



**BURY COLLEGE FURTHER EDUCATION CORPORATION**

**MINUTES OF THE RESOURCES COMMITTEE MEETING**  
**HELD VIA TEAMS ON TUESDAY, 5<sup>th</sup> MARCH 2024**

Meeting Commenced : 8.00 a.m.  
 Meeting Closed : 9.00 a.m.

**Present:**

Charlie Deane Principal  
 Martin Dyer Independent Member  
 Mark Granby Independent Member - Chair  
 Peter Nicol Co-opted Member

**In Attendance:**

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

<b>RES23/24.27</b>	<b><u>APOLOGIES FOR ABSENCE (AGENDA ITEM 1)</u></b>
	Apologies for absence were received from Angela Davies and Mark Granby agreed to Chair the meeting.
<b>RES23/24.28</b>	<b><u>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</u></b>
	There were no declarations of Interest.
<b>RES23/24.29</b>	<b><u>MINUTES (AGENDA ITEM 3)</u></b>
	The Minutes of the meeting held on 16 <sup>th</sup> January 2024 were approved to be signed as a true and correct record.
<b>RES23/24.30</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>RES23/24.31</b>	<b><u>HR (AGENDA ITEM 5)</u></b>
	<p><b>a) HR Performance Indicators</b>          The Director of HR introduced the report which highlighted the current position and actions being implemented in the following areas:</p> <ul style="list-style-type: none"> <li>• The Staff Profile had remained stable in respect of composition and diversity factors;</li> <li>• Sickness absence remained slightly higher than national absence rates;</li> <li>• Turnover of staff;</li> <li>• Number of applicants to posts;</li> <li>• Grievances, disciplinaries, Investigations and tribunal applications; and</li> <li>• Staff Mental Health &amp; Wellbeing – a separate report was on the agenda.</li> </ul> <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> <li>• Enhanced reporting processes were in place in respect of staff absence and the management team were aware of hot spot areas and actions being taken via the business review process;</li> <li>• The EAP staff feedback was positive especially around the speed of access to support;</li> <li>• Mental health trained first aid staff were in place to provide support primarily for students and Members suggested that this support should be extended to staff;</li> <li>• Clarification was given that the sickness absence data reflected the position at the end of December 2023 and therefore the % data was correct.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.

