



# **BURY COLLEGE FURTHER EDUCATION CORPORATION**

## **MINUTES OF THE RESOURCES COMMITTEE MEETING** **HELD VIA TEAMS ON TUESDAY, 4<sup>th</sup> MARCH 2025**

**Meeting Commenced** : 8.00 a.m.  
**Meeting Closed** : 8.45 a.m.

### **Present:**

Charlie Deane Principal  
Martin Dyer Independent Member  
Max Gallagher Independent Member  
Peter Nicol Co-opted Member

### **In Attendance:**

Vicky Hayhoe Head of Financial Services  
William McGillivray Clerk to the Corporation Designate  
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>RES24/25.24</b>	<b><u>APOLOGIES FOR ABSENCE (AGENDA ITEM 1)</u></b>
	Apologies for absence were received from Angela Davies and Martin Dyer agreed to Chair the meeting.
<b>RES24/25.25</b>	<b><u>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</u></b>
	There were no declarations of Interest.
<b>RES24/25.26</b>	<b><u>MINUTES (AGENDA ITEM 3)</u></b>
	The Minutes of the meeting held on 21 <sup>st</sup> January 2025 were approved to be signed as a true and correct record.
<b>RES24/25.27</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>RES24/25.28</b>	<b><u>HR (AGENDA ITEM 5)</u></b>
	<p><b>a) Staff Pay Award – Confidential Item</b></p> <p>The Director of HR introduced the report and confirmed that the College was committed to make a pay offer at the earliest opportunity, but this was dependent on clarity on the additional £300m capital and £300m revenue funding for FE, specifically, how much the College would receive and when and how much the government would contribute towards increased National Insurance costs from 1<sup>st</sup> April 2025.</p> <p>The DfE did not meet its deadline of 13<sup>th</sup> February 2025 in terms of “providing more information” on funding announcements and therefore the Special meeting of the Committee on 14<sup>th</sup> February 2025 had been cancelled. The DfE holding statement dated 12<sup>th</sup> February 2025 confirmed that “we will be able to tell you more in a few weeks, March 2025.”</p> <p>The AoC had urged the DfE to announce the whole funding package as soon as possible and the reasons for the delay has been communicated to unions and all staff.</p> <p>Following questions, it was highlighted that:</p> <ul style="list-style-type: none"> <li>• The Regional UCU had issued a failure to agree notification which may result in a ballot to take action;</li> <li>• Once clarity was available on funding, including support for increases in NI costs, Members wished to agree a pay award as soon as possible and if required a special meeting of the Resources Committee would be arranged to agree the staff pay award.</li> </ul>

	<p>It was <b>Resolved</b> that:</p> <ol style="list-style-type: none"> <li>i. <b>The contents of the reports should be noted; and</b></li> <li>ii. <b>If required a special meeting of the Resources Committee would be arranged to agree the staff pay award.</b></li> </ol>
	<i>Max Gallagher joined the meeting at 8.10 a.m.</i>
	<p><b>b) HR Performance Indicators</b></p> <p>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"> <li>• The Staff Profile had remained stable;</li> <li>• 24% of sickness absence related to mental health and stress and 16 capability notices had been issued in the current year;</li> <li>• There had been an increase in absence especially in long term absence;</li> <li>• Staff turnover had reduced;</li> <li>• Number of applicants to posts; and</li> <li>• Grievances, disciplinaries, Investigations and tribunal applications.</li> </ul> <p>Following questions, it was highlighted that:</p> <ul style="list-style-type: none"> <li>• Staff Mental Health &amp; Wellbeing was a priority and was subject to a separate report on the agenda; and</li> <li>• Strategies were in place to manage long term absences.</li> </ul>
	It was <b>Resolved</b> that <b>the contents of the report should be noted.</b>
	<p><b>c) Staff Wellbeing Pulse Surveys Update</b></p> <p>The Director of HR confirmed that the report highlighted the key messages arising from the Wellbeing Pulse Survey in February 2025, with comparisons to national averages. Of note were:</p> <ul style="list-style-type: none"> <li>• There was regular engagement via Staff Consultative Forum, E&amp;D Forum, Mental Health &amp; Wellbeing Forum, Health &amp; Safety Forum and Joint Consultation Committee (with unions);</li> <li>• 7.6/10 staff would recommend Bury College as a great place to work to their friends;</li> <li>• Communication, Development and Workload all showed improved scores;</li> <li>• Reward &amp; Recognition showed a decreased score; and</li> <li>• The next survey would be on 1<sup>st</sup> April 2025</li> </ul> <p>Following discussion, it was confirmed that the College compared well against national averages.</p>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>RES24/25.29</b>	<b><u>REPORTING FRAUD OF FINANCIAL IRREGULARITY TO ESFA – UPDATES TO THE WHISTLEBLOWING AND ANTI-FRAUD POLICES (AGENDA ITEM 6)</u></b>
	<p>The Vice Principal confirmed that in November 2024 the ESFA issued new guidance on reporting fraud or financial irregularity. The guidance covers what and how to report suspected fraud or financial irregularity. This new guidance required referencing in 3 of the following current approved policies/plans:</p> <ul style="list-style-type: none"> <li>• The Anti-Fraud and Irregularity Policy, an appendix to the Financial Regulations.</li> <li>• The Fraud Response Plan; and</li> <li>• The Public Interest Disclosure Policy – Whistleblowing.</li> </ul> <p>Accordingly, a new section had been added to each of the above, referencing the new guidance.</p> <p>In terms of approvals, the Audit and Resources Committees are required to review any changes to the Anti-Fraud and Irregularity Policy and recommend it to the Corporation for approval. The Audit Committee can approve any changes to the Fraud Response Plan and the Resources Committee can approve any changes to the Public Interest Disclosure Policy – Whistleblowing.</p>

