



**BURY COLLEGE FURTHER EDUCATION CORPORATION**

**MINUTES OF THE RESOURCES COMMITTEE MEETING**  
**HELD VIA ZOOM ON TUESDAY, 9<sup>th</sup> MARCH 2021**

Meeting Commenced : 8.00 a.m.  
 Meeting Closed : 9.29 a.m.

**Present:**

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

**In Attendance:**

Andrew Harrison Deputy Principal Finance and Corporate Services  
 Lisa Matthews Curriculum Director - Adult Provision & Higher Education  
 Peter Ryan Clerk to the Corporation  
 Becky Tootell Deputy Principal Curriculum, Quality and Standards  
 Lisa Woodman Director of HR, Student and Customer Services

<b>RES20/21.23</b>	<b><u>APOLOGIES FOR ABSENCE (AGENDA ITEM 1)</u></b>
	Apologies for absence were received from Alison Wood and the Chair welcomed Lisa Matthews who was attending the meeting as part of her induction.
<b>RES20/21.24</b>	<b><u>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</u></b>
	As Trustees and Members of the BCET Board, Charlie Deane, Peter Nicol and Mark Granby declared their interest in any discussions that might arise relating to the Bury College Education Trust or College-sponsored Academies. There were no other declarations of interest in relation to any of the items on the Agenda for the meeting.
<b>RES20/21.25</b>	<b><u>MINUTES (AGENDA ITEM 3)</u></b>
	The Minutes of the meeting held on 12 <sup>th</sup> January 2021 were approved and signed as a true and correct record.
<b>RES20/21.26</b>	<b><u>MATTERS ARISING (AGENDA ITEM 4)</u></b>
	The Clerk presented the report and confirmed that all scheduled actions had been implemented. In addition, it was confirmed that risk mitigation arrangements were in place in respect of the cladding on the Millennium building.
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>RES20/21.27</b>	<b><u>HR COVID UPDATE (AGENDA ITEM 5)</u></b>
	<p><b>a) Covid Update</b></p> <p>The Director of HR, Student and Customer Services introduced the report and confirmed that at the time of drafting the report, the new guidance for the return to Education from the 8<sup>th</sup> March had been published and the leadership team were currently working through it to ensure that appropriate actions were put in place to support a safe return for staff and students. Some points to note included:</p> <ul style="list-style-type: none"> <li>• There was a requirement to test all students three times and one of these tests must be completed before the return to learning. This was currently being modelling, it may mean a couple of extra days remote learning for some students to allow for the completion of the first tests. The test centre had been operational since January and the College was confident that it could be upscaled to accommodate the extra testing;</li> <li>• The guidance confirmed that after the initial testing phase, tests would be completed at home twice a week for both staff and students;</li> <li>• The College had been able to access vaccinations for some staff that work with the most vulnerable learners through Bury CCG. 75 staff had been offered the vaccine and 45 had taken this up to date.</li> </ul>

	<p>Some already had vaccines through their GP. Access to early vaccinations had been very much appreciated by staff;</p> <ul style="list-style-type: none"> <li>• Clinically Extremely Vulnerable staff were still required to shield until 31<sup>st</sup> March, though they could, if the role allowed, work from home. This affected 17 staff;</li> <li>• The College wide risk assessment would be reviewed and updated to capture the changes in the statutory guidance;</li> <li>• There was regular communication with staff, through team and full college communications, regular meetings with the staff forum and Union colleagues;</li> <li>• The staff mental health and well-being group were meeting to ensure that staff wellbeing was always in focus and that resources were made available to support staff. A staff mental health and well-being plan has been developed and the College had also signed up to the AOC Mental Health and Wellbeing Charter;</li> <li>• From the return date in August to date, 58 staff have tested positive for coronavirus;</li> <li>• 84 staff were tested as negative;</li> <li>• 236 staff had been absent due to self-isolation/childcare/test and trace contact; and</li> <li>• Staffrooms/classrooms and offices had been reviewed and adjustments made where necessary to comply with social distancing.</li> </ul> <p>Members asked for an update in respect of the full opening on 8<sup>th</sup> March 2021 and it was confirmed that prior to the return a welcome back induction had been emailed to staff and students. 850 students had taken tests the previous day and overall attendance was 82%. There had been one positive test result. In addition, a number of staff had been tested and home testing kits had been issued.</p> <p>Members recognised the excellent work of the management team and staff to manage the impact of Covid and that this had been positively reinforced by feedback from two staff governors. Angela Davies agreed to visit the College the following day to view the arrangements that were in place.</p>
	It was <b>Resolved</b> that the contents of the report should be noted.
	<p><b>b) Covid Staff Reward Strategy</b></p> <p>The Director of HR, Student and Customer Services introduced the report and confirmed that the Remuneration Committee asked the Resources Committee to consider a thank you payment for staff in recognition of their efforts to continue to support students during the pandemic. When making a payment to staff the College had to be mindful that that there may be employer related costs on top of the payment and tax and NI liability for the staff thereby reducing the amount they received.</p> <p>Members discussed the strategy and agreed the option to use the tax-free allowance available through HMRC as a working from home payment (£6 per week) and pay that as a lump sum to cover the 7 months in which staff worked from home. The £6 per week threshold would be rounded up to a payment for staff up to £200 per staff member (excluding Senior Postholders) pro rata for part years.</p>
	<p>It was <b>Resolved</b> that:</p> <ul style="list-style-type: none"> <li>a) <b>The contents of the report should be noted;</b></li> <li>b) <b>The Covid Staff Reward Strategy as detailed above be implemented; and</b></li> <li>c) <b>The Clerk should notify all Corporation Members of the decision.</b></li> </ul>
<b>RES20/21.28</b>	<b>PROPERTY STRATEGY (AGENDA ITEM 6)</b>
	<p>The Deputy Principal Finance and Corporate Services provided an update on:</p> <ul style="list-style-type: none"> <li>• New Build: progress of site clearance / demolition</li> <li>• New Build: RIBA Stage 3 design</li> <li>• Master planning / new Estates Strategy</li> </ul> <p>The preparation of the site was proving time-consuming and expensive but should be finally complete by the end of April 2021. The New Build was now at RIBA Stage 3 and was entering the public consultation and planning application phase. The cost plan was at the revised budget of £8.6m, but due to Covid and Brexit large uncertainties remained regarding construction pricing. It was estimated that construction inflation could rise by circa 10%.</p>

