



**BURY COLLEGE FURTHER EDUCATION CORPORATION**

**MINUTES OF THE RESOURCES COMMITTEE MEETING**  
**HELD VIA ZOOM ON TUESDAY, 8<sup>th</sup> MARCH 2022**

**Meeting Commenced** : 8.00 a.m.  
**Meeting Closed** : 9.33 a.m.

**Present:**

Charlie Deane Principal  
 Mark Granby Independent Member  
 Peter Nicol Independent Member – Chair

**In Attendance:**

Faz Ahmed Director of IT Services and Health and Safety  
 Andrew Harrison Deputy Principal Finance and Corporate Services  
 Peter Ryan Clerk to the Corporation  
 Mark Thompson Interim Director of HR  
 Becky Tootell Deputy Principal Curriculum, Quality and Standards  
 Alison Wood Director of Planning and Information Services

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| <b>RES21/22.22</b> | <b><u>APOLOGIES FOR ABSENCE (AGENDA ITEM 1)</u></b>   |
|                    | Apologies for absence were received from Angela Davies and Peter Nicol agreed the Chair the meeting. The Chair welcomed Mark Thompson to his first meeting.   |
| <b>RES21/22.23</b> | <b><u>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</u></b>  |
|                    | There were no declarations of interest.   |
| <b>RES21/22.24</b> | <b><u>MINUTES (AGENDA ITEM 3)</u></b>   |
|                    | The Minutes of the meeting held on 11 <sup>th</sup> January 2022 were approved to be signed as a true and correct record.   |
| <b>RES21/22.25</b> | <b><u>MATTERS ARISING (AGENDA ITEM 4)</u></b>   |
|                    | The Clerk presented the report and confirmed that all scheduled actions had been implemented. The Deputy Principal Finance and Corporate Services confirmed that Bury College Enterprises Ltd was formally struck-off the Companies House register on 15th February 2022.   |
|                    | It was <b>Resolved</b> that the contents of the report should be noted.   |
| <b>RES21/22.26</b> | <b><u>HR (AGENDA ITEM 5)</u></b>  |
|                    | <p><b>a) Covid</b><br/>                 The Deputy Principal Curriculum, Quality and Standards confirmed that after the initial rise in cases following the Christmas break, the number of positive cases (staff and students) has dropped significantly and numbers were very low. Following the implementation of new guidance for FE providers alongside the national Covid-19 Response: Living with Covid, the following updates had been made to College procedures:</p> <ul style="list-style-type: none"> <li>• Staff and students were advised to continue to follow the government guidance if they had a positive Covid test and remain at home; this was not a legal requirement however;</li> <li>• The requirement to wear face masks was no longer necessary. However, a number of staff and students still continued to do so and supplies continued to be available;</li> <li>• Following the removal of the requirement to test twice weekly, the onsite test centre had closed. Supplies of LFT still remained available for the time being;</li> <li>• In accordance with the guidance for students with SEND, staff supporting students in the New Horizons provision were asked to still test twice weekly; and</li> <li>• The College continued to focus on good ventilation, personal hygiene and campus cleanliness.</li> </ul> |
|                    | It was <b>Resolved</b> that the contents of the report should be noted.   |

