MINUTES

RESOURCES COMMITTEE MEETING

Date: **Thursday 23 March 2023**
Time: **5.00pm**
Venue: **Boardroom / Videoconference**

Present:

Dr Andrew Roberts (Chair)
Dr Bill Webster (Principal)
Professor George Holmes
Dr Tony Unsworth
Mrs Kate Flood

In Attendance:

Garry Westwater (Executive Director of Finance)
Jane Marsh (Executive Director of HR and Estates)
Tim Openshaw (Asst. Vice Chancellor, UoB)
Deborah Bradburn (Clerk)
Jill Hebden (Minute Taker)

1. SECTION A - BUSINESS MATTERS FOR CONSIDERATION UNLESS INDICATED OTHERWISE

1.1 Welcome to Members

The Chair welcomed members to the meeting, which commenced at 5.02pm.

1.2 Apologies for absence

Apologies for absence had been received from Baroness Sayeeda Warsi.

1.3 Declarations of Interest

The Chair reminded everyone present to declare any interests that they may have on matters to be discussed.

Formal declarations were made by the Principal and the Executive Director of HR and Estates as Directors of Alliance Learning and Alliance Learning Training Ltd respectively.

1.4 Request for an item to be unstarred

No requests were made.

1.5 Minutes of the previous meeting held on 17 January 2023

The minutes of the meeting held 17 January 2023 had been previously circulated to Members for consideration.

Agreed: that the minutes are approved as a correct record and authorised for publication.

1.6 Matters arising from the Minutes and Action Progress Log

The Clerk presented the action progress log and confirmed that all actions from the previous meeting had been completed.

2. SECTION B - COLLEGE MATTERS FOR CONSIDERATION UNLESS INDICATED OTHERWISE

2.1 Financial Update

The following update was provided by the Executive Director of Finance:

- The operating budget of £500k surplus was now forecast as a -£500k deficit. A deficit of -£500k would not pass the bank covenants and may affect the College financial health grade from 'Outstanding' to 'Good'.
- Confirmation had been received of a 20% enrolment tolerance for T Levels in 2022/23.
- Four of the T Levels scheduled to start in September 2023 had been deferred, three to 2024/25 and one to 2025/26.
- An ESFA income reduction of circa. £90k in-year was expected following the 16-19 enrolment improvement.
- The clawback of £488k for the AEB funding to GMCA was profiled for repayment from December 2022 to March 2023 with the cash forecast at 31 July 2023 circa. £4.0m.
- There was the potential uplift of circa. £275k in-year for the AEB grant as well as an uplift in funding for the next financial year. This would need to be repaid if the College did not meet its activity targets for 2022/23 and was therefore not included in the deficit at LEO2.
- The forecast for utilities costs for this financial year was a net increase, after support, of an additional £1.3m cost. The Chancellor had announced further support for domestic users to June 2023 that would not be extended to commercial users. Broker estimates for utilities were circa. £700k less for 2023/24.
- Due to the repayment of the smaller loan facility it would be treated as a current liability and would have an impact on the College financial health grade that was reduced to 'Good' for 2021/22. The College self-assessed as 'Outstanding' and awaited ESFA feedback.
- In accordance with the financial regulations, the accounting officer had granted a waiver to the College tender procedures to secure a contractor for a replacement floor to the external play area of the nursery that was a health and safety risk.

Governor Questions:

Can T Level learners enrol onto the legacy qualifications?

Yes, the College will continue to run the existing qualifications but the deferral of those T Levels that we have recruited to will have a reputational impact on the College.

Does the LEO 2 forecast include the pay award?

Yes, but it does not include the improved pay award offer. LEO 3 will be run shortly which will include the updated offer.

RESOLVED:

The Committee noted the financial update provided.

2.2 College KPI Dashboard

The KPI dashboard was reviewed and the following points noted:

- A substantive update had been provided for English and maths with improvements seen and updated within the self-assessment.
- Bank covenants and the operating surplus had been updated to a 'red' RAG rating.

RESOLVED:

The Committee noted the contents of the KPI Summary Dashboard.

2.3 Annual Statement of Focus to inform College Planning

The annual statement was a standard governance practice between the University and College that detailed a draft set of priorities for consideration by the College when formulating its Annual Strategic and Operating Plan for the year, following discussions between the College and University that would be presented to both College and University Boards.

RESOLVED:

The Committee reviewed and noted the contents of the statement of focus.

2.4 HR Strategy (People Strategy) 2024/26

The Executive Director of HR and Estates presented the report and the following points were highlighted:

- The report set out the direction and scope of the HR strategy and key HR functions that related to the College's mission and strategic direction to become an 'Outstanding' college.
- A review of the strategy would be undertaken following Group project developments.

RESOLVED:

The Committee noted the contents of the HR (People Strategy) 2024/26.

2.5 Health & Safety Update:

The Executive Director of HR and Estates provided the following overview:

- Following attendance to a small incident on campus, Greater Manchester Fire and Rescue Service wrote to the College noting they had no immediate concerns about fire safety at the College.
- A formal fire audit would be undertaken in July with the report to be shared with the Committee.
- Martyn's Law would be an addition to the UK's terrorism resilience strategy as part of the Protect duty. Martyn's Law would follow a tiered model of requirements linked to activity, capacity and risk at certain locations. The College would be in the 'standard tier' and HE institutions would come under the 'enhanced tier' with a higher level of expectation.
- There would be an inspection, compliance and enforcement regime with financial sanctions likely if not met.
- A redesign of the College campus entry with a swipe/turnstile access was being considered.
- Lockdown procedures in terms of a lockdown training / refresher video were being reviewed.

Governor Question:

Is it worth reviewing the Martyn's Law requirements and collaborating with the University Group to benefit from economies of scale?

We have been in discussions regarding the BCMS design. The University has not been included in those conversations but we have been speaking with the University Director of Strategic Property Projects. Access requirements are potentially different at each organisation, the University has different challenges to the College as to the number of buildings and entrance facilities. The College will liaise with the University Director of Facilities.

Will there be funding available for adaptions?

We do not know yet.

Why do the number of accidents between September and December appear high?

It should be noted that they will appear high when in comparison to the 'lockdown years' and the first term is always the busiest.

RESOLVED:

The Committee noted the Health and Safety update.

3. SECTION C - UNIVERSITY GROUP MATTERS FOR CONSIDERATION UNLESS INDICATED

4. SECTION D - ANY OTHER BUSINESS

4.1 Meeting Evaluation

The Committee Members confirmed that the meeting had met requirements. The Committee had robustly challenged the officers and all Committee Members had participated in the meeting. The Committee noted the comprehensive and detailed nature of the reports provided.

5. SECTION E - FUTURE MEETINGS

Tuesday 6th June 2023 at 5.00pm

There being no further business to discuss, the meeting closed at 5.48pm

Chair's Signature:
Date: 6 June 2023