	<p><b>b) Staff Wellbeing Pulse Survey</b></p> <p>The Director of HR confirmed that Wellbeing Pulse Surveys had been implemented in July 2023, October 2023 and February 2024 and actions arising included:</p> <ul style="list-style-type: none"> <li>Continued regular engagement with staff via the Staff Consultative Forum, E&amp;D Forum, Mental Health &amp; Wellbeing Forum, Health &amp; Safety Forum and Joint Consultation Committee (with unions);</li> <li>Principal's weekly update to all staff;</li> <li>Working with UCU on a new Workload Agreement; and</li> <li>Continuous promotion of the Employee Assistance Programme.</li> </ul> <p>Following discussion, it was confirmed that:</p> <ul style="list-style-type: none"> <li>The Employee Assistance Programme had been introduced in January 2023 with currently an overall utilisation rate of 7.4%. This included 30 self-referrals for counselling, 10 self-referrals for specialist support and 365 Wellbeing Portal Hits;</li> <li>Feedback to staff was cascaded via face-to-face regular team and directorate meetings;</li> <li>Menopause Awareness Training for all staff and line managers completed in November 2023.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>RES23/24.32</b>	<b><u>PROPERTY STRATEGY (AGENDA ITEM 6)</u></b>
	<p>The Vice Principal introduced the report and provided an update on the following:</p> <ul style="list-style-type: none"> <li>T Levels - Hair and Beauty (Beacon Centre), Catering (Woodbury Centre) and Legal, Finance &amp; Accounting (Specialist Equipment Allocation);</li> <li>Transformation Fund Beacon and Woodbury Projects;</li> <li>Greater Manchester Institute of Technology;</li> <li>Additional capital allocation for 2022/23;</li> <li>FE Reclassification capital allocation; and</li> <li>Other Estates Priorities.</li> </ul> <p>Following discussion, it was confirmed that:</p> <ul style="list-style-type: none"> <li>Transformation Fund – Beacon – FE02 - Had been completed and available for teaching from 23<sup>rd</sup> February 2024;</li> <li>Transformation Fund – Woodbury – FE01 – The contractor site set up was now complete and refurbishment works had started. Planning consent for the Front Entrance was received on 26<sup>th</sup> January 2024, with no pre-commencement conditions. A second letter of intent had been issued to 15<sup>th</sup> March 2024, in order that the contractual documentation could be finalised;</li> <li>Members recognised the excellent work of the estates team especially in relation to minimising disruption to learners and staff; and</li> <li>Governors had been invited to tour the College estate prior to the next Corporation meeting.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>RES23/24.33</b>	<b><u>HEALTH AND SAFETY MID-YEAR REVIEW (AGENDA ITEM 7)</u></b>
	<p>The Vice Principal introduced the report and provided updates in the following areas:</p> <ul style="list-style-type: none"> <li>Accident/Incidents/Near misses from 1<sup>st</sup> August 2023 to 2<sup>nd</sup> February 2024;</li> <li>Health &amp; Safety Audits High Risk Areas;</li> <li>First Aid;</li> <li>Fire (COSHH) Update;</li> <li>Training Review;</li> <li>Policy / Procedure Review; and</li> <li>New Working Practices/Processes.</li> </ul> <p>Following discussion, it was confirmed that:</p> <ul style="list-style-type: none"> <li>Members welcomed the new reporting format which was both clear and concise;</li> <li>The two serious injuries highlighted within the report had related to falls from height. In such instances the incidents were reviewed in respect of learning points and consideration of changes to processes;</li> <li>The HSE definition of a serious injury was one that resulted in 3 consecutive days lost from work; and</li> </ul>

	<ul style="list-style-type: none"> <li>The 2 high risk actions resulting from the audit of Foundation/New Horizons had now been closed and would be further reviewed in June 2024.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>RES23/24.34</b>	<b>FINANCIAL MATTERS (AGENDA ITEM 8)</b>
	<b>a) Management Accounts to 31<sup>st</sup> January 2024</b>
	<p>The Vice Principal confirmed that the operating deficit to 31<sup>st</sup> January 2024 was £450k (excluding pension adjustments), which was £84k favourable to the Q1 Forecast. Income was £135k favourable to forecast for the period, pay expenditure is £69k adverse and non-pay expenditure £18k favourable. The major income and expenditure variances were detailed within the report.</p> <p>The budgeted July 2024 cash at bank had been reviewed and updated to reflect changes in timing of capital spend and grant receipts alongside the revised Q1 forecast. The Q1 forecast indicated an improved cash in hand position. The Financial Performance and Profitability tables had been updated to include the Q1 forecast outturn position. The forecast ESFA financial health grade remained “Good” and all covenants were forecast to be achieved.</p> <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> <li>In year teaching costs had increased mainly due to grade inflation which had reduced the number of A Level students and significantly increased the number of students who were required to study English and Maths at College;</li> <li>The pay award implemented in September 2023 had improved staff recruitment and retention but had reduced the financial vacancy factor.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.
	<b>b) Review of Financial Regulations</b>
	<p>The Vice Principal confirmed that the College aimed to review the Financial Regulations every 2 years. The last review of the Financial Regulations was in November 2021. Governors agreed that, following the sector ONS reclassification to the public sector in November 2023, the scheduled review date (December 2023) could be delayed awaiting the updated Financial Handbook, due to be issued Spring 2024. Since November 2023 a series of “bitesize” updates had been issued providing relevant guidance on key reclassification requirements, all of which the College has adopted and assured full compliance.</p> <p>The Handbook had not yet been issued; there was an understanding that when issued it would not contain anything that had not already been issued as part of the “bitesize” updates. The Financial Regulations, had therefore, been updated on this basis. A further review may be required once the new Handbook has been published.</p> <p>A full review of the Regulations had been undertaken, including:</p> <ul style="list-style-type: none"> <li>There were some minor changes for clarification and job title amendment and highlighted;</li> <li>Some new sections providing additional context, clarification and guidance have been added and highlighted;</li> <li>New sections added directly relating to the ONS reclassification guidance and highlighted.</li> </ul> <p>The appendices had also been reviewed:</p> <ul style="list-style-type: none"> <li>Tendering Procedure – this had been deleted and incorporated into the main body of the Regulations – the “paper based” tender process had been replaced by online methods and a full policy was no longer required;</li> <li>Anti -Bribery Policy – minor amendments only for job titles and policy names; and</li> <li>Gifts and Hospitality Procedure of the Anti-Bribery Policy – Increase to the threshold limits for disclosure and surrender.</li> </ul> <p>Following discussion, it was confirmed that:</p> <ul style="list-style-type: none"> <li>Peter Nicol had identified a number of housekeeping amendments for review;</li> <li>Section 9.2.4 – should be amended to read - All staff using their own vehicles on behalf of the College shall maintain appropriate insurance cover for business use in accordance with the College Travel and Subsistence Policy; and</li> </ul>

