



## SOUTH EASTERN REGIONAL COLLEGE

Minutes of a Meeting of the Financial and General Purposes Committee of the Governing Body (the "Committee")

held on Tuesday 30<sup>th</sup> January 2024 at 17:30, in Meeting Room D Floor, Lisburn Campus

### 1. Chairs Business

#### a) Attendance and apologies

Present: Mr Andrew Corbett, Mr Alan McCrum, Mr Derek Wilson, Mrs Deborah O'Hare, Mr Ken Webb (Principal & Chief Executive), Ms. Majella Corrigan, Mr. John Nugent (Chair of the Governing Body)

In attendance: Mr Paul Smyth (Chief Human Resources Officer) 'CHRO', Mr Tommy Martin (Chief Finance Officer) 'CFO', Mrs Claire Williamson (Secretary to the Governing Body), Mr John Gault (Head of Health and Safety) Item 5C only, Mr Walter Marks (SHEQ Consultant) Item 5C only

Apologies: Dr Danny McConnell

In the Chair: Mr McCrum

#### b) Declarations of Conflict of Interests

The following conflict were declared:

- Ms Corrigan declared she is employed by CCMS whose sponsor department is DENI. She is a current member of the Governing Body of Stranmillis College.
- Mrs O'Hare advised she is employed by The Board of Governors of the Wallace High School (a NDPB) as Principal. The sponsor department for funding and development work and other applications is DENI supported by or delegated to the EA as appropriate. Is also current

member of the College Advisory Group (Education) CAFRE DAERA CAFRE offers level 2 to level 6 + qualifications.

- The CFO declared his daughter is employed as a lecturer at the College.

No action was taken in relation to any of the declared conflicts.

### c) Minutes of the F&GP meeting held on 14<sup>th</sup> November 2023

*Previously issued to all Members.*

**Agreed:** The minutes of the meeting held on 14<sup>th</sup> November were reviewed, members agreed they were a true and accurate reflection of the meeting. The minutes were adopted on the proposal of Derek Wilson and seconded by Andrew Corbett.

### d) F&GP Action Points from meeting held on 14<sup>th</sup> November 2023.

Members noted there were no actions from the previous meeting.

## 2) Correspondence:

*Previously issued to all Members.*

### a) SERC Budget allocation update 23/24

The CFO asked members to note the correspondence that confirmed a number of budgetary changes. The CFO advised that further allocations have been made: £517k has been provided against lecturing staff and senior staff pay awards, £315k towards student support and £371k against traineeships.

### b) CEF Circular 2023/01 Non-Teaching Staff Pay from 01 April 2023

The CHRO asked members to note the enclosed update and added the back dated payments had been made to staff in their January salaries.

## 3) Financial Items for Information

*Papers previously issued to all Members.*

a) Management Accounts

The CFO addressed the committee and referenced the paper in 003A.1, he began by advising the set of management accounts was up to 30<sup>th</sup> November and the most recent forecast had been completed after this paper was issued. In a verbal update on the most recent forecast the CFO advised that there is a £812k pressure of which £517k is now confirmed for staff pay awards, therefore, reducing the pressure to £295k at the end of March. He commented that the Department are aware of the pressure and the College will continue to manage towards this target.

In response to a question on the reduced income for business services the CFO highlighted that there is a significant financial pressure in this area because there are permanent staff costs associated with this activity.

b) NDPB Budgeting and Forecasting Submission

Members noted the recent submission in paper 003B, the CFO highlighted this reflects the management accounts.

c) Finance Operational Report

The CFO asked members to note the written report at 003C and he highlighted that although debt has increased, it is simply a timing issue with the Department's funding. There has also been an improvement in supplier days payment now the finance team is back to a full complement of staffing.

d) Estates & Capital Expenditure Report

The CFO outlined the executive summary of the papers at 003A.D and highlighted the annual reconciliation of the PPP contracts of Authority Notice of Changes (ANoC's) and Contractor Notice of Changes (CNoC's) has been completed. In response to a query on ANOC the CFO confirmed that the reporting of the exercise is provided periodically with a view to monitoring all contractual changes in the PPP delivery and any subsequent financial implications. Moving on the committee briefly discussed the utilisation data and noted that Lisburn is again the most utilized campus in the Sector. The CFO highlighted that validation of the data goes through the Department; the raw data comes from us but collation of it comes through DfE.

**Action:** The committee requested if they could have sight of the utilisation trends across the campuses in light of the increased enrolments this year.

#### 4) Staffing Items for Information:

*Papers previously issued to all Members.*

a) HR Priorities 2022/2023 plan and status updates/HR Key Metrics Report

The CHRO talked to the written report in 004A and advised that there had not been any significant changes to the priorities since the committee last reviewed them.

b) Employee Relations Update

The CHRO asked members to note the written report in 004B, he gave a brief overview of the number of live cases, how they are progressing and confirmed that there are no specific trends across the complaints to cause him any concern. In a discussion on the current industrial tribunal cases the Chair commented that he appreciated the amount of effort that is put into these cases by the HR team.

C) Hasmap Update Report.

*Presentation delivered by Mr. Marks had not been previously circulated.*

*At this juncture Mr. Marks and the Head of Health & Safety joined the meeting.*

On the invitation of the Chair Mr. Marks presented an overview of the Hasmap framework and his recommendations for the College to take this work forward. He highlighted his site inspections, the excellent work already in place and how the evidence that will be gathered can provide assurance on Health and Safety to the committee.

The Chair thanked Mr. Marks and commented that he has provided a rigorous evidence-based methodology which strategically, for the committee, is the first principle of the development of well-developed gap analysis. The key focus and areas highlighted will allow the committee to efficiently manage the oversight of the risk and work of the framework. The committee also acknowledged the excellent work that has been undertaken by the Head of Health & Safety and that the implementation of the new framework is starting from a very high base.

**Agreed:** The committee approved the implementation of the Hasmap framework and noted the action plan will be presented to FGP periodically throughout their annual cycle of business

**Proposer: Majella Corrigan**

**Secunder: Deborah O'Hare**

*At this juncture the Head of H&S and Mr. Marks left the meeting.*

5) Applications and Enrolments

*Paper previously issued to all Members.*

The committee noted the written report in 005, which provided an update on the College applications and enrolment figures, the Principal highlighted the HE enrolments are the highest they have been since 2014.

## 6) Policies for review

*Papers previously issued to all Members.*

- a) CPD Policy
- b) Budget Policy
- c) Estates Policy and SOP
- d) Arbitration SOP

Members noted the policies had been reviewed and as there were no proposed substantive changes, all policies were for noting.

## 7) Any other Business

*Paper previously issued to all Members.*

- a) Governing Body Effectiveness review

The Secretary advised members that all committee would be asked to review the action highlighted in the plan in paper 007A on continuous improvement, which is to review individual areas of casework to ensure that they are aligned to strategy and governance. After a brief discussion the committee noted the recent work on the implementation of the Hasmap framework could be used as an area to review, the action plans that are reported to the committee can form part of this assurance piece to the wider Governing Body.

**Agreed:** The FGP committee agreed to use the Hasmap framework as their area of focus for the effectiveness review action plan requirements.

## 8) Confidential

A sperate note was taken for this item.

With no other business being discussed the meeting concluded at 6.47pm