



BURY COLLEGE FURTHER EDUCATION CORPORATION

MINUTES OF THE RESOURCES COMMITTEE MEETING
HELD ON TUESDAY, 16th JUNE 2020 VIA ZOOM

Meeting Commenced : 8.00 a.m.
 Meeting Closed : 9.14 a.m.

Present:

Angela Davies Independent Member - Chair
 Charlie Deane Principal
 Peter Nicol Independent Member
 Lynne Vernon Co-opted Member

In Attendance:

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

RES19/20.40	<u>APOLOGIES FOR ABSENCE (AGENDA ITEM 1)</u>
	Apologies for absence were received from Jafar Iqbal.
RES19/20.41	<u>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</u>
	There were no declarations of interest.
RES19/20.42	<u>MINUTES (AGENDA ITEM 3)</u>
	The Minutes of the meetings held on 10 th March 2020 were approved as a true and correct record.
RES19/20.43	<u>MATTERS ARISING (AGENDA ITEM 4)</u>
	The Clerk presented the report and confirmed that all scheduled actions had been or were in the process of being implemented.
	It was Resolved that the contents of the report should be noted.
RES19/20.44	<u>INCREASING ATTENDANCE CHECKLIST - (Agenda Item 5)</u>
	The Deputy Principal Finance and Corporate Services confirmed that on 29 th May 2020, the Government had issued guidance to the FE Sector on increasing attendance at Colleges. This included a checklist which was intended to provide support to Colleges preparing their short-term response to increasing attendance and face-to-face contact for some groups of learners.
	The list is not exclusive and should be seen as a set of guiding principles for college leaders and Governors to assist their decision making when approving their detailed plans for extending attendance of learners in their College. The checklist outlined considerations that need to be taken account of in order to ensure that appropriate assessment of risk has been taken to secure the safety of learners and staff, as well as ensuring that due consideration has been given to any wider impact on the College's area and community.
	Members scrutinised and reviewed the checklist and considered it to be comprehensive and well thought out. It would be kept under regular review.
	It was Resolved that the contents of the report should be noted.
RES19/20.45	<u>HR - (Agenda Item 6)</u>
	The Director of HR and Student Services presented the reports and confirmed the following: a) Covid-19 HR Arrangements

	<p>The report summarised the key actions that have been completed in relation to ensuring (as far as was possible) a safe return for staff. This included:</p> <ul style="list-style-type: none"> • There were detailed risk assessments in place; • Timetables had been adjusted to ensure limited time in College for staff and students, whilst ensuring the teaching had value; • Induction and communication briefings documents setting out expectations for staff and students had been issued • Communication had been robust with Unions, staff forum and directly with staff and Governors; • Staff that fit into the extremely clinically vulnerable, and clinically vulnerable had not been required to attend work; and • Flexible arrangements were in place to support staff who will still have on-going childcare issues <p>Members scrutinised the report and the following points were highlighted:</p> <ul style="list-style-type: none"> • Members appreciated being kept informed via daily email communication; • The College had commenced the implementation of extended opening the previous day and there had been good feedback from staff and students; • As part of the plan to reopen positive consultation on risk assessments had been held with local and regional representatives from Unison, local representatives from UCU and members of the Staff Association; • Work was ongoing to plan for September 2020. <p>b) Policy and Procedures Tracking Sheet The report provided an update on the current status of policies. Many policies were due to be reviewed in April 2020, however, lockdown had delayed the process. A JCC meeting had been planned for 17th June 2020 to review the policies.</p> <p>c) Public Interest Disclosure Policy – Whistleblowing The policy had been reviewed and updated in line with a recommendation from the Internal Auditors.</p> <p>There had not been any changes to the relevant legislation and therefore the changes in the main related to changes in job titles. The amendment in section 10 related to the change of title of the external company that employees could contact for advice.</p> <p>Following a question, it was confirmed that the amendment to section 6.6 provided clarity and extended the pool of managers who could implement the investigatory process.</p>
	<p>It was Resolved that:</p> <ol style="list-style-type: none"> The contents of the reports should be noted; and The Covid-19 HR arrangements were thorough and well thought out. They should be kept under constant review; and The revised Public Interest Disclosure Policy – Whistleblowing should be recommended to the Corporation for approval.
RES19/20.46	PROPERTY STRATEGY (Agenda Item 7)
	<p>The Director of IT Services, Health and Safety and Estates introduced the report and confirmed that:</p> <p>a) New Health Innovation STEM Centre Building. The expected completion date was December 2021/January 2022. A Project Manager had been appointed and would now assist with the appointment of the Architect, Quantity Surveyor and ultimately the main Contractor. Clear timescales would be agreed to achieve the completion date and arrangements for planning/demolition were on track.</p> <p>Members recognised that the early removal of asbestos was a critical element of the plan and it was noted that the move of the completion date by one term would not have a financial impact.</p> <p>b) Bid for enhanced Catering and Social Space Facilities – Enterprise Centre</p>