	<p>It was noted that capital bids now required Colleges to provide at least an overview of their future Estates Strategy. The College has engaged the Design team and principally Wilson Mason architects to review options and consider feasibility.</p> <p>The first draft of the Estates Strategy Masterplan was reviewed by Members and it was confirmed that the scope of the Masterplan should include facilities in respect of remote learning.</p> <p>Capital funding was available to support transformation of the estate via the FE Transformation Fund. This was available on a 50% intervention basis. The College had reviewed the current estate, using the Strategy Masterplan, and proposed to submit a stage one application to support:</p> <ul style="list-style-type: none"> <li>• Reconfiguration of Woodbury Entrance, Social Space, Learning Resources Centre</li> <li>• Reduction and reconfiguration of Woodbury Centre Restaurant to align curriculum more closely with industry needs - e.g. modern bistro/ artisan/ café service</li> <li>• Improvement works at Beacon Centre to enable relocation of Hair and Beauty, creating a modern facility at the rear of Beacon Centre, with services for public use, including bistro facility</li> <li>• Demolition of Hair and Beauty elevation at Woodbury Centre, creating opportunity for future development/ modernisation of the south side of the building</li> <li>• Demolition of Aspire Centre, creating opportunity for future development at Millennium campus</li> <li>• Development of STEM 2 facilities - modernising Engineering and Electrical facilities for anticipated growth, potentially on existing spare Angouleme Way/ Market Street footprint.</li> </ul> <p>The stage one deadline was 15<sup>th</sup> March 2021. Stage two included a costed detail, worked up to RIBA Stage two by the deadline of 30<sup>th</sup> July 2021, with approval expected w/c 27<sup>th</sup> September 2021.</p>
	<p>It was <b>Resolved</b> that:</p> <p>a) <b>The contents of the report should be noted; and</b></p> <p>b) <b>The stage one bid to the FE Transformation Fund is approved.</b></p>
	<p><b><i>Mark Granby withdrew from the meeting at 8.57 a.m.</i></b></p>
<b>RES20/21.29</b>	<b>HEALTH AND SAFETY MID-YEAR REVIEW (AGENDA ITEM 7)</b>
	<p>The Deputy Principal Finance and Corporate Services confirmed that Term 1 had significant attendance by students albeit within tight Covid control measures and zoning. Following another lockdown on 5<sup>th</sup> January 2021, small number of staff and students have been attending the campus. Full reopening was implemented on 8<sup>th</sup> March 2021.</p> <p>In the first half of 2020/21 there were no RIDDOR incidents and no concerning trends or levels of incidents/accidents. Covid-19 risks were well-managed through risk assessments as reported separately and regularly to Governors. A New Health &amp; Safety Manager started on 9<sup>th</sup> March 2021, and this would bring the function back up to capacity.</p>
	<p>It was <b>Resolved</b> that the contents of the report should be noted.</p>
<b>RES20/21.30</b>	<b>FINANCIAL MATTERS (AGENDA ITEM 8)</b>
	<b>a) Management Accounts to January 2021</b>
	<p>The Deputy Principal Finance and Corporate Services confirmed that the College had made a steady start to 2020/21, with an underlying operating surplus to 31st January 2021, of just over £1.0m (excluding pension adjustments) which is ahead of budget. This was despite Covid PPE expenditure of £206k in the first 6 months, with only a £50k grant to support.</p> <p>As anticipated in last month's management accounts, the January Covid-19 lockdown was forecast to hit apprenticeship annual income by £236k, again without Government transitional protection, which has had an inevitable similar impact on the forecast operating surplus. Despite this, the College still forecasted £2m operating cash generation in the year and the overall position remained strong.</p> <p>It was commented that the minimum of 25 cash in hand days should be highlighted within the financial performance indicators. In addition, the FE Commissioner had recently issued a revised set of minimum performance indicators and the College exceeded all of the indicators.</p>

