

Ms McGuigan presented updates to the GDPR policy advising on sections added to include provisions for privacy notices, recording of processing activity and data protection impact assessments. She advised on the sector requirement to produce procedural notes on the data subject rights procedure, data breach management procedures and data breach incident response procedures.

In response to a query from Mr McMurray, Ms McGuigan clarified that initial drafts of procedural guidance are tabled with the relevant Committee for information.

The Data Protection GDPR policy was approved on proposal from Mr Fitzsimons and seconded by Mr Harkness.

A07. MANAGEMENT ACCOUNTS REPORT

Mrs Khan presented the Management Accounts report and advised that income is tracking as expected and small variances are not causing the finance team any concern.

Mrs Strachan thanked Mrs Kelly for highlighting questions and forwarding in advance of the meeting.

Mrs Khan informed that underspend in direct teaching pay due to strike action requires accrual in respect of mitigation expenses and underspend for support staff vacancies has been reallocated to other funding pots.

Mrs Khan referred Members to the summary of expenditure for the executive team, four faculties, estates and IT and advised on budget clinics to address any areas of concern.

In response to a query from Mr McMurray concerning student debt, Mrs Khan advised that this will clear down substantially over the next months, albeit there will be a requirement to write off some debts.

She referred the Committee to the Aged Creditors and Prompt Payments report and advised that cardholders are encouraged to keep credit card spend to a minimum.

Members reviewed the part-time lecturers tracker.

Mrs Campbell advised that members of the Principals Group met with lecturer trade unions earlier in the day and were informed that 92% of members voted to accept the pay award.

A08. GOVERNING BODY BUDGET REPORT

The Committee noted an overspend in Governing Body Members' remuneration, travel expenses and hospitality and agreed that additional resources need to be allocated to meet budget.

Miss Armstrong clarified that the overspend is attributed to a substantial change in Governing Body membership over the period and significant recruitment exercises.

A09. DfE FORECAST RETURNS

Mrs Khan referred Members to the remaining budget for capital spend and advised on commitments to spend. She informed on percentage spend in relation to income, pay and non-pay and advised that the finance team are still closing off March's activity.

Ms McGuigan informed that the overall budget is showing pressure and advised that the final budget was provided earlier in the day providing confirmation of costs covered and reflective of funding assumptions.

Mr Harkness commented that management need to be aware of staff welfare and pressures.

Mrs Campbell advised on financial review budget meetings on performance to mitigate risks.

A10. DIRECT AWARD CONTRACTS

Ms McGuigan confirmed that there have been no new Direct Award Contracts.

A11. BANK MANDATE

- **Financial Controls**

Ms McGuigan informed that she has reviewed the Internal Audit report on Key Financial Controls reviewed by Members of the Audit and Risk Committee in April 2021 and advised on the key findings that overall, there is a satisfactory system of governance, risk management and control.

She informed that the Internal Auditors remarked on good practice and clear guidance and are satisfied with the segregation of duties.

A12. SECTOR INSURANCE BUSINESS CASE

Ms McGuigan advised that sector insurance premiums have increased over the years and as such the business case has been revisited. She informed that the guidance Managing Public Money NI outlines that central government organisations should not generally take out commercial insurance and SRC as a Non-Departmental Public Body are expected to self-insure.

Ms McGuigan advised that modelling of continued purchase of full commercial insurance does not represent Value for Money and there is significant discomfort that there is no Departmental guarantee on employer's liability.

Members were advised that agreement has been reached with the Department to review options. The Committee noted the expenses involved.

A13. COMPLAINTS AND COMPLIMENTS REPORT

Ms McGuigan presented the Complaints and Compliments report and advised that complaints received are significantly more than the previous year. She advised on two ongoing investigations and informed that deadlines are being meet.

Members were advised that a significant amount of complaints relate to action short of strike.

Ms McGuigan commented that the high number of complaints arising from the Banbridge campus are varied and informed that all complaints are investigated, and corrective action taken as required.

Ms McGuigan informed of a reportable data breach in February 2024 and advised on action taken.

Members were informed of one suspected fraud currently being investigated and were advised that further information will be reported on through the Audit and Risk Committee.

Ms McGuigan provided a summary of the case and advised that weaknesses in processes have been identified.

A14. CIRCULARS

- FE01/24 2024-25 Skills Focus Circular
- FE02/24 2024-25 InnovateUs Circular

Members were referred to the annual funding circulars instructing on how to submit claims.

A15. ANY OTHER BUSINESS

None to report.

A16. DATE AND TIME OF NEXT MEETING

Members agreed to review the date of the next meeting of the Finance and General Purposes Committee. Miss Armstrong to advise on the agreed date.

The meeting concluded at 18.34.

Miss Armstrong


CHAIR

18th June 2024
DATE