

Minutes of a meeting of the **Resources, Integration and Change committee**
held on Tuesday 5th April 2022

Present: Jim Webster (Chair)
Simon Cove, John Dernie, Carole Kitching, Shereen Sameresinghe, Rob Wheeler

With: Stephen Horrobin, Deputy Principal Finance and Resources
Julian Tucker, Interim Finance Team
Tracy Scaife, Head of Governance

140. Apologies for absence and welcome – apologies for absence received from Peter Boucher. The Chair welcomed Shereen Sameresinghe to her first meeting of the committee.

141. Disclosures of interest – received from Rob Wheeler regarding his employment by Nationwide Building Society who the college has a business savings account with.

142. Minutes of the last meeting held on 25th January 2022 and matters arising – agreed as a correct record. There were no matters arising.

143. Risk management update – reports by Deputy Principal Finance and Resources received and noted.

The meeting further noted that two new material risks have been identified relating to the material increase in the rate of inflation and the potential for pressure to increase pay rates. The annual inflation rate of the Consumer Price Index is expected to reach 7.4% in the current year which will put pressure on non-pay costs as well as some delivery related costs, fees and admin and premises costs.

The rise in inflation will put pressure on the college to increase rates of pay.

With regard to the Risk Register presented to the meeting it was questioned whether the risk relating to whole college financial costs under heading 5.0 Financial should belong to the RIC committee rather than the Audit committee as stated and it was agreed that this risk should be allocated to the RIC committee.

The risk relating to the final submission of invoices for the IoT has been removed as these have now been submitted.

The meeting asked for more detailed information on the detail of the action plans relating to the risks owned by the committee. This will be presented to the next meeting of the committee in June 2022. It was also suggested that it would be useful to show any changes in position/scoring of risks.

ACTION: SH to amend risk register to assign risk re. whole college financial costs (5.0 Financial) to RIC committee; SH to report to next meeting on action plans relating to risks owned by the committee; SH to include details of changes in position/scoring of risks in risk register

144. Management accounts P7 – report by Deputy Principal Finance and Resources received and noted.

It was further noted that no variances have been included within the P7 accounts but they will be shown in the P8 and P9 management accounts. Comparisons are taken against the forecast rather than the original budget as this is simpler for internal users.

P8 management accounts will include the T Level bid relating to animal care and the current bank loan. The Chair advised that he is of the view that the college should repay the bank loan before the end of the current academic year if the financial position and forecasts indicate that this is possible. The Deputy Principal Finance and Resources advised that he would only recommend repaying the loan if there was absolute certainty that it would not be needed within the next two years. Considering the budget for the 2022/23 academic year will indicate if the decision to repay the loan is feasible. The Deputy Principal Finance and Resources will present a report to the next meeting of the committee to consider this further.

ACTION: SH to present report to next meeting of committee regarding the feasibility of repaying the current bank loan.

145. FHP software update – report by IT Project Coordinator received and noted.

The Deputy Principal Finance and Resources advised that the FHP software update has now been successfully completed and no future reports will be presented to the committee. Support contracts are in place with providers.

With regard to the web recruitment module, this will provide a more integrated process and will give better tracking both for the college and applicants. Shereen Sameresinghe offered to pick this up offline with the leadership team.

The report on the progress with the new HR system is deferred to a future meeting of the committee once the newly appointed HR Director takes up post.

ACTION: HR Director to report to committee on the new HR system

146. Value for Money (VFM) and assurance – report by Deputy Principal Finance and Resources received and noted.

The committee asked for their thanks to be passed on to the Procurement Team for what they have achieved with regard to value for money and for the way in which they have worked with customers both internal and external to achieve the savings made.

With regard to the Institute of Technology (IoT) equipment tenders the committee was reminded that the employers involved with the project had signed off on the selection of furniture and lighting and the specification for these should therefore not be changed. The Deputy Principal Finance and Resources advised that Ian Webster, Project Manager will be able to confirm if any changes have been made.

In response to a question about utility contracts, it was confirmed that these are rolling contracts that can be cancelled by giving notice in September to end the following April.

ACTION: SH to pass thanks of committee on to Procurement Team; SH to check with IW re. specifications for furniture and fittings of IoT and to clarify if any changes to that agreed by employers.

147. Institute of Technology (IoT) update – verbal update received from the Deputy Principal Finance and Resources.

The Chair advised that it is his intention to call a meeting of the IoT Sub Group before the end of the month.

BKBS have advised recently of further delays to completion dates for both the Pegasus and Corvus buildings. The revised date for the completion of the Pegasus building is now mid-May and for the Corvus building is mid-June. This is unacceptable and the Principal and Deputy Principal Finance and Resources have written to the Managing Director of BKBS expressing their concerns with regard to this slippage. The Project Manager has contacted the DfE asking them if they are able to help. It is not known if BKBS are on the DfE approved contractors list. The Principal has been in contact with the MP who is onside and doing what he can to help. Penalty clauses are attached to the contract in the sum of £6k per week. The delay in completion will have a significant impact on various areas including hosting of exams, temporary accommodation, and insurance for equipment in storage.

It was further noted that the project is being significantly under-manned with workforce numbers recently reducing significantly.

148. Any other business – raised as follows:

(a) KPI dashboard – the Chair referred to discussions at the last meeting of the Corporation with regard to each committee being asked to identify KPIs relevant for that committee. He asked each member of the committee to email the Head of Governance by the end of the month with no more than five KPIs relating to finance for the Corporation as a whole. It was noted that both HR and Premises sit within the committee and KPIs for these areas should also be included. The Deputy Principal Finance and Resources was asked to present a paper on the KPIs relating to the committee to the next meeting.

ACTION: Committee members to email TS no more than 5 suggested KPIs relating to finance, HR and premises: SH to present report on RIC committee KPIs to next meeting.

149. Date of next meeting – Monday 20th June 2022 at 4.00pm

150. Integration update – confidential minutes refer.

151. Emerging budget – confidential minutes refer.

152. Financial forecast – confidential minutes refer.

153. Savings plan – confidential minutes refer.

154. Confidential minutes of last meeting held 25th January 2022 – confidential minutes refer.