	It was <b>Resolved</b> that the contents of the report should be noted.
	<b>b) Strategy for BCE Ltd</b>
	<p>The Deputy Principal Finance and Corporate Services confirmed that BCE Limited was a dormant wholly-owned subsidiary company of the College. It was incorporated on 9th March 1993 as a 'design &amp; build construction company' and was used to minimise tax during the College's developments. Such tax advantages no longer applied and the company had no activity for over 5 years.</p> <p>Following discussions, it was agreed that a recommendation be made to the Corporation that this subsidiary company was no longer needed and that formal wind-up procedures should be implemented.</p>
	<p>It was <b>Resolved</b> that:</p> <p>a) <b>The contents of the report should be noted; and</b></p> <p>b) <b>A recommendation be made to the Corporation that this subsidiary company was no longer needed and that formal wind-up procedures should be implemented.</b></p>
	<b>c) Bury College/GMCA/Barclays – Deed of Priority and Authorities</b>
	<p>The Deputy Principal Finance &amp; Corporate Services confirmed that a requirement of the GMCA capital grant of £2.25m towards the Health &amp; Life Sciences Building was for the Combined Authority to have a legal charge over the new building for a period of 15 years. To achieve this requirement, the College's lending bank, Barclays had to give their consent as a condition of the College's Facilities Agreement. Barclays considered that they did not have enough security to cover the outstanding loan so have required a charge over Woodbury which was valued at £2m.</p> <p>The College was ready to complete all documentation regarding the security held by both Barclays and GMCA. Barclays have insisted on a Deed of Priority &amp; Authorities to ensure their interests are protected and they have first access to the College's assets in the (high unlikely) event of loan default /liquidation.</p> <p>The report included the documentation that would need to be approved by the Corporation on 23rd March 2021.</p>
	<p>It was <b>Resolved</b> that:</p> <p>a) <b>The contents of the report should be noted; and</b></p> <p>b) <b>The Deed of Priority and Authorities documentation be recommended for approval by the Corporation on 23rd March 2021.</b></p>
<b>RES20/21.31</b>	<b><u>PERFORMANCE MONITORING (AGENDA ITEM 9)</u></b>
	<b>a) Funding Update</b>
	<p>The Deputy Principal Finance and Corporate 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>It was noted that the College had very recently implemented an internal restructure in order to maximise adult funding and progress would be reported at the next meeting.</p>
	<b>b) Franchise and Outward Collaborative Provision 2019/20 outturn and 2020/21 Planned Provision</b>
	<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.
<b>RES20/21.32</b>	<b><u>Post Meeting Evaluation Form (AGENDA ITEM 10)</u></b>
	<p>The Committee received a summary of the post meeting evaluation responses from the meeting on 12th January 2021, which had been positive with no concerns having been highlighted.</p>
	It was <b>Resolved</b> that the contents of the report should be noted.

<b>RES20/21.33</b>	<b>DATE AND TIME OF FUTURE MEETINGS (AGENDA ITEM 11)</b>
	<b>8.00am Tuesday, 15<sup>th</sup> June 2021</b>

There being no further discussion the meeting closed at 9.29 a.m.

Signed and approved as an accurate record of the meeting

Signature .....

Date .....

<b>Summary of Actions - Resources Committee 9<sup>th</sup> March 2021</b>			
<b>Item</b>	<b>Action</b>	<b>Person Responsible</b>	<b>Timescale</b>
<b>RES20/21.27 b Covid Staff Reward Strategy</b>	The Covid Staff Reward Strategy as detailed in the report and minutes be implemented; and	Deputy Principal	TBC
	The Clerk should notify all Corporation Members of the decision	Clerk	9 <sup>th</sup> March 2021
<b>RES20/21.28 Property Strategy</b>	The stage one bid to the FE Transformation Fund is approved.	Deputy Principal	15 <sup>th</sup> March 2021
<b>RES20/21.30 b Strategy for BCE Ltd</b>	A recommendation be made to the Corporation that this subsidiary company was no longer needed and that formal wind-up procedures should be implemented.	Deputy Principal	Corporation 23rd March 2021
<b>RES20/21.30 c Bury College, GMCA, Barclays Deed of Priority and Authorities</b>	The Deed of Priority and Authorities documentation be recommended for approval by the Corporation on 23rd March 2021.	Deputy Principal	Corporation 23rd March 2021