



BURY COLLEGE FURTHER EDUCATION CORPORATION

MINUTES OF THE RESOURCES COMMITTEE MEETING HELD ON TUESDAY, 14th January 2020

Meeting Commenced : 8.00 a.m.
Meeting Closed : 8.55 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
Lisa Woodman	Director of HR, Student and Customer Services
Alison Wood	Director of Planning and Information Services

RES19/20.13 APOLOGIES FOR ABSENCE (AGENDA ITEM 1)

There were no apologies for absence.

RES19/20.14 DECLARATIONS OF INTEREST (AGENDA ITEM 2)

There were no declarations of interest.

RES19/20.15 MINUTES (AGENDA ITEM 3)

The Minutes of the meeting held on 26th November 2019 were approved and signed as a true and correct record.

RES19/20.16 MATTERS ARISING (AGENDA ITEM 4)

The Clerk presented the report and confirmed that all scheduled actions had been or were in the process of being implemented.

The Director of HR, Student and Customer Services confirmed that formal responses in respect of the pay award offer was still awaited from the Trade Unions.

It was **Resolved** that the contents of the report should be noted.

RES19/20.17 HR - Staff Survey (Agenda Item 5)

The Director of HR, Student and Customer Services presented the report and confirmed the following:

- The College had appointed an external consultant who had facilitated meetings with staff groups including, 28 staff, 8 members of the Leadership team and 10 Heads of Curriculum. Following feedback, the Leadership team had met to identify the key themes to be included within an action plan aimed at addressing the issues that had been raised;
- Further and separate meetings of the Leadership and Middle Manager teams had been held to review the outcome and themes arising from the survey and this had led to changes to the meeting and reporting structures, including the communication of outcomes/actions.
- It was considered that the College place great emphasis on helping staff to manage behaviour and further support would be provided from January 2020, by the newly appointed Director of Personal Development.
- It was also confirmed that, the College Internal Audit Service would undertake an audit of Staff and Student Support Arrangements, Mental Health and Wellbeing, commencing on 3rd February 2020;

- A meeting of the staff forum had been held on 13th January 2020 and the response had been generally positive. Further work was planned on values/behaviours and internal communications.

A Member suggested that further feedback and clarity could be sought via the staff personal development/appraisal process

It was **Resolved** that the contents of the report should be noted.

RES19/20.18 PROPERTY STRATEGY (Agenda Item 6)

The Director of IT Services, Health and Safety and Estates introduced the report and confirmed that the final grant offer letter from GMCA (18th December 2019) had been received and would be signed by the Principal in accordance with the agreed delegated authority from the Corporation on 29th October 2019. Members reviewed the contents of the letter and specifically section 7, which detailed the conditions of the grant.

Details of the implementation process were outlined within the report and Members asked that the implementation timescales be reviewed, following the initial discussions with the planners. It was also confirmed that the project was on the College High Risk Register.

At the last meeting the Committee had agreed that a test certificate should be secured in order to confirm that cladding on the Millennium Building was compliant with current fire safety regulations. However, given the changes to guidance in respect of cladding, it was intended that a further review of cladding on all College buildings would be undertaken in February 2020.

It was **Resolved** that the contents of the report should be noted.

RES19/20.19 FINANCIAL MATTERS (Agenda Item 7)

a) Management Accounts to 30th November 2019

The Deputy Principal Finance & Corporate Services presented the College Management Accounts to November 2019 and confirmed that the College had made a good start to the year. The operating surplus to 30th November 2019 was £0.5m (excluding pension adjustments) which was £300k ahead of budget. This was currently forecast to outturn for 2019/20 at a £1.1m operating surplus (excluding pension adjustments), up by £0.5m. The main area of progress had continued to be pay expenditure (excluding pension adjustments) being £267k lower than budget in the first four months, this gave the opportunity to implement the Resources Committee decision of a 1% pay award from January 2020.

The notional pension adjustments would skew the figures this year. The College had budgeted on the latest projections adjustments of £1.19m. Subsequently the Actuary's forecast in September 2019 projected £1.73m which had now been included in the forecast. Given the level of uncertainty regarding the economic climate, forecasting the position as at 31st July 2020, remained challenging. If the pension adjustments were taken into account, the College predicted that it would outturn at about the £0.5m budgeted deficit.

Following questions, it was confirmed that:

- Creditors had increased due to the profile of funding;
- Debtors had increased due to activity within the first term;
- The ESFA Other Income of £164k related to the grant towards the increase in teachers pension costs and that this would not automatically reoccur; and
- The Bank Covenants had been met within the period.

It was **Resolved** that the contents of the report should be noted.

b) Integrated Financial Model for Colleges Update

The Deputy Principal Finance & Corporate Services confirmed that the return had been developed to replace the longstanding biannual returns - the December College Finance Record and the July College Financial Plan, as well as the Cashflow Against Debt Servicing (CFADS) return and the cash flow template introduced earlier in 2019. These returns would be discontinued with effect from 2020. The Bury College Finance Record for the year ended 31st July 2019 was submitted on 18th December 2019, in accordance with the 31st December 2019 deadline. From 2020 financial health would only be routinely assessed once a year.

Originally the ESFA had determined that the return must be made by 31st January each year and with this in mind, Governors had scheduled the Resources Committee to meet on 14th January 2020 and Corporation to meet on 28th January 2020.

However, due to ongoing problems with the software package, ESFA had extended the deadline to 28th February 2020. The deadline could potentially be extended to March 2020.

If the deadline is extended to the end of March 2020, meetings were scheduled to approve the return. If the deadline remained at 28th February 2020 then following liaison with ESFA the Corporation on 28th January 2020 could minute and delegate approval of the IFMC to a Special meeting of the Resources Committee, to be held towards the end of February 2020.

It was **Resolved** that:

- a) **The contents of the report should be noted; and**
- b) **If required, a Special meeting of the Resources Committee would be scheduled towards the end of February 2020 to consider and approve the IFMC under delegated authority from the Corporation.**

RES19/20.20 PERFORMANCE MONITORING (Agenda Item 8)

a) *Funding Update*

The Director of Planning and Information Services introduced the report and highlighted the position in the following areas:

- 2019/20 Allocations: 16-19 Study Programmes, AEB, Apprenticeship funding
- 2019/20 Full Time enrolment update:
- 2019/20 Funding Update: Loans, Apprenticeships, AEB, HE and SSW.

Following questions, it was confirmed that the financial impact of current performance was reflected within the Management Accounts, which had been considered earlier on the agenda.

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 2019/20.

It was **Resolved** that the contents of the reports should be noted.

RES.19/20.21 Post Meeting Evaluation Form (Agenda Item 9)

The Committee received a summary of the post meeting evaluation responses from the meeting on 26th November 2019, which had been positive with no concerns having been highlighted.

It was **Resolved** that the contents of the report should be noted.

RES19/20.22 DATE AND TIME OF FUTURE MEETINGS (Agenda Item 10)

- **8.00am Tuesday, 10th March 2020**
- **8.00am Tuesday, 16th June 2020**

Venue: Beacon Centre Board Room

There being no further discussion the meeting closed at 8.55 a.m.

Signed and approved as an accurate record of the meeting

Signature

Date

Summary of Actions - Resources Committee
14th January 2020

Item	Action	Person Responsible	Timescale
RES19/20.19 <i>b) Integrated Financial Model for Colleges Update</i>	If required, a Special meeting of the Resources Committee would be scheduled towards the end of February 2020 to consider and approve the IFMC under delegated authority from the Corporation.	Clerk	28 th February 2020