	<p>The outcome of the bid should be known by mid-June 2020. It was expected that works would be implemented by September 2020.</p> <p>c) T Level Capital Fund - Bid</p> <p>To support the ongoing national rollout of T Levels, the government has made capital funding available to support providers with the introduction T Level routes. Details of the bid were outlined within the report. The bid would enhance the College property strategy and would include the following:</p> <ul style="list-style-type: none"> • The introduction of a digital building on the current Print Unit site – containing feature content – eg a “Fab-Lab”. The building to be constructed with a view to expansion in the future should other funds become available (e.g. Creative and Design T Levels are to be introduced from September 2023); • Refurbishment of part of the Endeavour Centre to accommodate T-Level delivery; • Refurbishment of areas of the Woodbury Centre to accommodate Childcare and Education delivery. Allowances would be made when planning the refurbishments for the potential to create a new entrance and reception in the Woodbury Centre, however those modifications would not form part of this capital bid; and • Investment in additional Health and Life Science capacity. It was intended that this would add value to the planned Health Innovation Centre or alternatively, to expand the refurbishment of Woodbury Centre to accommodate additional Health and Science refurbishment. <p>Following questions in respect of financial risk, Members were assured that the development costs of the bid would be covered by grant income.</p>
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and</p> <p>b) The T Level Capital Fund – Bid is approved.</p>
RES19/20.47	FINANCIAL MATTERS (Agenda Item 8)
	a) Management Accounts to 30th April 2020
	<p>The Deputy Principal Finance & Corporate Services presented the College Management Accounts to 30th April 2020 and confirmed that the College had made a good start to the year, before the current COVID-19 situation. The operating surplus to 30 April 2020 was just over £1.2m, moving to £1.3m in the 31st May accounts, (excluding pension adjustments) which was £711k ahead of budget, which provided a significant buffer for the impact of the current circumstances. A 2% pay award from January 2020 had continued to be accrued and had now been paid in the May payroll, following a positive outcome from union consultation.</p> <p>The forecast outturn remained adjusted for the estimated impact of COVID-19 but the annual operating surplus (excl. pension adjustments) of £1.17m remained ahead of budget. The major adjustment being a reduction of £250k of apprenticeship income given the immediate impact of the crisis on apprenticeship employers.</p> <p>Following a question, it was confirmed that the April accounts showed a surplus and the forecast to the end of the year included a degree of prudence.</p>
	It was Resolved that the contents of the report should be noted.
	b) Budget 2020/21
	<p>The Deputy Principal Finance & Corporate Services confirmed that the College had completed the new Integrated Financial Model for Colleges (IFMC) which included the forecast outturn for the current year (2019/20) and forecasts for the following two years (2020/21 and 2021/22). The special meeting of the Resources Committee on 27th February 2020 had approved the submission of the IFMC which was submitted to meet the 28th February deadline.</p> <p>The Governing Body was unable to meet in March 2020, because of the Covid-19 situation, however, Governors agreed, via written resolutions to ratify the decision to approve the IFMC and subject to any alternative guidance from ESFA, the IFMC submission included the approved budget plan for 2020/21.</p> <p>The 2020/21 budget was set to build on the substantial progress in its financial performance in 2019/20 and maintain its ‘Outstanding’ Financial Health. A substantial increase in 16-18 ESFA Funding rates had enabled</p>

