup>st</sup> July 2020 was just over £1.8m (excluding pension adjustments). The impact of the COVID-19 situation had been to reduce apprenticeship income by about £200k but this has been more than offset by associated savings from partial closure including curriculum resources.</p> <p>Subsequent to the production of the July Management Accounts, the GMPF Actuary Report was received. The adjustments to the Income &amp; Expenditure figures were slightly lower (i.e. better) than forecast so there was a bottom line surplus in the Draft Statutory Accounts. As predicted, there was, however, a major impact on the Balance Sheet with a £9.5m increase in the notional pension liability.</p>
	It was <b>Resolved</b> that the contents of the report should be noted.
	<b>b) Management Accounts to October 2020</b>
	<p>The Deputy Principal Finance and Corporate Services confirmed that the original 2020/21 budget was set over 6 months ago and therefore a revised forecast / budget has been set. The revised budget still predicted an overall unadjusted Operating Deficit of £227k and would be used for variance analysis from next month.</p> <p>The College had made a steady start to 2020/21 with an underlying operating surplus to 31<sup>st</sup> October 2020 of just over £0.36m (excluding pension adjustments). Covid PPE expenditure had been very high at £188k in the first 3 months; otherwise the College would be ahead of budget. Not surprisingly, the continuing Covid situation was also having some impact on apprenticeship and commercial income but the College was making reasonable progress on Adult and HE income.</p>
	It was <b>Resolved</b> that the contents of the report should be noted.
	<b>c) Covid Financial Return November 2020</b>
	The Deputy Principal Finance and Corporate Services confirmed that given the ongoing uncertainties regarding the impact of Covid on college finances, the ESFA had requested an updated cash-flow from all

	<p>colleges in November 2020. For this latest return, along with the completed cash-flow template, Colleges were required to complete a short commentary on the movements in cash and changes to forecasting assumptions.</p> <p>Members noted the positive cash balance which would be required to mitigate potential future risks and fund the College estates strategy. The return would be signed by the Principal in his capacity as the Accounting officer and sent to ESFA within the agreed deadline.</p>
	It was <b>Resolved</b> that the contents of the report should be noted.
	<p><b>d) College Financial Statements and Regularity Audit Reports for the year ended 31<sup>st</sup> July 2020; and</b>  <b>e) BCE Limited Financial Statements for the year ended 31<sup>st</sup> July 2020</b></p>
	<p>The Deputy Principal Finance &amp; Corporate Services presented the draft Financial Statements for the year ended 31<sup>st</sup> July 2020 for Bury College and BCE Limited. The report detailed the financial performance of the College and BCE Limited for the financial year ended 31<sup>st</sup> July 2020. The 2019/20 Financial Statements were the latest draft, with the final version to be agreed and signed at the Corporation Meeting on 15<sup>th</sup> December 2020.</p> <p>BCE Ltd was a non-trading subsidiary company of the College. The only profit and loss movements were interest receivable and interest payable. The interest account had been closed and therefore corporation tax would not be payable.</p>
	It was <b>Resolved</b> that:
	<p><b>a) The contents of the report should be noted; and</b>  <b>b) The Financial Statements for year ended 31<sup>st</sup> July 2020 for Bury College and BCE Limited be recommended to the Corporation for approval.</b></p>
	<b>f) Going Concern</b>
	<p>The Deputy Principal Finance &amp; Corporate Services 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>The College assessment is that it can demonstrate that it is a going concern for the foreseeable future and certainly up to and beyond December 2020 (that being 12 months from the point of signing of the 2019/20 Financial Statements in December 2020).</p> <p>Members reviewed the basis and justification of the assessment, as outlined within the report, and concurred with the management's assessment.</p>
	It was <b>Resolved</b> that the contents of the report should be noted.
	<b>g) Grant Thornton Letters of Representation</b>
	<p>The Deputy Principal Finance &amp; Corporate Services confirmed that 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.</p> <p>Members of the Resources Committee were asked to review and confirm the contents of the letters of representation for 2019/20, in order that the Chair is able to sign the letters on behalf of the Corporation, at the meeting on 15<sup>th</sup> December 2020, as part of the finalisation of the accounts.</p>
	It was <b>Resolved</b> that:
	<p><b>a) The contents of the report should be noted; and</b>  <b>b) The Committee recommend to the Corporation that the Chair of the Corporation should sign the College Letter of representation.</b></p>

