



BURY COLLEGE FURTHER EDUCATION CORPORATION

**MINUTES OF THE RESOURCES COMMITTEE MEETING
HELD VIA TEAMS ON TUESDAY, 28th NOVEMBER 2023**

Meeting Commenced : 8.00 a.m.
Meeting Closed : 9.15 a.m.

Present:

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

RES23/24.05	<u>APOLOGIES FOR ABSENCE (AGENDA ITEM 1)</u>
	Apologies for absence were received from Peter Nicol and the Chair welcomed Martin Dyer to his first meeting.
RES23/24.06	<u>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</u>
	There were no declarations of Interest.
RES23/24.07	<u>MINUTES (AGENDA ITEM 3)</u>
	The Minutes of the meetings held on 20 th June 2023 and 14 th September 2023 were approved to be signed as a true and correct record.
RES23/24.08	<u>MATTERS ARISING (AGENDA ITEM 4)</u>
	The Clerk presented the report and confirmed that all scheduled actions had been implemented. The Vice Principal confirmed that the College Fees Policy was approved by the Committee in June 2023 and there had been a change in the definition of the low wage from £20,319 to £23,204.
	It was Resolved that: i. The contents of the report should be noted; and ii. The change to the definition of the low wage within the College Fees Policy should be updated to £23,204.
RES23/24.09	<u>HR (AGENDA ITEM 5)</u>
	<p>a) PI's March to August 2023 The Director of HR introduced the report which highlight the current position and actions being implemented in the following areas:</p> <ul style="list-style-type: none"> • The Staff Profile had remained stable in respect of diversity factors; • Sickness absence was slightly higher than national absence rates; • Turnover of staff; • Number of applicants to posts; • Grievances, disciplinaries, Investigations and tribunal applications; and • Staff Mental Health & Wellbeing – a separate report was on the agenda. <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • The College was working with UCU on a new Workload Agreement; • Attendance at Work Policy had been revised and a promoting Attendance & Managing Absence training had been completed for Managers.; • An Employee Assistance Programme had been introduced and Flu vaccinations offered to all staff in October 22 and again in October 23;

	<ul style="list-style-type: none"> • Mobile health screening had been provided for all staff by Wellness International in April 2023; <p>Following discussion, it was confirmed that a workforce group had been established to plan for the introduction and controlled use of AI. It was suggested that this could be the topic of a future Governor development session.</p>
	It was Resolved that the contents of the report should be noted.
	<p>b) Staff Mental Health and Wellbeing Update</p> <p>The Director of HR confirmed that the College Employee Assistance Programme (EAP) had been introduced in January 2023 and as of September 2023 there had been an 8% utilisation rate. There had been 26 self-referrals for counselling (42 sessions) with the primary issues being anxiety & depression. There had been 9 self-referrals for specialist advice (9 sessions) and 291 (529 sessions) wellbeing portal hits.</p> <p>Wellbeing Pulse Surveys had been implemented in July 2023 and October 2023 and actions arising included:</p> <ul style="list-style-type: none"> • Regular engagement with staff via the Staff Consultative Forum, E&D Forum, Mental Health & Wellbeing Forum, Health & Safety Forum and Joint Consultation Committee (with unions); • Principal's weekly Update to all staff; • Working with UCU on a new Workload Agreement; • Continuous promotion of the Employee Assistance Programme; and • Menopause Awareness Training for all staff and line managers on 17th November 2023. <p>Following discussion, it was confirmed that the College had very favourable terms and conditions of service when compared to other Colleges. The use of AI would help with planning and working smarter.</p>
	It was Resolved that the contents of the report should be noted.
	c) Gender Pay Analysis
	<p>The Director of HR introduced the gender pay gap report as at 31st March 2023 and provided the following summary:</p> <ul style="list-style-type: none"> • The gender pay gap was calculated as the difference between average hourly earnings (excluding overtime) of men and women as a proportion of men's average hourly earnings (excluding overtime). It is a measure across all jobs in the College, not of the difference in pay between men and women for doing the same job; • 69% of full-time employees on the snapshot date were female and 31% male; and • The medium pay gap had reduced to 10.1%. <p>Following questions, it was confirmed that the College had clear processes to ensure that staff were appointed and promoted on merit and that pay scales were applied consistently.</p>
	It was Resolved that the contents of the report should be noted.
	d) Redundancy Policy
	The Director of HR introduced the report and confirmed that the College Redundancy Policy had been agreed by the Resources Committee on 20 th June 2023. It had now been updated in respect of the requirements of the ONS reclassification of the College into the public sector.
	It was Resolved that:
	<p>a) The contents of the report should be noted; and</p> <p>b) The Updated College Redundancy Policy is agreed.</p>
RES23/24.10	ENVIRONMENTAL SUSTAINABILITY UPDATE (AGENDA ITEM 6)
	The Vice Principal confirmed that the AoC had developed a Climate Action Road Map for FE Colleges based on a range of existing materials, including the EUAC's 'SORTED: Guide to sustainability in Further Education', the Sustainability Leadership Scorecard, the Climate Emergency Framework and past winners of the Green Gown and AOC Beacon Awards. It was also based on a workshop with FE college leaders and students, held in June 2020.

