

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE OF THE GOVERNING BODY OF SOUTHERN REGIONAL COLLEGE HELD ON TUESDAY 26 FEBRUARY 2019 AT 18.30 IN THE BOARDROOM, NEWRY.

PRESENT:

Mr Tom Redmond (Acting Chair)
Mr Brian Doran
Mr Kieran Swail

IN ATTENDANCE:

Mr Andrew Saunders, Governing Body Chair
Ms Joanne McGuigan, Assistant Director of Finance
Mrs Carla Shields, Boardroom Apprentice
Miss Lindsay Armstrong, Secretary to the Governing Body

The meeting convened at 18.30.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mrs Teresa Campbell, Mrs Judith Thompson and Mr Terry McGonigal.

In the absence of Mrs Campbell, Mr Redmond agreed to act as Chair.

2. 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.

3. MINUTES OF MEETING 3 DECEMBER 2018

The Chair referred Members to the minutes of the committee meeting held on 3 December 2018. These were checked for accuracy and unanimously approved on the proposal of Mr Swail and seconded by Mr Doran.

4. MATTERS ARISING

Mr Doran advised that approval of the Communications policy is agreed to be deferred to the next meeting of the Governing Body.

Ms McGuigan informed that with relation to Members' enquiries, a statement has been inserted into the Fees Schedule to clarify GDPR obligations concerning the transfer to data to the Debt Recovery Agency.

Mr Saunders arrived at the meeting at 18.33.

5. CHAIRMAN'S BUSINESS

None.

6. WORKING CAPITAL REPORT

Ms McGuigan presented the Working Capital Report and advised of a reduction in cash balances aligned to investment in the Armagh Estates Project. Members were provided with an analysis of aged debtors, noting the addition of a narrative to reference agreement of payment in instalments and earlier invoicing in relation to SPP Projects.

ACTION BY WHOM

Members reviewed the investment report and noted a positive position in trend analysis of the aged creditors report. Ms McGuigan informed the Committee that the downturn in January recorded in the prompt payment report is due to the College's Christmas closure period.

Committee Members reviewed the credit card expenditure report and expressed no concerns.

7. GOVERNING BODY BUDGET REPORT FOR THE PERIOD ENDED JANUARY 2019

Ms McGuigan presented the Governing Body Budget Report and advised Members of revised budget settings. The Committee was informed that overspend in relation to Governors' remuneration and travel is likely to realign due to the scheduling of Governing Body and Committee meetings.

The Committee noted the report.

8. DfE RECLASSIFICATION RETURNS

- **Summary of Movements report**
- **December 2018 (November Actuals)**
- **January 2019 (December Actuals)**
- **February 2019 (January Actuals)**

Ms McGuigan presented the DfE Reclassification Returns and provided Members with an overview to the presentation and development of the records. She informed of close monitoring of the progressing documents by the Budget Management Team.

The Committee discussed accounting methods for Non Departmental Public Bodies, funding received relating to curriculum planning and the findings of the recent Tribal report.

Members noted the report and requested information on any anticipated pressures going forward.

9. DIRECT AWARD CONTRACTS

Mr Doran stated that there are no new Direct Awards Contracts to inform Members of.

Ms McGuigan advised of restrictions applied by CPD should the requirement of a single provider arise.

10. POLICY REVIEW

- **Communications**

Members were informed that the Communications policy is to be presented to the Governing Body for approval on the 12 March.

- **SRC Mobile and Remote Working**

A detailed discussion took place regarding the minimising of risk for staff using personally owned devices for remote working. Members deferred approval of the policy making several recommendations including creating and maintaining a control environment and issuing guidance to staff on expectations and safe working practices.

Mr Sloan

Mr Todd

- **Data Retention and Record Handling**

Members noted amendments to the policy in relations to GDPR legislation. Mr Doran informed that the FE Sector Data Retention and Disposal Schedule is currently under review.

Mr Saunders left the meeting at 19.44 and returned at 19.45.

- **SRC Information Handling**

Members reviewed the first issue of the Information Handling policy noting guidance on ensuring appropriate security measures are in place.

- **Social Media**

Members reviewed the Social Media policy updated to reflect GDPR legislative requirements.

Mr Saunders left the meeting at 19.54.

- **CCTV**

The Committee noted significant changes to the CCTV policy to detail the responsibilities of the Data Protection Officer (DPO) and the separation of procedural notes.

Members approved the four documents on the proposal of Mr Doran and seconded by Mr Swail.

11. COMPLAINTS AND COMPLIMENTS REPORT

Mr Doran referred Members to the Complaints and Compliments report and advised of 4 formal complaints, 18 informal complaints and 5 comments received since the start of the 2018-19 academic year. He informed that all but one have been investigated and closed.

Members noted 13 compliments received and were advised of a planned compliance review ahead of an internal audit of GDPR.

The Committee were advised of 4 near misses of data breach recorded by the DPO and were informed that all cases relate to human error.

Mr Doran informed that 92% of staff have completed the mandatory online GDPR training and of the remaining 82 the majority are on long-term sickness or are seasonal workers. Members were advised that the DPO is working with line managers to ensure that all staff complete their training as soon as practicably possible.

The Committee noted the report.

12. ANY OTHER BUSINESS

None.

13. DATE AND TIME OF NEXT MEETING

The next meeting of Finance and General Purposes Committee is scheduled to take place on Tuesday 28 May at 18.30 in the Boardroom, Newry Campus.

The meeting concluded at 20.04.

Teresa Conley
CHAIR

29/5/19
DATE