	<p>It was <b>Resolved</b> that:</p> <ul style="list-style-type: none"> <li>i. <b>The contents of the report should be noted;</b></li> <li>ii. <b>The amendment to the Anti-Fraud and Irregularity Policy should be recommended to the Corporation for approval; and</b></li> <li>iii. <b>The Amendment to the Public Interest Disclosure Policy – Whistleblowing, is approved.</b></li> </ul>
<b>RES24/25.30</b>	<p><b><u>DfE GUIDANCE – MEETING DIGITAL TECHNOLOGY STANDARDS (AGENDA ITEM 7)</u></b></p> <p>The Vice Principal introduced the report and confirmed that the DfE had updated the guidance on “Meeting digital and technology standards in schools and colleges”, released to support colleges to use the right digital infrastructure and technology. The guidance includes a number of technology categories, each with their own set of standards. A full review of each of the standards had been undertaken, confirming that the College met or exceeded the majority of the required standards. Actions had been included where areas for improvements were identified.</p> <p>In addition, new from the 2024/25 funding year, Colleges were required to achieve Cyber Essential during the year, replacing the need for an annual IT health check. In January 2025 the College successfully applied for Cyber Essentials Accreditation and the assessment confirmed full compliance in all areas.</p> <p>The next level, Cyber Essential Plus would be applied for in the next 3 months. The College’s Internal Audit Service Provider, as part of the approved audit plan for 2024/25, had undertaken an IT Cyber Security review and the report would be reviewed at the March 2025 Audit Committee.</p> <p>The Clerk confirmed that the governor development session on 8<sup>th</sup> July would focus on the development and implementation of AI.</p>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>RES24/25.31</b>	<p><b><u>PROPERTY STRATEGY (AGENDA ITEM 8)</u></b></p> <p>The Vice Principal introduced the report and provided an update on the following:</p> <ul style="list-style-type: none"> <li>• Completed Projects 2023/24;</li> <li>• Transformation Fund FE01 – Catering (Woodbury Centre;)</li> <li>• T Levels - Wave 5 – Catering (Woodbury Centre);</li> <li>• Greater Manchester Institute of Technology (IoT);</li> <li>• Additional Capital Allocation for 2022/23;</li> <li>• FE Reclassification Capital Allocation; and</li> <li>• Other Estates Priorities.</li> </ul> <p>Members noted that the final phase of the Woodbury Transformation project remained on time and within budget with disruption to students and staff kept to a minimum. The outside area would be opened when the furniture had arrived and was installed.</p>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>RES24/25.32</b>	<p><b><u>HEALTH AND SAFETY MID-YEAR REVIEW (AGENDA ITEM 9)</u></b></p> <p>The Vice Principal introduced the report and provided an update on the following:</p> <ul style="list-style-type: none"> <li>• Accident/Incidents/Near misses 01.08.2024 – 30.01.2025</li> <li>• Health &amp; Safety Audits High Risk Areas (status)</li> <li>• First Aid – update</li> <li>• Fire (COSHH) Update</li> <li>• Training Review</li> <li>• Policy / Procedure Review</li> <li>• New Working Practices / Processes</li> </ul> <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> <li>• There had been 2 RIDDOR reportable incidents. Both had been reported to the HSE in September 2024 and to date there was no further action from HSE;</li> <li>• The management team intended to review some of the classifications/categorisations within the report.</li> </ul>