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|                    | <p><b>b) Staff Wellbeing</b><br/>The Interim Director of HR confirmed that at the Corporation meeting held on 25th January 2022, Members asked that a report on staff Wellbeing should be reported to the next meeting of the Corporation.</p> <p>The College Internal Audit Service, RSM, undertook an audit of Human Resources Processes: Staff Wellbeing and Mental Health Support, and produced the appended report, dated 6th January 2022, which will be considered by the Audit Committee later in the day. This was a very positive report which outlined the arrangements for Staff Wellbeing and Mental Health Support at the College. There was one low priority management action and the conclusion of the Internal Audit Service was:</p> <p><i>“that taking account of the issues identified, the Board can take substantial assurance that the controls upon which the organisation relies to manage the identified area are suitably designed and are operating effectively”.</i></p> <p>Following discussion, Members reinforced that staff wellbeing was a key issue and they welcomed the independent assurances provided within the report.</p>   |
|                    | It was <b>Resolved</b> that the contents of the report should be noted.  |
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| <b>RES21/22.27</b> | <b><u>PROPERTY STRATEGY (AGENDA ITEM 6)</u></b>  |
|                    | <p><b>a) Property Strategy Update</b><br/>The Director of IT Services and Health and Safety provided an update in the following areas:</p> <p><b>HI-STEM</b> - The steel frame was ahead of schedule and although 5 days had been lost due to recent weather the programme was still on schedule. Metal decking was due to start w/c 28th February with completion by 8th April. A Temporary mock ward would be in place in the Enterprise building from September to December 2022.</p> <p><b>T Level Education and Childcare</b> – The project was now complete.</p> <p><b>Engineering</b> – The Design Team were collating information to RIBA Stage 2 for the bid which was due to be submitted by 11th March 2022 with the outcome known by June/July 2022.</p> <p><b>Transformation Fund</b> – The outcome was due in March 2022 and the Design Team were collating information on the proposed extension to the social area in the A-Level Centre.</p>  |
|                    | It was <b>Resolved</b> that the contents of the report should be noted.  |
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|                    | <p><b>b) T Levels Capital Bid</b><br/>The Deputy Principal Finance and Corporate Services confirmed that the Corporation approved the Bury College Masterplan – Estates Strategy 2021-2025 on 4<sup>th</sup> May 2021. As detailed within the report, in the Masterplan, the College identified in its revenue and capital cashflows that it could provide match contributions to bids up to the value of £6m (beyond the new build) to July 2024.</p> <p>Aligning to the Masterplan, the Department for Education (DfE) had launched Wave 4 of the T-Level Capital Fund, and the college was able to apply for funding to support the launch of Engineering T-Levels. The maximum grant available for Engineering projects was £1.4m, which would be matched 50:50 by the College, delivering a project worth up to £2.8m.</p> <p>The College has already submitted 2 Transformation Fund bids. The College would not know the outcome until mid/late March which was later than the deadline for the current round of T Level capital bids.</p> <p>Should the College be successful in both the Transformation Fund and T Level capital bids then there would be a need to re-evaluate the scopes and affordability of each project.</p> <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> <li>• Members supported the bid and given the current international uncertainties and inflationary pressures, reinforced the need to maintain a positive cashflow and adequate cash reserves; and</li> <li>• Additional borrowing would not be supported at this time.</li> </ul> |

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|                    | It was <b>Resolved</b> that:<br>a) <b>The contents of the report should be noted; and</b><br>b) <b>The T Levels Capital Bid is approved.</b>   |
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| <b>RES21/22.28</b> | <b><u>HEALTH AND SAFETY MID-YEAR REVIEW (AGENDA ITEM 7)</u></b>  |
|                    | The Director of IT Services and Health and Safety provided an update in the following areas:<br><br><b>Health and Safety Audits</b> – Audits had been completed in 2021/22 in Catering (75% compliant) and Estates (4 critical actions completed, 6 High completed, 9 Medium and 2 Low). An audit would also be implemented in IT Services<br><br><b>Management of Contractor Procedures</b> - A College Contractors Management Policy had been reviewed and was ready for approval by the Leadership team.<br><br><b>COSHH</b> - Workplace Exposure Noise Monitoring was completed in February 2022:<br><br><b>Fire Risk Assessments</b> - Full Fire Risk Assessments conducted on Woodbury and Enterprise - awaiting reports. In addition, Fire Risk Assessment reviews had taken place in Beacon, Construction & Tent, Venture, Innovation, Aspire, Millennium and Prospects<br><br><b>Accidents/Incidents Update</b> – For the period August 2020 to February 2022, there had been 91 accidents and 47 near misses, 1 RIDDOR reported accident and 42 Triage Incidents Recorded at Millennium, which had not necessitated a first aider called out.<br><br><b>Covid</b> – Update reported at item 5a.<br><br>Following discussion, Members welcomed the recording of near misses and the subsequent learning points.   |
|                    | It was <b>Resolved</b> that the contents of the report should be noted.  |
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| <b>RES21/22.29</b> | <b><u>FINANCIAL MATTERS (AGENDA ITEM 8)</u></b>  |
|                    | <b>a) Management Accounts</b><br>The Deputy Principal Finance and Corporate Services confirmed that the College has an underlying operating surplus to 31 <sup>st</sup> January 2022 of £728k (excluding pension adjustments) which was ahead of the annual budget. This was partly due to timing of spend and receipts, and continued efficiency in staff costs. Apprenticeship income was down and would further reduce by the end of the year. The overall College budget had been re-forecast and there were other compensating savings in Pay & Non-Pay costs that brought the Operating Deficit back to £880k. Governors had also identified a £250k development fund should it be needed.<br><br>Following good cash generation in the first 6 months of the year and advance capital grant payments, the College cash at bank totalled £11.141m. Construction continued on the new build Health & Life Sciences Building for which the majority of the c£9m construction costs would fall in the 2021/22 financial year. The current forecast indicates an improved July 2022 cash position of £8m.<br><br>Following questions, it was confirmed that:<br><ul style="list-style-type: none"> <li>• The 10 financial performance indicators were all positive and on track; and</li> <li>• The debtor position had been impacted by the volume of student loan applications that were outstanding.</li> </ul> |
|                    | It was <b>Resolved</b> that the contents of the report should be noted.  |
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|                    | <b>b) Financial Information Presented to the Resources Committee and Corporation</b>   |
|                    | The Deputy Principal Finance and Corporate Services introduced the report and confirmed that currently Governors received a comprehensive Management Accounts Pack consisting of 25 pages at both the Resources Committee and the Corporation as well as it being loaded on to the Governor portal. Although this provided significant evidence of the reporting to Governors, the sheer volume was difficult to digest for  |