	<b><i>h) Grant Thornton Audit Findings for Bury College</i></b>
	<p>The Deputy Principal Finance and Corporate Services confirmed that the Audit Findings Report for the year ended 31<sup>st</sup> July 2020 would be presented to the Audit Committee later in the day and highlighted the following key issues:</p> <ul style="list-style-type: none"> <li>• The Audit work was substantially complete and there were currently no matters of which Grant Thornton were aware that would require modification of their audit opinion, subject to the outstanding matters detailed within the report; and</li> <li>• Grant Thornton's anticipated audit report opinion will be unmodified for Bury College and Bury College Enterprises Limited.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.
	<b><i>i) Student Union Accounts</i></b>
	<p>The Deputy Principal Finance &amp; Corporate Services presented the Bury College Student Union Accounts for the year ended 31<sup>st</sup> July 2020 which had been independently examined. The College continued to act as though these funds were held in trust. Income into the fund had reduced following the removal of the discretionary payment by enrolling students.</p> <p>Following observations about the high level of accumulated funds, the Student Services Supervisor had continued to oversee a greater application of the funds for the benefit of students, including the provision of free breakfasts and hardship disbursements. Given the significantly interrupted year, there was no fundraising income in the year.</p>
	It was <b>Resolved</b> that:
	<ul style="list-style-type: none"> <li>a) <b>The contents of the report should be noted; and</b></li> <li>b) <b>The Bury College Student Union Accounts for the year ended 31<sup>st</sup> July 2020 are recommended to the Corporation for approval.</b></li> </ul>
	<b><i>j) Treasury Policy</i></b>
	<p>The Deputy Principal Finance &amp; Corporate Services confirmed that the Treasury Policy was not due for review for another year, however, given the economic situation it was timely to review the Policy. The criteria for credit rating was overly restricting the investing institutions. It is recommended that the Policy is flexed to say: "Long term credit ratings of 'A' at least one of the three main credit agencies and no lower than BBB for any of the three main credit agencies" in the latest revision of the Policy.</p> <p>The College, however, still had surplus funds for investment given strong liquidity and had the opportunity to invest around £2m to earn some interest and spread risk away from Barclays. Accordingly, a 95-day deposit account has been opened with Santander, via Chairs action.</p>
	It was <b>Resolved</b> that:
	<ul style="list-style-type: none"> <li>a) <b>The contents of the report should be noted;</b></li> <li>b) <b>The revised Treasury Policy is agreed;</b></li> <li>c) <b>The action taken by the Chair of the Corporation to open a 95-day deposit account with Santander is supported.</b></li> </ul>
	<b><i>k) Debt Write Off</i></b>
	<p>The Deputy Principal Finance &amp; Corporate Services 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, 36 uncollectible debts over 6/12 month's old amounting to £7,214.48 were identified and approved for write-off by the Deputy Principal (Finance &amp; Corporate Services) within his authority limits. No debt required write-off approval of the Principal or Resources Committee. Members were advised that collection could be improved by the introduction of the selective referral to debt collection agencies for aged business debts.</p>
	It was <b>Resolved</b> that:
	<ul style="list-style-type: none"> <li>a) <b>The contents of the report should be noted; and</b></li> <li>b) <b>The College should continue to engage the services of a debt collection agency in respect of aged business debts.</b></li> </ul>

