NORTHERN REGIONAL COLLEGE

RESOURCES COMMITTEE

Minutes of the meeting of the Resources Committee (unreserved business) held on 14 October 2019 at the Farm Lodge campus, commencing at 5.10pm.

Present:

Mr H Crossey, Ms Y Mallon, Mr I Murphy (Chair) and Prof T Scott.

In Attendance:

Mr M Higgins, Mr S Laverty and Mr S Watt (19.8)

Mrs K Wallace (Secretary)

Apologies and Condolences 19.1

Apologies were received for Mr Chambers, Mrs Donnelly, Mrs McConnell and Mr Taggart.

Condolences were extended to Mrs Donnelly on the recent death of her brother.

Declaration of Interests 19.2

None.

19.3 Minutes of the Last Meeting

The minutes of the meeting held on 19 August 2019 were approved.

Proposed: Ms Mallon

Seconded:

Mr Crossey

It was agreed that the Staffing Update be taken as the next item.

19.8 Staffing Update

Mr Watt spoke to his report and highlighted key issues including the focus for learning and development, an update on performance management, success of the new e-recruitment portal and low levels of absence and staff turnover. It was noted that Mrs Donnelly would be aligning leadership training with organisational development going forward and that report on employee relations' would be taken under reserved business.

Members were keen to see completion of outstanding staff appraisals and prompt returns for the incoming year.

Actions:

- · Mr Watt to agree a timetable for delivery of performance appraisals with SLT and report back to the next meeting.
- Information on staffing update report to be reviewed as discussed.

19.4 Matters Arising

Committee noted that the Permanent Secretary had approved the PSD business case, which was now with DoF, and that Mr Higgins had been allocated procurement lead.

19.5 Chair's Communication

Mr Murphy expressed his appreciation for the opportunity of Chairing the Committee and thanked Mr Crossey for his extensive work to date.

Action: The College's budget position would be considered at the November meeting of the Governing Body.

19.6 Correspondence

Committee noted correspondence from the Department of Finance regarding work being carried out, by March 2020, to align College Accounts with the Department's year end of 31 March.

19.7 New Build Update

Mr Higgins summarised the current situation with plans for Coleraine and Ballymena, with progress proceeding to plan. Members noted that tenders had been updated to reflect any impact from Brexit and the process was being kept under constant review. An update would be provided to the Governing Body in November.

19.9 Assurance Statement

Committee noted that two areas of partial compliance had been highlighted in the Assurance Statement, with all other areas being fully compliant. Members were updated on the submission process.

Action: The Assurance Statement was approved subject to the adjustments.

19.10 Annual Accounts

Mr Laverty presented the updated draft accounts for 2019, highlighting changes made since presentation at the Audit & Risk meeting in September, and referred members to the NILGSOC Colleges Briefing Note and the FRS 102 Accounting Schedule. Mr Laverty reported a reduction in completion of annual audit time to 3 weeks and noted that some revisions to the accounts in relation to Brexit and recent external market impacts, had been notified to auditors.

Mr Laverty answered members' questions on a number of issues including College deficit, NRC position in relation to other Colleges, pension cost, treatment of accruals and valuation of land and buildings and advised that a number of issues would be discussed at the NIFON meeting on 18 October.

19.11 Budget 2019/20

Mr Laverty took members through the NDPB monthly return and the NRC management accounts. He highlighted the current deficit which had been agreed by the Department, pressures in relation to pay costs and depreciation costs.

19.12 3-Year Corporate Plan Update

Members noted that work on progressing this update had been deferred pending the return of Mrs Donnelly.

19.13 Shared Services Update

Mr Higgins reported that the Project Manager was now in place and the Project Director had taken up position on 1 October. He outlined progress to date on the project, noting that work with online HE applications was on track for a go-live date of 7 November, with admissions for the remaining courses going live in January 2020. Training has commenced rolling out across internal teams.

19.14 Any Other Business

None.

19.15 Date of Next Meeting

The next meeting will be held on 20 January 2020 in Newtownabbey campus.

The meeting concluded at 6.35pm.

Mr I Murphy 1am 1 wysky

Date

20 January 2020

Mrs K Wallace

(Secretary)