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|                    | <p>non-financial governors and the key indicators to monitor were not clearly highlighted. The Corporation asked for some options around more condensed and abbreviated financial reports.</p> <p>The College was moving to a new Finance System from April 2022 which presented an opportunity to redesign and automate financial reporting. Governors are asked to input into the level of reporting they expect to see at individual, Committee and Corporation level. A 2-page dashboard style report version had been drafted for Governor consideration. This identified progress on income &amp; expenditure, cash-flow and overall financial health indicators using traffic-light colours and graphs.</p> <p>This is a format that could be used for the Corporation and all Governors. A hybrid model with an additional 5 -6 pages with summary income &amp; expenditure, covenant compliance, and cash-flow could be appropriate for the Resources Committee.</p> <p>Members suggested that the position should be reviewed again once the new finance system was operational.</p> |
|                    | <p>It was <b>Resolved</b> that:</p> <p><b>a) The contents of the report should be noted; and</b><br/> <b>b) A report, with recommendations, be submitted to the next meeting.</b></p>  |
| <b>RES21/22.30</b> | <b>PERFORMANCE MONITORING (AGENDA ITEM 9)</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: 2020/21 Actuals and outturn; 2021/22 Allocations; 2021/22 Full Time enrolment update and 2021/22 funding update.</p> <p>Following questions, it was noted that:</p> <ul style="list-style-type: none"> <li>• The College business case to claim the full GMCA allocation had been successful and 100% of the allocation would be paid;</li> <li>• The ESFA 16-18 allocation for 2022/23 had increased, with the condition that the College would have to deliver an additional 40 guided learning hours per full time student. It was expected that the increase in the allocation would just cover the additional delivery costs; and</li> <li>• The 2022/23 Tuition Fund allocation had not yet been confirmed.</li> </ul>   |
|                    | <p><b>b) Franchise and Outward Collaborative Provision 2020/21 outturn and 2021/22 Planned Provision</b></p> <p>The report summarised the partners, types of provision, funding and contract values for all activity in 2020/21. The 2021/22 table confirmed the roll forward value for carry in and the additional contract amounts negotiated for 2021/22 starts. This reflected the College strategy to reduce the volume of this provision.</p> <p>As previously reported, the College was in discussion with one partner and the ESFA in respect of funding arrangements for 2022/23. If the contact did not continue in 2022/23, there would be an adverse impact on the pay to income ratio.</p>  |
| <b>RES21/22.31</b> | <b>Governance – Review of Committee Terms of Reference (AGENDA ITEM 10)</b>  |
|                    | <p>The Clerk confirmed that at the Corporation meeting held on 14th December 2021, it was agreed that the AoC Code of Governance (September 2021), should be adopted. It was also agreed that a report which identified the current position and actions required, in respect of “Must” actions within the Code be submitted to the Corporation in January 2022. One of the Actions identified in January 2022 was to implement a planned process to review Key Governance Policies, including Committee Terms of Reference.</p> <p>Accordingly, proposed changes are highlighted in Sections 2.3 and 8.2.</p>   |
|                    | <p>It was <b>Resolved</b> that:</p> <p><b>a) The contents of the report should be noted; and</b><br/> <b>b) The changes to the Committee Terms of Reference, as highlighted within the report, should be recommended to the Corporation for approval and that the next systematic review of the Committee Terms of Reference should be undertaken in the Spring Term 2025.</b></p>   |

