



BURY COLLEGE FURTHER EDUCATION CORPORATION

MINUTES OF THE RESOURCES COMMITTEE MEETING
HELD VIA ZOOM ON TUESDAY, 23rd NOVEMBER 2021

Meeting Commenced : 8.00 a.m.
 Meeting Closed : 9.37 a.m.

Present:

Angela Davies Independent Member - Chair
 Charlie Deane Principal
 Mark Granby Independent Member
 Peter Nicol Independent 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
 Lisa Woodman Director of HR, Student and Customer Services
 Alison Wood Director of Planning and Information Services

RES21/22.01	<u>APOLOGIES FOR ABSENCE (AGENDA ITEM 1)</u>
	Apologies for absence were received from Faheem Nawaz.
RES21/22.02	<u>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</u>
	Members of staff, other than senior post holders, declared an interest in item 8i) Pay Award.
RES21/22.03	<u>MINUTES (AGENDA ITEM 3)</u>
	The Minutes of the meeting held on 15 th June 2021 were approved to be signed as a true and correct record.
RES21/22.04	<u>MATTERS ARISING (AGENDA ITEM 4)</u>
	The Clerk presented the report and confirmed that all scheduled actions had been implemented.
	It was Resolved that the contents of the report should be noted.
RES21/22.05	<u>HR (AGENDA ITEM 5)</u>
	a) Covid The Director of HR, Student and Customer Services introduced the report and Members requested details of the key controls that had been implemented since the full return to work, which were highlighted as follows: <ul style="list-style-type: none"> • Risk Assessments - Risk assessments continued to be sufficient and control measures are reviewed regularly; • Testing - There continued to be a small onsite testing facility to support lateral flow testing where required. The test centre was in place until Christmas in line with guidance and the College would continue to keep this under review; and • Staff - The numbers of staff absent as a result of positive Covid cases remained low. The College continued to recommend twice weekly testing for staff, although this was not something that could not be enforced. Vaccinations and boosters to staff were promoted as the best way of protecting themselves and their families.
	It was Resolved that the contents of the report should be noted.
	b) PI's March to August 2021 The Director of HR, Student and Customer Services confirmed that the format of the report had been amended to provide additional narrative and benchmarking information and the key points were:

	<ul style="list-style-type: none"> • The Covid pandemic had an impact on national sickness absence data, the latest national data records 1.8% of working time lost due to sickness absence with an average of 3.6 days per employee. This compared with 3.14% of working time in the College with an average of 4 days per employee; • Job movement nationally had stabilised significantly over the past year due to the Covid pandemic and the uncertainty that this had caused. However, in a recent national survey 47-52% of respondents said that they were likely to be looking to leave their current employer and look for new challenges in the next 12 months; • The current market was presenting recruitment challenges across a number of roles and not just in the traditional hard to recruit Constructions and Engineering roles. The College had taken a number of actions to address this, including the extension of some pay bands; and • The College HR team were all trained as Mental Health first aider to ensure that the team had the skills necessary to support the wide range of staff mental health issues. In addition, availability of staff counselling provision had been increased.
	It was Resolved that the contents of the report should be noted.
	<p>c) Staff Mental Health and Wellbeing</p> <p>The Director of HR, Student and Customer Services confirmed that a mental health and wellbeing survey was completed in May 2021 and the report summarised the key findings and the subsequent actions taken. The College had developed the resources and support available to staff to help them to maintain positive mental health and to know where to go for help when they were in crisis.</p> <p>A Member commented that the impact of the strategy could be monitored via PI 7.</p>
	It was Resolved that the contents of the report should be noted.
	<p>d) Staff Survey Update</p> <p>The Director of HR, Student and Customer Services introduced the report, which had been considered by the Corporation in October 2021. The report provided comparative data against 2018/19 survey results. The satisfaction rate had improved against all questions bar one. The report highlighted the top 10 areas of: greatest improvement; highest scoring satisfaction and lowest scoring satisfaction. The results would be shared with staff and staff focus groups would be established to agree actions/recommendations around the areas of lowest scoring satisfaction.</p>
	It was Resolved that the contents of the report should be noted.
	<p>e) Gender Pay Analysis</p> <p>The Director of HR, Student and Customer Services confirmed the analysis was fluid and changes in staffing could quickly shift the position. Following discussions, the following points were highlighted:</p> <ul style="list-style-type: none"> • Pay scales applied to all staff irrespective of gender, and staff progressed incrementally on an annual basis; • As a whole the College was not out of step with other institutions; and • The key challenge was in business support pay scales, where the scale 2/3 salary point was predominantly occupied by part time female staff.
	It was Resolved that the contents of the report should be noted.
RES21/22.06	<u>PROPERTY STRATEGY (AGENDA ITEM 6)</u>
	<p>The Director of IT Services, Health and Safety and Estates provided an update in the following areas:</p> <ul style="list-style-type: none"> • Health Innovation STEM Centre - HH Smith had started on-site and commenced the piling process to support the steel structure of the new building; • FECA Projects – The deadline was extended to September 2021 from March 2021 – the full allocation of £1.123m had been claimed and all projects had been completed; • T-Levels (Education & Childcare) – Refurbishment - The refurbished area was handed over 22nd October 2021 which included: 6 teaching rooms; 2 staff rooms, and 2 offices. The relocation (childcare) from Beacon to Woodbury Centre took place after the October Half Term; • Enterprise / Woodbury Restaurant - Additional refurbishment in Enterprise (Digital Hub) - was completed and handed over 4th October 2021 and the Woodbury Social Hub (Restaurant) had been completed and had proved popular with the students; and