	<p>Using the Road Map, the College had adopted the emerging Colleges initiatives and developed an action plan relevant to College to monitor progress.</p> <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • As the actual College position became clearer the plan would be updated to include measurable targets; • The development of the plan would include both staff and students; • Responsibility for environmental sustainability had been built into job roles; and • Environmental sustainability had been built into College procurement processes.
	It was Resolved that the contents of the report should be noted.
RES23/24.11	<u>PROPERTY STRATEGY (AGENDA ITEM 7)</u>
	<p>The Vice Principal introduced the report and provided an update on the following:</p> <ul style="list-style-type: none"> • T Levels - Hair and Beauty (Beacon Centre), Catering (Woodbury Centre) and Legal, Finance & Accounting (Specialist Equipment Allocation); • Transformation Fund Beacon and Woodbury Projects; • Greater Manchester Institute of Technology; • Additional capital allocation for 2022/23; • FE Reclassification capital allocation; and • Other Estates Priorities. <p>Following discussion, it was confirmed that:</p> <ul style="list-style-type: none"> • As agreed by the Corporation on 17th October 2023, given the timescale and process required by DfE in respect of the Transformation Fund Woodbury Project, approval of the tender would be via Chairs action, with the outcome being reported to the Corporation in December; and • The handover date of the Hair and Beauty Beacon Centre works had moved from the end of December to the beginning of January 2024. There would be no risks to students learning.
	It was Resolved that the contents of the report should be noted.
RES23/24.12	<u>HEALTH, SAFETY AND WELFARE POLICY AND ANNUAL REPORT (AGENDA ITEM 8)</u>
	<p>The Vice Principal introduced the report and confirmed that:</p> <ul style="list-style-type: none"> • The total number of accidents/incidents in 2022/23 academic year was 141; so far, in the current academic year there been had 47 accidents/incidents reported. The most common incidents had been medical related incidents or illnesses; • During 2022/23 16 audits were undertaken; one which did not meet the required standard and the high-risk recommendations had now been addressed; • A Fire Risk Assessment was created for the newly built Health & Digital Centre in February 2022; • Since July 2023 fire risk assessment reviews had been completed on the A-Level and Millennium Centres and all fire extinguishers were serviced in August 2023. Fire evacuation drills in all buildings had been completed; • Various training had taken place across the College including first aid and manual handling, and several policy reviews had been completed; • A new Hazardous Waste Procedure had been adopted by the College, and a new Work at Height Procedure was currently being produced; and • The updated Health, Safety and Welfare Policy was presented for approval. <p>Following questions, it was confirmed that the 2 high risks within the Foundation/New Horizons provision had now been resolved.</p>
	It was Resolved that:
	<ul style="list-style-type: none"> i) The contents of the report should be noted. ii) The Health, Safety and Welfare Policy is approved.
RES23/24.13	<u>FINANCIAL MATTERS (AGENDA ITEM 9)</u>
	<i>a) College Financial Statements and Regularity Audit Reports for the year ended 31st July 2023</i>