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| <b>RES21/22.32</b> | <b>Post Meeting Evaluation Form (AGENDA ITEM 11)</b>  |
|                    | The Committee received a summary of the post meeting evaluation responses from the meeting on 11 <sup>th</sup> January 2022, which had been positive with no concerns having been highlighted.  |
|                    | It was <b>Resolved</b> that the contents of the report should be noted.   |
|                    | <i>Faz Ahmed and Alison Wood withdrew from the meeting at 8.55 a.m.</i>   |
| <b>RES21/22.33</b> | <b>c) Staff Pay Award Update (Agenda Item 8 – Continued)</b>  |
|                    | <p>The Deputy Principal Finance and Corporate Services confirmed that on 23<sup>rd</sup> November 2021, the Resources Committee had approved a management recommendation for a 2% consolidated pay award to be made to staff (other than Senior Post Holders) from 1st January 2022. The report outlined the current response from the Trade Unions and the ongoing dialogue which may result in strike action.</p> <p>The senior team were sympathetic to staff concerns about the ‘cost-of-living squeeze’ with current high inflation, national insurance increases, and spiralling energy costs but are concerned about committing to a large pay award which ultimately may be unaffordable in later years. The College itself was facing inflation pressures and Members were requested to review the current position.</p> <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> <li>• Members reinforced their commitment to staff wellbeing and recognised staff concerns about the ‘cost-of-living squeeze’ with current high inflation, national insurance increases, and increased energy costs;</li> <li>• The above had been demonstrated by agreeing above inflation pay awards for a number of years;</li> <li>• Members were accountable for the financial sustainability of the College and any further increase in pay costs needed to be affordable and may result in difficult decisions and reductions elsewhere within the budget plan;</li> <li>• As already reported the increase in the ESFA 16-18 allocation for 2022/23, came with the condition that the College would have to deliver an additional 40 guided learning hours per full time student and it was expected that the increase in the allocation would just cover the additional delivery costs;</li> <li>• Given the above and recognising their accountabilities and their commitment to staff wellbeing, Members agreed to revise the pay award offer to staff.</li> </ul> |
|                    | <p>It was <b>Resolved</b> that:</p> <p><b>a) The contents of the report should be noted; and</b></p> <p><b>b) The final position on pay was for a 3% consolidated pay award, plus a £500 non-consolidated lump sum be paid to staff (other than Senior Post Holders) from 1st January 2022.</b></p>   |
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| <b>RES21/22.34</b> | <b>DATE AND TIME OF FUTURE MEETINGS (AGENDA ITEM 12)</b>  |
|                    | <b>8.00am Tuesday, 14<sup>th</sup> June 2022</b>  |

There being no further discussion the meeting closed at 9.33 a.m.

Signed and approved as an accurate record of the meeting

Signature .....

Date .....

| Summary of Actions - Resources Committee<br>8 <sup>th</sup> March 2022 |        |                    |           |
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| Item   | Action | Person Responsible | Timescale |
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| <p><i>RES21/22.29</i><br/> <i>8b Financial Information Reporting</i></p> | <p>A report, with recommendations, be submitted to the next meeting.</p>  | <p>Deputy<br/>Principal<br/>Finance and<br/>Corporate<br/>Services</p> | <p>Resources<br/>Committee<br/>14<sup>th</sup> June<br/>2022</p> |
| <p><i>RES21/22.31</i><br/> <i>10 Committee Terms of Reference</i></p>    | <p>The changes to the Committee Terms of Reference, as highlighted within the report, should be recommended to the Corporation for approval and that the next systematic review of the Committee Terms of Reference should be undertaken in the Spring Term 2025.</p> | <p>Clerk</p>   | <p>Corporation<br/>22nd March<br/>2022</p>                       |