	<ul style="list-style-type: none"> • Estates Projects All summer projects had been completed. <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • The new build had been designed to minimise its environmental impact and the College had established a group to drive forward environmental sustainability issues; • The updated AoC Code of Governance, which would be submitted to the Corporation in December included a number of environmental sustainability accountabilities; and • The CCTV Policy would be updated once the new system had been fully installed.
	It was Resolved that the contents of the report should be noted.
RES21/22.07	<u>HEALTH, SAFETY AND WELFARE POLICY AND ANNUAL REPORT (AGENDA ITEM 7)</u>
	<p>The Director of IT Services, Health and Safety and Estates provided an update in the following areas:</p> <ul style="list-style-type: none"> • Health and Safety Annual Report • Health & Safety Audits High Risk Areas • First Aiders – sufficient cover was now in place. • Cycle Path/Road Works (Market St/ Angouleme Way) • Covid Update <p>In addition, the Health, Safety and Welfare Policy had been updated to reflect the new organisational structure including the appointment of an Estates Manager and Health & Safety Manager.</p> <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • The CO2 monitors would be located to measure the ambience of areas in accordance with the manufacture's guidelines; and • If required, Covid measures could be quickly reintroduced.
	<p>It was Resolved that:</p> <p>a) The contents of the reports should be noted; and b) The Health, Safety and Welfare Policy is approved.</p>
RES21/22.08	<u>FINANCIAL MATTERS (AGENDA ITEM 8)</u>
	<i>a) College Financial Statements and Regularity Audit Reports for the year ended 31st July 2021</i>
	The Deputy Principal Finance and Corporate Services presented the draft Financial Statements for the year ended 31 st July 2021. The report detailed the financial performance of the College for the financial year ended 31 st July 2021. The 2020/21 Financial Statements were the latest draft, and were very similar to those presented to the Corporation in October 2021. The final version will be agreed and signed at the Corporation Meeting on 14 th December 2021.
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and b) The Financial Statements for year ended 31st July 2021 be recommended to the Corporation for approval.</p>
	<i>b) Grant Thornton Letter of Representation</i>
	<p>The Deputy Principal Finance and Corporate Services confirmed that the Financial Statements and Regularity Auditors issue, as part of normal audit processes, a letter of representation which sought to ensure that the Corporation could certify that it has supplied all information necessary for the auditors to conduct their work and reach their audit opinion.</p> <p>Members of the Resources Committee were asked to review and confirm the contents of the letter of representation for 2020/21, in order that the Chair is able to sign the letter on behalf of the Corporation, after the meeting on 14th December 2021, as part of the finalisation of the accounts.</p>
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and b) The Committee recommend to the Corporation that the Chair of the Corporation should sign the College Letter of representation.</p>