	<b>l) Pay Award from 1st January 2021</b>
	<p>The Deputy Principal Finance &amp; Corporate Services introduced the report and confirmed that given the significant pressures created by Covid, a predicted recession, and BREXIT within months, there was a climate of great uncertainty. The College, however, originally budgeted for a 2% pay award from January 2021 being the intention of the Resources Committee to provide reward and recognition to the staff after a period of austerity. This was significantly above the Consumer Price Index (CPI) – 0.7% September 2020.</p> <p>The financial impact of a 2% consolidated increase for all staff, both part and full year was outlined within the report. This would put some pressure on the budget but was affordable based on progress-to-date in 2019/20 as shown in the October Management Accounts.</p> <p>Continuing to make the Foundation Living wage, the minimum salary for staff this year was straightforward as the College removed some lower scale points last year. It is recommended that this is implemented but without an indefinite commitment to the Foundation Living wage as the College had no control over its value and therefore its cost in future years. The College had already committed with the Unions to explore the option of both an Equal Pay Audit and a Workload Review, and this has only been delayed by the Covid situation.</p>
	<p>It was <b>Resolved</b> that:</p> <p><b>a) The contents of the report should be noted;</b></p> <p><b>b) A 2% consolidated pay award be made to staff (other than Senior Post Holders) from 1st January 2021; and</b></p> <p><b>c) Pay scales should be readjusted from 1st January 2021 to 31st December 2021, to ensure that the lowest scale was above the Foundation Living wage.</b></p>
	<b>m) Independent Review of College Financial Oversight</b>
	<p>The Clerk introduced the report and confirmed that the scope had been to review the way Government monitored and exercised its oversight of those colleges' finances and financial management, and their effectiveness in practice. The recommendations focus on clarity of purpose for the sector, longer term national and geographical planning supported by forward financial planning including 3-year funding settlements. It was expected that the recommendations would be further considered in a Government White Paper on the FE Sector, which was due before the end of the year.</p> <p>Members recognised that a key responsibility of the Corporation was to ensure the effective and efficient use of resources, the solvency of the College and the Corporation and safeguarding their assets. The College achieved this by timely, accurate and reliable financial reporting and the appetite to take early action to address impending issues.</p>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>RES20/21.11</b>	<b><u>Post Meeting Evaluation Form (AGENDA ITEM 11)</u></b>
	The Committee received a summary of the post meeting evaluation responses from the meeting on 16th June 2020, which had been positive with no concerns having been highlighted.
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>RES19/20.12</b>	<b><u>DATE AND TIME OF FUTURE MEETINGS (AGENDA ITEM12)</u></b>
	<ul style="list-style-type: none"> <li>• 8.00am Tuesday, 12th January 2021</li> <li>• 8.00am Tuesday, 9th March 2021</li> <li>• 8.00am Tuesday, 15th June 2021</li> </ul>

There being no further discussion the meeting closed at 9.57a.m.

Signed and approved as an accurate record of the meeting

Signature .....

Date .....

**Summary of Actions - Resources Committee  
24<sup>th</sup> November 2020**

Item	Action	Person Responsible	Timescale
<b>RES20/21.06</b> <i>Strategic Partnership</i>	i Agree, in principle, for Bury College to be an FE partner in a proposed Greater Manchester Institute of Technology, led by the University of Salford; and ii Support continued development plans to resource and introduce Nursing into the Health Innovation and STEM Centre from September 2022, in partnership with UoS.	Principal	15 <sup>th</sup> December 2020
<b>RES19/20.09</b> d) <i>College Financial Statements and Regularity Audit Reports for the year ended 31st July 2020; and</i> e) <i>BCE Limited Financial Statements for the year ended 31st July 2020</i>	The Financial Statements for year ended 31 <sup>st</sup> July 2020 for Bury College and BCE Limited be recommended to the Corporation for approval.	Deputy Principal	15 <sup>th</sup> December 2020
g) <i>Grant Thornton Letters of Representation</i>	The Committee recommend to the Corporation that the Chair of the Corporation and the Chair of BCE should sign the Letters of representation.	Deputy Principal	15 <sup>th</sup> December 2020
i) <i>Student Union Accounts</i>	The Bury College Student Union Accounts for the year ended 31 <sup>st</sup> July 2020 are recommended to the Corporation for approval.	Deputy Principal	15 <sup>th</sup> December 2020
m) <i>Pay Award from 1<sup>st</sup> January 2021</i>	<ul style="list-style-type: none"> <li>• A 2% consolidated pay award be made to staff (other than Senior Post Holders) from 1<sup>st</sup> January 2021; and</li> <li>• Pay scales should be readjusted from 1st January 2021 to 31st December 2021, to ensure that the lowest scale was above the Foundation Living wage.</li> </ul>	Principal	1 <sup>st</sup> January 2021