	It was <b>Resolved</b> that the contents of the report should be noted.
<b>RES24/25.33</b>	<b>FINANCIAL MATTERS (AGENDA ITEM 10)</b>
	<b><i>Management Accounts to 31<sup>st</sup> January 2025</i></b>
	<p>The Vice Principal confirmed that the operating surplus to 31<sup>st</sup> January was £800k (excluding pension adjustments), which was £53k adverse to the Q1 forecast. Income was £61k adverse and non-pay expenditure was £8k favourable year to date. The major income and expenditure variances to the Q1 Forecast were detailed in the report.</p> <p>The cash flow forecast was revised for Q1 and resulted in a slightly higher year end closing position. This was higher than the CFFR plan due to a slightly improved operating surplus and changes in capital receipts/payments due to timing. The Q1 forecast for January 2025 and the actual cash balance were outlined. Changes were in relation to timing of capital receipts and payments.</p> <p>The Financial Performance and Profitability tables of the commentary had been updated to include the Q1 forecast outturn position and the forecast ESFA financial health grade remained "GOOD". All covenants were forecast to be achieved.</p> <p>Following discussion, it was confirmed that:</p> <ul style="list-style-type: none"> <li>• Once information was available on funding, NI cost support and pay a further forecast would be required;</li> <li>• Future reports could include national benchmarks, where available, against performance indicators; and</li> <li>• The payroll project plan was in place with a parallel run in March with the intention to go live from 1<sup>st</sup> April.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>RES24/25.34</b>	<b>PERFORMANCE MONITORING (AGENDA ITEM 11)</b>
	<p><b><i>a) Funding Update</i></b></p> <p>The Vice Principal introduced the report which provided an update on the allocations and funding position for 2024/25 as at P5, in the following areas:</p> <ul style="list-style-type: none"> <li>• Advanced Learner Loans;</li> <li>• Apprenticeships;</li> <li>• Adult Skills Budget;</li> <li>• 16 to 19 Study Programmes; and</li> <li>• Higher Education.</li> </ul> <p>Members noted that overall funding was in line with the Q1 income forecast.</p>
	<p><b><i>b) Sub-Contracting Provision Update 2024/25</i></b></p> <p>The Vice Principal introduced the report and confirmed that in 2024/25 the College would continue to contract directly with Shalshales. There were 68 learners enrolled.</p>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>RES24/25.35</b>	<b>Post Meeting Evaluation Form (AGENDA ITEM 12)</b>
	<p>The Committee received a summary of the post meeting evaluation responses from the meeting on 21<sup>st</sup> January 2025, which had been positive with no concerns having been highlighted.</p> <p>The Clerk Designate confirmed that following discussion on cyber security, arrangements would be made to password protect the combined PDF reports issued to Members, commencing in the summer term cycle of meetings.</p>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>RES24/25.36</b>	<b>DATE AND TIME OF FUTURE MEETINGS (AGENDA ITEM 13)</b>
	<b>8.00am Tuesday, 24<sup>th</sup> June 2025</b>

There being no further discussion the meeting closed at 8.45 a.m.

Signed and approved as an accurate record of the meeting

Signature ..... Date .....

Summary of Actions - Resources Committee 4 <sup>th</sup> March 2025			
Item	Action	Person Responsible	Timescale
RES24/25.29 Anti-Fraud and Irregularity Policy	The amendment to the Anti-Fraud and Irregularity Policy should be recommended to the Corporation for approval.	VP	Corporation 18 <sup>th</sup> March 2025