	c) Grant Thornton Audit Findings for Bury College
	<p>The Deputy Principal Finance and Corporate Services confirmed that the Audit Findings Report for the year ended 31st July 2021 would be presented to the Audit Committee later in the day. The report confirmed that Grant Thornton's work was substantially complete subject to the completion of the following items:</p> <ul style="list-style-type: none"> • Finalisation of procedures in respect of testing of student record data; • Final ESFA funding confirmation; • Testing of the going concern assessment; • Receipt of our tax team's reviews of VAT and finalisation of queries raised; • Completion of manager and partner reviews of the audit files; and • Partner review of final accounts and updated financial statement with queries resolved. <p>Following a question, it was confirmed that the anticipated audit opinion would be unmodified.</p>
	It was Resolved that the contents of the report should be noted.
	d) Going Concern
	<p>The Deputy Principal Finance and Corporate Services 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>The College assessment was that it could demonstrate that it was a going concern for the foreseeable future and certainly up to and beyond December 2022 (that being 12 months from the point of signing of the 2020/21 Financial Statements in December 2021).</p> <p>Members reviewed the basis and justification of the assessment, as outlined within the report, and concurred with the management's assessment.</p>
	It was Resolved that the contents of the report should be noted.
	e) FRS 102 Pensions Adjustments
	<p>The Deputy Principal Finance and Corporate Services confirmed that the report explained the accounting treatment for the GMPF local government pension scheme as set-out in Financial Reporting Standard 102 (FRS102). In the 2020/21 draft Statutory Accounts, the net expenditure charge was £1.787m although the net pension liability in the Balance Sheet had actually reduced by £0.6m. For 2021/22, the Actuary had forecast that the net expenditure charge would increase to £2.25m.</p> <p>Following questions, it was confirmed that the notional charges had no effect on the College's ability to: generate cash from operating activities; the College's Financial Health and bank covenant compliance.</p>
	It was Resolved that the contents of the report should be noted.
	f) Student Union Accounts 2020/21
	<p>The Deputy Principal Finance and Corporate Services presented the Bury College Student Union Accounts for the year ended 31st July 2020/21 which had been independently examined. The College continued to act as though these funds were held in trust. Income into the fund had reduced following the removal of the discretionary payment by enrolling students.</p> <p>Given the significantly interrupted year, there was no fundraising income in the year. The Student Services Supervisor had continued to oversee a greater application of the funds for the benefit of students including the provision of free breakfasts and hardship disbursements. The remaining funds would be applied to meet student need over the next 2 years until the fund could be closed and a College finance code could then be established.</p>
	It was Resolved that:
	a) The contents of the report should be noted; and

	b) The Bury College Student Union Accounts for the year ended 31st July 2021 are recommended to the Corporation for approval.
	g) ESFA Letter – College Financial Forecasting Return 2021 to 2023
	The Deputy Principal Finance and Corporate Services confirmed that the ESFA had reviewed the College Financial Forecasting Return 2021 to 2023 and written to the College (see appendix) to provide comments. The key comments are: Financial Health - The appropriate assessment grades, based on the College finance record, is: <ul style="list-style-type: none"> • Outstanding for 2020/21 (the latest outturn forecast year), and • Outstanding for 2021/22 (the current budget year). Financial Control – ESFA have reviewed the College’s audited financial statements, financial statements management letter and the annual report of the audit committee and have not identified any significant financial control concerns from this review. Financial Dashboard information – This was appended to the report and it was noted that the College was reflected positively against all PI’s.
	It was Resolved that the contents of the report should be noted.
	h) Management Accounts to October 2021
	The Deputy Principal Finance and Corporate Services confirmed that the College had an underlying operating surplus to 31 st October 2021 of £440k (excluding pension adjustments) which was ahead of the annual budget. This was partly due to timings early in the year but also good efficiency in staff costs. Apprenticeship income was down by almost £100k and could be more than £300k down by the end of the year. There was an expectation that when the overall College budget was re-forecast there would be other compensating savings. Following a question, it was confirmed that the potential to establish a development fund would be considered via the November management accounts.
	It was Resolved that the contents of the report should be noted.
	i) Pay Award from 1st January 2022
	The Deputy Principal Finance and Corporate Services introduced the report and confirmed that in England the vast majority of colleges are members of the Association of Colleges (AoC), which negotiates with representative unions (including UCU and UNISON) in the National Joint Forum (NJF) to produce recommendations on pay and conditions for individual colleges to adopt. Unfortunately, these negotiations had not yet been successfully concluded and AoC had not made a recommendation this year to date. The report highlighted the College finance position and the affordability of an increase in pay for staff (other than senior post holders) from 1st January 2022.
	It was Resolved that: <ol style="list-style-type: none"> a) The contents of the report should be noted; b) Subject to consultation with the trade unions, a 2% consolidated pay award be made to staff (other than Senior Post Holders) from 1st January 2022; and c) Subject to consultation with the trade unions, pay scales should be readjusted from 1st January 2022 to 31st December 2022, to ensure that the lowest scale was above the Foundation Living wage.
	j) Review of Financial Regulations
	The Deputy Principal Finance and Corporate Services confirmed that the Financial Regulations had been updated and continued to include detailed guidance for staff on robust internal controls to prevent and manage fraud, irregularity, theft, bribery, corruption.
	It was Resolved that: <ol style="list-style-type: none"> a) The contents of the report should be noted; and b) The revised Financial Regulations be recommended to the Corporation for approval.