	<p>The Vice Principal advised the Committee that the final draft of the 2022/23 Statutory Accounts were in line with the July Management Accounts/ Provisional Outturn report presented to the Corporation on 17th October 2023. The External Auditors had stated that they will provide an unmodified opinion. The final 2022/23 Statutory Accounts would also be reviewed by the Audit Committees later in the day with a recommendation for approval to the December Corporation meeting for sign-off.</p>
	<p>It was Resolved that:</p> <p>i) The contents of the report should be noted; and</p> <p>ii) The Financial Statements for year ended 31st July 2023 be recommended to the Corporation for approval.</p>
	<p>b) External Audit Findings Annual Report 2022/23 including Letters of Representation</p>
	<p>The Vice Principal confirmed that the External Audit work was substantially complete subject to the finalisation of the following items:</p> <ul style="list-style-type: none"> • Post Balance Sheet Events review to date of sign off; and • Confirmation of no funding clawback from ILR14 review. <p>The anticipated audit opinion would be unmodified and there were no issues to report in relation to the regularity opinion.</p> <p>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. The letters of representation for 2022/23 would be reviewed by the Audit Committee later in the day with a recommendation that the Chair of the Corporation and Principal/Accounting Officer should be asked to sign the letters as part of the finalisation of the accounts at the Corporation meeting on 12th December 2023.</p>
	<p>It was Resolved that:</p> <p>i) The contents of the report should be noted; and</p> <p>ii) The Committee recommend to the Corporation that the Chair of the Corporation and Principal/Accounting Officer should sign the College Letters of representation.</p>
	<p>c) Going Concern</p>
	<p>The Vice Principal 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>As highlighted within the report the College's assessment is that it could demonstrate that it was a going concern for the foreseeable future and certainly up to and beyond December 2024 (that being 12 months from the point of signing of the 2022/23 Financial Statements in December 2023).</p> <p>Members reviewed the basis and justification of the assessment, as outlined within the report, and concurred with the management's assessment.</p>
	<p>It was Resolved that the contents of the report should be noted.</p>
	<p>d) FRS 102 LGPS Accounting Entries 2022/23 and forecast 2023/24</p>
	<p>The Vice Principal confirmed that the report explained the accounting treatment for the GMPF local government pension scheme as set-out in Financial Reporting Standard 102 (FRS102).</p> <p>In the 2022/23 draft Statutory Accounts, the net expenditure charge was £457k and the net pension asset/ (liability) shown in the Balance Sheet was NIL. As last year, in consultation with the External Auditors, and to comply with the limit to the asset that can be recognised under FRS102, the £10.2m asset had not been reflected, reporting this movement as part of the actuarial gains and losses and showing a nil pension asset/liability. For 2023/24, the Actuary had forecast that the net charge to the Income & Expenditure account would be a return of £808k.</p>

