

## **NORTHERN REGIONAL COLLEGE**

### **RESOURCES COMMITTEE**

Minutes of the meeting of the Resources Committee (unreserved business) held on 18 June 2018 at the Newtownabbey campus, commencing at 5.10pm.

Present: Mr K Chambers (Chair), Ms Y Mallon, Mrs G McConnell and Prof T Scott

In Attendance: Dr S Brankin, Mr D Hewitt, Mr M Higgins, Mr S Lavery, Mr V Taggart and Mr S Watt

Mrs K Wallace (Secretary)

Mr I Murphy

#### **12.1 Apologies**

None.

#### **12.2 Declaration of Interests**

None.

#### **12.3 Minutes of the Last Meeting**

The minutes of the meeting held on 23 April 2018 were approved.

Proposed: Ms Mallon                      Seconded: Mrs McConnell.

#### **12.4 Matters Arising**

Committee noted that all actions arising from the previous minutes had been completed. In relation to capital allocation for 2018/19, it was further noted that Mr Crossey had met with the Department on a number of occasions and would continue to raise this issue.

#### **12.5 Chair's Communication**

None.

#### **12.6 Correspondence**

Committee noted two items of correspondence which had been received:

- i. DfE letter re CDP/Budget Update. Committee were advised that the CDP had been submitted in line with the request and direction from the Department and within the required timeframe. The Sector Corporate Plan had not yet been given approval by the Department.
- ii. Service Level Agreement (SLA) to support collaborative arrangements between FE Colleges following the wind up of Colleges NI. Prof Scott outlined the contents of this draft document and highlighted that the Lead College for the project was proposed to be North West Regional College.

## **12.7 Monthly Management Accounts**

### **i) DfE Return April/May 2018**

Mr Laverty summarised the NDPB return and explained the variance in figures between forecast spend and budget allocation to date. Committee noted that there was no budget for minor works and that liaison with the Department in relation to the resources budget was ongoing. The College continued to show pressures in resources in 2018/19 and placed bids to reinstate the opening budget to the 2017/2018 level.

### **ii) Summary Management Accounts**

Committee considered the summary accounts to July 2018. It was noted that accounts at the 9-month period were within budget with the likelihood that they would be outside budget tolerance at the end of the College year in July 2018 due to the reduced budget for 2018/19.

Mr Higgins outlined the pressures on budget and Committee noted that the College was working with the Department on this issue. He confirmed that a schedule of work for health and safety issues was currently being costed by CPD with priority issues being taken forward as necessary.

## **12.8 2018/19 Budget**

Committee noted draft budget allocations 2018/19 from the Department.

Mr Murphy highlighted that concerns around pay awards were being felt across the sector.

**ACTION:** Prof Scott would liaise with Mr Crossey to reinforce in writing, in the strongest terms, Governors' concern on budget issues.

## **12.9 College Development Plan**

Mr Hewitt outlined a number of minor revisions which had been made to the CDP since it had been noted at the Governing Body on 9 May 2018.

Committee were content with the revisions and noted the final CDP which had been submitted to the Department.

## **12.10 Financial Report card**

Mr Higgins spoke to the financial scorecard for the CDP to May 2018, reporting on College performance. He highlighted the metrics being considered by the Resources Committee and Committee noted that the majority of metrics were green status, however the budget position and diversification of income was reflected red.

Committee noted that metrics relating to Education Report card would be taken to the next Education Committee meeting after the summer break.

Members noted reference to the 'Talent 21 Strategy' which would be outlined at the next Governing Body meeting.

Committee was content to accept the Financial Report card.

### **12.11 Shared Services**

Dr Brankin took the Committee through the LMS Implementation Project report and highlighted key issues including the target 'go live' date for accepting applications; backup plans to ensure successful data migration; the importance of ensuring staff buy-in for the project and plans to encourage this.

Mr Murphy's suggestion for reducing risk by using a parallel process to run alongside the planned migration of data was welcomed by Dr Brankin.

**ACTION:** Dr Brankin will consider the use of load testing for the project.

### **12.12 New Build/Estates**

Committee noted the minutes of the Project Board meeting held on 26 April 2018. Mr Higgins reported that the project was now at Stage 2 of the design and outlined key actions including a meeting with St Joseph's for decant and plans to use Mid and East Antrim Council sports hall.

Mrs McConnell reported on her attendance at the recent Capital Steering Group meeting and Mr Higgins reported that the Student President had met with McAdam Architects to review and provide input into disabled access arrangements.

Committee noted that the project was on target with all key outcomes and that the Department was happy with progress to date.

### **12.13 Staffing Update**

Mr Hewitt spoke to this report and highlighted key points in relation to learning and development and recruitment, as outlined.

Mr Watt summarised sickness absence results and confirmed that trend analysis reporting for absence was in development.

Committee noted the updates on staffing and sickness absence.

### **12.14 Staff Survey 2017/18**

Committee noted the high level results of the staff survey and the excellent staff response rate.

Mr Higgins reported on plans to make campuses as efficient and sustainable as possible, including a culture change around the schedule of accommodation space and strategies for reducing waste.

Survey feedback would be further developed and disseminated by campus in September via SLT roadshows - dates to follow.

Committee was pleased to note the very positive results from the staff survey.

### **12.15 Any Other Business**

No other business.

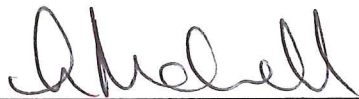
**Summary of Actions:**

<b>Item no</b>	<b>Action</b>	<b>Owner</b>	<b>Progress/ Date Due</b>
12.8	Letter to go the Department expressing, in the strongest terms, Governors' concern on budget issues.	Prof Scott / GB Chair	After June GB meeting
12.11	The use of load testing for the LMS implementation project data migration, to be considered.	Dr Brankin	

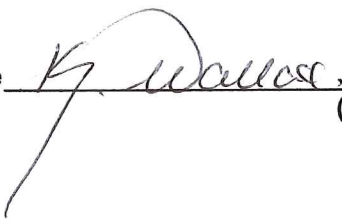
**12.16 Date of Next Meeting**

Members noted that a draft schedule of meetings would be taken to the Governing Body on 27 June to agree the first 2 meetings of the new academic year.

There being no other business, the meeting concluded at 6.30pm.

Mrs G McConnell   
(Vice-Chair)

Date 14/08/18  
14 August 2018

Mrs K Wallace   
(Secretary)