	k) Treasury Policy
	<p>The Deputy Principal Finance and Corporate Services confirmed that the Treasury Policy was due for review in line with the Financial Regulations review cycle. At this point in time, the College had high cash balances before the period of capital investment. The cash-flow encouraged highs and lows in cash balances which were difficult to manage when investments were in 90/95-day notice accounts.</p> <p>It was recommended to amend the Policy to allow greater flexibility whilst maintaining a prudent approach to the security of funds. The amended Policy proposed an increase in the amounts held in one institution from £4m to £6m for a period of more than 3 months (instead of 2 months).</p>
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted; b) The revised Treasury Policy is approved.</p>
	l) Debt Write Off
	<p>The Deputy Principal Finance and Corporate Services 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, 45 uncollectible debts were identified and approved for write-off by the Deputy Principal Finance and Corporate Services, within his authority limits. No debt required write-off approval of the Principal or Resources Committee.</p>
	<p>It was Resolved that the contents of the report should be noted.</p>
	m) Data Protection Monitoring
	<p>The Director of IT Services, Health and Safety and Estates provided an update as follows:</p> <ul style="list-style-type: none"> • The report detailed the volume and type of data requests over the past 5 years; • The College Data Protection Policy was reviewed and approved by the Leadership Team on 8th June 2021.; • The College was working towards Cyber Essentials Plus + Certification as part of Funding Regulations and Cyber Security: • Cyber security training had been delivered for all staff, including phishing tests; • A Cyber Security Audit would be implemented in February 2022; and • Data Protection Training had been delivered for all staff.
	<p>It was Resolved that the contents of the report should be noted.</p>
RES21/22.09	<u>PERFORMANCE MONITORING (AGENDA ITEM 9)</u>
	<p>a) Funding Update</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>In respect of the AEB budget the GMCA had requested that the College should provide a business case to secure the full allocation.</p>
	<p>b) Franchise and Outward Collaborative Provision 2020/21 outturn and 2021/22 Planned Provision</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>In addition, it was expected that following directives from the ESFA, 2021/22 would be the last year for one subcontractor and the College was supporting the subcontractor to secure a direct contract for future provision.</p>
	c) Updated Subcontracting Policy 2021/22

	The Director of Planning and Information Services confirmed that changes were required to the Sub-contracting Policy due to the request that had to be submitted to the ESFA to continue to sub-contract with a provider.
	It was Resolved that: a) The contents of the reports should be noted; and b) The Updated Subcontracting Policy 2021/22, is approved.
RES21/22.10	Post Meeting Evaluation Form (AGENDA ITEM 10)
	The Committee received a summary of the post meeting evaluation responses from the meeting on 15 th June 2021, which had been positive with no concerns having been highlighted.
	It was Resolved that the contents of the report should be noted.
RES21/22.11	DATE AND TIME OF FUTURE MEETINGS (AGENDA ITEM 11)
	<ul style="list-style-type: none"> • 8.00am Tuesday, 11th January 2022 • 8.00am Tuesday, 8th March 2022 • 8.00am Tuesday, 14th June 2022

There being no further discussion the meeting closed at 9.37 a.m.

Signed and approved as an accurate record of the meeting

Signature

Date

Summary of Actions - Resources Committee 23rd November 2021			
Item	Action	Person Responsible	Timescale
RES21/22.08 a) <i>College Financial Statements and Regularity Audit Reports for the year ended 31st July 2021</i>	The Financial Statements for year ended 31 st July 2021 be recommended to the Corporation for approval.	Deputy Principal	14 th December 2021
b) <i>Grant Thornton Letters of Representation</i>	The Committee recommend to the Corporation that the Chair of the Corporation should sign the Letter of representation.	Deputy Principal	14 th December 2021
f) <i>Student Union Accounts</i>	The Bury College Student Union Accounts for the year ended 31 st July 2021 are recommended to the Corporation for approval.	Deputy Principal	14 th December 2021
i) <i>Pay Award from 1st January 2022</i>	<ul style="list-style-type: none"> • Subject to consultation with the trade unions, a 2% consolidated pay award be made to staff (other than Senior Post Holders) from 1st January 2022; and • Subject to consultation with the trade unions, pay scales should be readjusted from 1st January 2022 to 31st December 2022, to ensure that the lowest scale was above the Foundation Living wage. 	Principal	1 st January 2022