	It was Resolved that: i. The contents of the report should be noted; and ii. Members agreed with the accounting treatment for the GMPF local government pension scheme within the Statutory Accounts, as detailed within the report.
	e) ESFA Letter – College Financial Forecasting Return
	The Vice Principal confirmed that the ESFA were currently reviewing the College Financial Forecasting Return 2023 to 2024 and would write to the College to provide comments. This letter had not yet been received and if received in time would be reported to the Corporation on 12 th December 2023.
	It was Resolved that the contents of the report should be noted.
	f) Management Accounts to October 2023
	The Vice Principal confirmed that the operating deficit to 30th September 2023 was £418k (excluding pension adjustments), which was £14k favourable to the budget. Income was £452k favourable to forecast for the period, pay expenditure was £347k adverse and non-pay expenditure £91k adverse. Capital refurbishment work continued on the FE Transformation projects. The budgeted July 2024 cash in hand was in line with forecast in the CFFR. The operating performance was in line with the forecast and the generation of net cashflow from operating activities for the year continued to be forecast in line with the CFFR. All covenants were forecast to be achieved.
	It was Resolved that the contents of the report should be noted.
	g) Treasury Policy
	The Vice Principal confirmed that the Treasury Management Policy was reviewed every 2 years, or sooner if the market is deemed volatile. There were 2 suggested amendments to the current policy: <ul style="list-style-type: none"> • To reduce the amounts held in one institution from £6m to £2m; and • To remove the ability to offset the outstanding loan when applying the limit to invest with a lending institution.
	It was Resolved that: i) The contents of the report should be noted; and ii) The Treasury Policy is approved.
	h) Debt Write Off
	The Vice Principal 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, 49 uncollectible student debts, amounting to £32,236 were identified and approved for write-off by the Vice Principal Finance & Corporate Resources, within her authority limits. No debt required write-off approval of the Principal or Resources Committee. Following reclassification in November 2022, Colleges and their subsidiaries were now part of Central government and were required to follow the overall financial control framework for all central government bodies: <i>HM Treasury's Managing Public Money (MPM)</i> . Colleges had delegated authority to write off amounts up to certain individual and cumulative limits. The debts written off in 2022/23 were within the College's delegated authority.
	It was Resolved that the contents of the report should be noted.
RES23/24.14	PERFORMANCE MONITORING (AGENDA ITEM 10)
	a) Funding Update The Vice Principal introduced the report and highlighted the position in the following areas: 2022/23 Actuals and outturn; 2023/24 Allocations; 2023/24 Full Time enrolment update and 2023/24 funding update. Members noted that: <ul style="list-style-type: none"> • The final funding claim for 2022/23 would be consistent with the draft Financial Statements 2022/23;

	<ul style="list-style-type: none"> In respect of 2023/24, income from Advanced Learner Loans was slightly down and HE income higher than the forecast.
	<p>b) Franchise and Outward Collaborative Provision 2022/23 outturn and 2023/24 Planned Provision</p> <p>The Vice Principal introduced the report and confirmed that in 2023/24 the College would contract directly with Shalshales, a registered charity, for the provision of A level and Vocational education. ESFA had approved the Whole Programme Subcontracting Case for this provision on the basis that it filled gaps in niche or expert provision or provide better access to facilities; and supported individuals who shared protected characteristics, where there might otherwise be gaps.</p> <p>Following questions, it was confirmed that the due diligence process for this provision had been completed.</p>
	It was Resolved that the contents of the report should be noted.
RES23/24.15	Post Meeting Evaluation Form (AGENDA ITEM 11)
	The Committee received a summary of the post meeting evaluation responses from the meeting on 20 th June 2023, which had been positive with no concerns having been highlighted.
	It was Resolved that the contents of the report should be noted.
RES23/24.16	DATE AND TIME OF FUTURE MEETINGS (AGENDA ITEM12)
	<ul style="list-style-type: none"> 8.00am Tuesday, 16th January 2024 8.00am Tuesday, 5th March 2024 8.00am Tuesday, 25th June 2024

There being no further discussion the meeting closed at 9.15 a.m.

Signed and approved as an accurate record of the meeting

Signature



Date

16th January 2024

Summary of Actions - Resources Committee 28 th November 2023			
Item	Action	Person Responsible	Timescale
RES21/22.13 a) <i>College Financial Statements and Regularity Audit Reports for the year ended 31st July 2023</i>	The Financial Statements for year ended 31 st July 2023 be recommended to the Corporation for approval.	Vice Principal	12 th December 2023
b) <i>External Audit Findings Annual Report 2022/23 including Letters of Representation</i>	The Committee recommend to the Corporation that the Chair of the Corporation and Principal/Accounting Officer should sign the Letters of representation	Vice Principal	12 th December 2023