

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE OF THE GOVERNING BODY OF SOUTHERN REGIONAL COLLEGE HELD ON TUESDAY 8 MARCH 2022 AT 17.30 VIA TELECONFERENCE.

PRESENT:

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

IN ATTENDANCE:

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.

The Committee welcomed new Member Mr Gary McMurray to his first meeting of SRC's Finance and General Purposes Committee.

Ms McGuigan joined the meeting at 17.39.

A01. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr Andrew Saunders and Mrs Judith Thompson.

A02. DECLARATION OF CONFLICT OF INTERESTS

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

A03. MINUTES OF MEETING 18 JANUARY 2022

The Chair referred Members to the minutes of the Committee meeting held on 18 January 2022. These were checked for accuracy and unanimously approved on proposal from Mr Redmond and seconded by Mr Swail.

A04. MATTERS ARISING

Mrs Campbell advised that she has made enquiries regarding the low uptake of students availing of the student support Covid payments and informed that part-time uptake was particularly low. She advised that feedback has been received that there was reluctance to accept the £60 payment as some learners felt that this would have a detrimental impact on the receipt of other benefits.

A05. CHAIRMAN'S BUSINESS

None.

A06. SRC MANAGEMENT ACCOUNTS JANUARY 2022 (inc Working Capital report)

Ms McGuigan presented the Management Accounts for the period August 2021 to July 2022 outlining the position at 31 January 2022.

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Ms McGuigan referred Members to the summary of financial position advising on the forecast of RAG status to July 2022. She advised that HE and FE fees and charges are predicted to come in under budget.

Members noted that PTL costs are currently over budget, FT lecturers under budget and there is an underspend in pay administration due to vacancies in a number of areas.

Ms McGuigan advised that non-pay is expected to come in on budget and informed on a number of commitments on spend.

She provided detail on variances in regard to individual budget holders and income and expenditure per Faculty. In response to a query from Mr Redmond, Ms McGuigan advised that the new maintenance contractors are providing more timely invoices, however informed estimates continue to be an issue and that the Estates team will continue to track costs.

Ms McGuigan referred Members to the analysis of Aged Debtors and explained variance in relation to submitted invoices. Members were informed on the analysis of Aged Creditors and advised that a payment run is conducted at least once a week and more frequently at key points in the year.

The Committee acknowledged the achievement of the target of 95% for invoices being paid within 30 days and noted that on average 84% of invoices are paid within 10 working days of receipt.

Ms McGuigan referred Members to the Credit Card report and in response to a query from Mrs Strachan advised that the Marketing Team are reporting a good response to social media activity.

Members reviewed the PTL tracker analysis and in response to a query from Mr McMurray, Ms McGuigan informed that the College are contributing approximately an additional 40% on top of the three bands of lecturer hourly rates. This is attributed to employer's national insurance contribution and holiday pay.

Members noted the report.

A07. GOVERNING BODY BUDGET REPORT

Ms McGuigan referred Members to the Governing Body Budget report for the period ended January 2022. Members noted that the variance is broadly on track and recommended considering rerunning the finance training course for new Governors.

A08. RESOURCE ALLOCATION JANUARY 2022

Members noted the Departmental letter detailing the final funding allocation for the year ended March 2022.

A09. DfE FINANCIAL RETURNS FEBRUARY 2022

Ms McGuigan presented the DfE Financial Returns report and advised on 61% spend on resource allocation to date. She informed Members on the present difficulty progressing business cases on committed spend.

Ms McGuigan provided a breakdown of the position of resource budget in relation to income, staff and non-staff costs.

Members noted the report.

A10. DIRECT AWARD CONTRACTS

None to report.

A11. COMPLAINTS AND COMPLIMENTS REPORT

Mrs Campbell presented the Complaints and Compliments report as at 31 January 2022 and advised that 100% of complaint acknowledgements and final response deadlines have been met.

She advised that in January 2022 a further 8 complaints were received by the College and informed that the 3 outstanding investigations reported in the document have been satisfactorily completed.

Mrs Campbell informed that 12 compliments have been received by the College to date and advised on a subject access request and two FOI requests. She confirmed that no whistleblowing disclosures have been received by the College.

Mrs Campbell informed that the Corporate Compliance Manager and Data Protection Officer has undertaken an extensive review with information officers within the College in order to complete the Information Asset register and Record of Processing Activities report.

Mrs Strachan commented on the expedient handling of complaints in the College and stated that the Corporate Compliance Manager and Data Protection Officer should be commended for his work in this regard.

In response to a query from Mr McMurray, Mrs Campbell advised that the comparative year data may be impacted by challenges arising from Covid-19. Mr Doran stated that complaints are monitored regularly by the Senior Management Team and informed that the information provided allows management to refine processes and drive improvement.

Members noted the report.

A12. POLICY APPROVAL

- **Information Handling & Data Classification Guidelines**

Mr Doran referred to minor amendments to the policy to address security classification and record the disposal of all College devices through an approved disposal contractor who will provide certification of data destruction.

The policy was approved on proposal from Mr Redmond and seconded by Mr McMurray.

- **Document Control**

Mr Doran informed that the Document Control policy has been reviewed in line with its three year review and advised on no recommended amendments.

The policy was approved on proposal from Mr Swail and seconded by Mr Redmond.

- **Art Collection**

Mr Doran confirmed that the policy has been reviewed in line with its three year cycle and minor amendments have been recommended to record requirements to display and the rotation of art works.

The policy was approved on proposal of Mr McMurray and seconded by Mr Redmond.

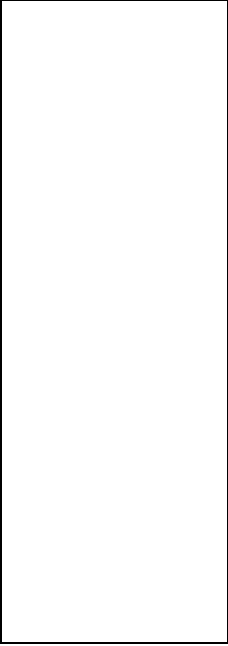
A13. ANY OTHER BUSINESS

Mr Doran advised that the College has been notified that Departmental approval has been received on the lecturer pay award and the new pay rates with arrears will be processed and paid in March salaries.

A14. DATE AND TIME OF NEXT MEETING

The next meeting of Finance and General Purposes Committee is scheduled to take place on Tuesday 31 May 2022 at 17.30 via teleconference.

The meeting concluded at 18.32.



CHAIR

DATE