

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE OF THE GOVERNING BODY OF SOUTHERN REGIONAL COLLEGE HELD ON TUESDAY 17 JANUARY 2023 AT 17.30 VIA TEAMS.

PRESENT:

Mrs Tracy Strachan (Chair)
Mr Brian Doran (CEO)
Mr Nick Harkness
Mr Gary McMurray
Mr Tom Redmond
Mr Kieran Swail
Mrs Judith Thompson

IN ATTENDANCE:

Dr Thomas Moore, Governing Body Chair
Mrs Lee Campbell, Director of Finance and Planning
Ms Joanne McGuigan, Assistant Director of Finance
Miss Lindsay Armstrong, Secretary to the Governing Body

The meeting convened at 17.32.

A01. APOLOGIES FOR ABSENCE

Apologies for absence were received from the Boardroom Apprentice, Miss Clodagh Palmer.

A02. DECLARATION OF INTERESTS

The Chair reminded those present to declare at the commencement of the meeting any conflict of interest held in matters to be discussed. No interests were declared.

A03. MINUTES OF THE GOVERNING BODY MEETING 18 OCTOBER 2022

The minutes of the Finance and General Purposes Committee meeting of 18 October 2022 were reviewed for accuracy, and unanimously approved on proposal from Mr Swail and seconded by Mr Redmond subject to amendment of a spelling error under A08.

A04. MATTERS ARISING

None.

A05. CHAIRMAN'S BUSINESS

Mrs Strachan welcomed Mr Harkness to his first meeting of SRC's Finance and General Purposes Committee.

A06. POLICY APPROVAL

• **International Programme**

Mr Doran referred Members to the International Programme policy and informed on amendments to funding programmes and responsible staff. Members were advised on fewer opportunities for staff and students to avail of travel overseas going forward under the new mobility scheme.

In response to a query from Mr Harkness, Mr Doran advised that staff are looking at a range of applications to external funding strands, including PeacePlus. He informed that proposals will be presented at the Annual Strategy Day, with further options to be presented to Members of the Education Committee and thereafter the full Governing Body.

**ACTION
By whom**

Mr Doran

- **Procurement**
- **Financial Scheme of Delegation**

Mrs Campbell advised on recommended changes to the Procurement policy and Financial Scheme of Delegation to remove reference to the public procurement guidance notes and align to procurement policy notes and control limits.

In response to a query from Mr McMurray, Ms McGuigan informed that suppliers are made aware of College policies as part of the procurement process. She advised that agency staff are notified as part of the induction procedure.

Mr Redmond and Mr Harkness advised on additionality and methodology regarding on how costs are to be applied as part of the tender process.

Mr Doran committed to review College policies of relevance to third parties and distribution of the same.

Mr Doran

- **Network Acceptable Use**
- **ICT Network Security**
- **Password policy**

Mr Doran advised that the procedural note has been merged into the Network Acceptable Use policy. Mrs Campbell explained that the ICT policies had been reviewed as part of the process for cyber security accreditation which was awarded in December 2022. Members were informed on a tightening of controls including a system forced expiration of staff network account passwords every 60 days.

The six policies were unanimously approved on proposal from Mr McMurray and seconded by Mrs Thompson.

A07. RESOURCE ALLOCATION

- **December update to final budget position**

Mrs Campbell referred Members to the Departmental letter of 6 January confirming funding to SRC for the period ended March 2023. She informed on college allocation in relation to pay pressures of £233k and baseline allocation of £29,568k secured for 2022-2023.

Members were advised that further proposals to address future funding will be presented at the Annual Governing Body Strategy Day on 24 January.

Members commented that equitable responsibility and a proportionate approach is required to address funding challenges throughout the sector, and ramifications communicated to the responsible parties should sufficient funding not be made available.

A08. SRC MANAGEMENT ACCOUNTS

Ms McGuigan presented the Management Accounts and provided detail in relation to the main grant and earmarked funds. She advised on issues arising under apprenticeship funding claims due to ongoing issues with TAMS, informing on system errors resulting in challenges to support claims. Mr Doran advised that the matter is contained within Corporate Risk Registers across the sector and confirmed that concerns have been escalated to DfE through the DfE/College Strategic Group.

Ms McGuigan advised that recruitment against target is down for HE fees and confirmed that the budget has been met for FE fees and charges.

Members were informed of significant underspend on staff pay due to vacancies and concerns arising from additional hours contracts.

Ms McGuigan provided an update on aged debtors and creditors and informed on good progress to target for prompt payments.

The Committee noted the report.

A09. GOVERNING BODY BUDGET REPORT

Ms McGuigan presented the Governing Body Budget report for the period ended 30 November 2022 and advised on variances across budget lines impacted by the timetabling of Governing Body and Committee meetings.

Members noted the report.

A10. DfE FORECAST RETURNS

Ms McGuigan referred the Committee to the summary analysis of resource and capital expenditure. She informed on income, staff costs and non-staff costs spend in year to date, providing detail on income delayed due to issues arising from the TAMS system and the significant increase in the use of part time lecturers.

The Committee noted the report.

A11. DIRECT AWARD CONTRACTS

None to report.

A12. COMPLAINTS AND COMPLIMENTS REPORT

Mrs Campbell presented the Complaints and Compliments report as of 15 December 2022 and advised that a total of 19 complaints have been received, all of which have been quickly resolved. Members were advised of no concerns and informed that all disclosures are being tracked to ensure no trends are emerging.

Mrs Campbell provided an update on non-reportable data incidents, subject access requests, requests for erasure and freedom of information.

She informed on compliance reviews and in response to a query from Mr McMurray concerning a delayed response from relevant managers, advised that all recommendations are referred to the Timetabling Task and Finish Group.

Members noted the report and were informed that no suspected fraud or public interest concerns have been referred to the College.

A13. ANY OTHER BUSINESS

None to report.

A14. DATE AND TIME OF NEXT MEETING

The next meeting of the Finance and General Purposes Committee is scheduled for 17.30 on Tuesday 14 March 2023 via TEAMs.

The meeting concluded at 19.08.

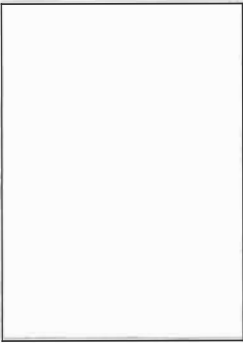
CHAIR

DATE

Approved 14 March 2023

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Certified as a true copy of minutes approved by Members of the Finance and General Purposes Committee at their meeting of 14 March 2023 by the Secretary, Miss Lindsay Armstrong.



signature redacted

SECRETARY

15 March 2023 .
DATE