	<ul style="list-style-type: none"> <li>• Section 6.1 be amended to read – Remuneration.</li> <li>• The Policy would also be reviewed by the Audit Committee later in the day.</li> </ul>
	<p>It was <b>Resolved</b> that:</p> <ol style="list-style-type: none"> <li>The contents of the report should be noted; and</li> <li>Subject to the amendments highlighted by Members, the revised Financial Regulations are recommended to the Corporation for approval.</li> </ol>
<b>RES23/24.35</b>	<b><u>PERFORMANCE MONITORING (AGENDA ITEM 9)</u></b>
	<p><b>a) Funding Update</b></p> <p>The Vice Principal introduced the report and highlighted the position in the following areas: 2023/24 Allocations; 2023/24 Full Time enrolment update and 2023/24 funding update.</p> <p>Members noted that:</p> <ul style="list-style-type: none"> <li>• The financial performance of Apprenticeship and HE provision was slightly higher than forecast;</li> <li>• Apprenticeship recruitment was broadly in line with the curriculum plan;</li> <li>• Advanced Learner Loans were down and tuition fee income up;</li> <li>• Enrolment on 16-19 Study programmes was up with grade deflation in 2023 being a factor; and</li> <li>• The latest financial forecast reflected current performance.</li> </ul>
	<p><b>b) Franchise and Outward Collaborative Provision 2022/23 outturn and 2023/24 Planned Provision</b></p> <p>The Vice Principal introduced the report and confirmed that as previously reported in 2023/24 the College would contract directly with Shalsheles, a registered charity, for the provision of A level and Vocational education. This provision was funded on the basis that it filled gaps in niche or expert provision or provided better access to facilities; and supported individuals who shared protected characteristics, where there might otherwise be gaps.</p>
	<p>It was <b>Resolved</b> that the contents of the report should be noted.</p>
<b>RES23/24.36</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 16<sup>th</sup> January 2024, which had been positive with no concerns having been highlighted.</p>
	<p>It was <b>Resolved</b> that the contents of the report should be noted.</p>
<b>RES23/24.37</b>	<b><u>DATE AND TIME OF FUTURE MEETINGS (AGENDA ITEM11)</u></b>
	<b>8.00am Tuesday, 25<sup>th</sup> June 2024</b>

There being no further discussion the meeting closed at 9.00 a.m.

Signed and approved as an accurate record of the meeting

Signature .....

Date .....

Summary of Actions - Resources Committee 5 <sup>th</sup> March 2024			
Item	Action	Person Responsible	Timescale
RES23/24.34 b – review of Financial Regulations	Subject to the amendments highlighted by Members, the revised Financial Regulations are recommended to the Corporation for approval.	VP	Corporation 19 <sup>th</sup> March 2024