	<p>the College to maintain a good underlying position whilst increasing pay for staff and affording the £6m new building.</p> <p>There has been no subsequent alternative ESFA guidance or an updated IFMC template. Whilst the Covid-19 situation has had a significant impact on forecast apprenticeship income, the overall 2019/20 forecast outturn was likely to be achieved. Similarly, the 2020/21 budget remained achievable and is still relevant.</p> <p>IFMC 2 had now been issued for completion by 31st July 2020, the main component being a revised cashflow, with the return being signed off by the Principal.</p>
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and</p> <p>b) Following a recommendation from the Resources Committee on 27th February 2020, the Budget for 2020/21 had been agreed by Governors, via written resolution.</p>
	<p>c) Fees Policy 2020/21</p>
	<p>The Director of Planning and Information Services confirmed that there were a small number of changes, as highlighted within the report, to the Fees Policy proposed to reflect improved practice and to improve communication.</p>
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and</p> <p>b) The Fees Policy 2020/21 is recommended to the Corporation for approval.</p>
	<p>d) Sub-Contracting Policy 2020/21</p>
	<p>The Director of Planning and Information Services confirmed that the Sub-Contracting Policy was thoroughly reviewed in 2019/20 in line with ESFA guidance. The guidance had not changed and therefore the 2020/21, Policy has only been updated for dates.</p>
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and</p> <p>b) The Sub-Contracting Policy 2020/21 is recommended to the Corporation for approval.</p>
	<p>e) ESFA Comments on Bury College Financial Statements 2018 to 2019</p>
	<p>The Deputy Principal Finance & Corporate Services confirmed that the ESFA had reviewed the College Financial Statements 2018 to 2019 and written to the College to provide comments. The key comments were as follows:</p> <p><i>Financial Health</i> Following our review of the college's financial plan submitted in July 2019, we concluded that the college's financial health grade for 2018/19, based on the outturn forecast, was Outstanding. Following a review of the College's audited financial statements and finance record, we confirm this grade.</p> <p><i>Financial Control</i> We have reviewed the College's audited financial statements, financial statements management letter and the annual report of the audit committee and we have not identified any significant financial control concerns from this review.</p>
	<p>It was Resolved that the contents of the reports should be noted.</p>
RES19/20.48	PERFORMANCE MONITORING (Agenda Item 9)
	<p>a) Funding Update</p> <p>The Director of Planning and Information Services introduced the report and highlighted the position for 2019/20 in the following areas:</p> <ul style="list-style-type: none"> • Allocations: 16-19 Study Programmes, AEB, Apprenticeship funding; • Full Time enrolment update; and • Funding Update: Loans, Apprenticeships, AEB, HE and SSW.

	In addition, in relation to 2020/21, there had been an increase in allocation (excluding Student Financial Support Funding) of £783k.
	b) Subcontracted Partnership Provision 2019/20 The report summarised the partners, types of provision, funding and contract values for all activity in 2018/19. The 2019/20 table confirmed the roll forward value for carry in and the additional contract amounts negotiated for 2019/20 starts. Current plans significantly decreased the contract value of subcontracted activity in 2020/21.
	It was Resolved that the contents of the reports should be noted.
RES.19/20.49	Post Meeting Evaluation Form (Agenda Item 10)
	The Committee received a summary of the post meeting evaluation responses from the meeting on 10 th March 2020, which had been positive with no concerns having been highlighted.
	It was Resolved that the contents of the report should be noted.
RES19/20.50	DATE AND TIME OF FUTURE MEETINGS (Agenda Item 11)
	To be agreed by the Corporation on 7 th July 2020

There being no further discussion the meeting closed at 9.14 a.m.

Signed and approved as an accurate record of the meeting

Signature

Date

Summary of Actions - Resources Committee 16 th June 2020			
Item	Action	Person Responsible	Timescale
RES19/20.45 HR c) Public Interest Disclosure Policy – Whistleblowing	The revised Public Interest Disclosure Policy – Whistleblowing should be recommended to the Corporation for approval.	Deputy Principal Finance and Corporate Services	Corporation 7 th July 2020
RES19/20.47 Finance c) Fees Policy 2020/21	The Fees Policy 2020/21 is recommended to the Corporation for approval.	Deputy Principal Finance and Corporate Services	Corporation 7 th July 2020
RES19/20.47 Finance d) Sub-Contracting Policy 2020/21	The Sub-Contracting Policy 2020/21 is recommended to the Corporation for approval.	Deputy Principal Finance and Corporate Services	Corporation 7 th July 2020