**Minutes of the 10th Meeting of the Finance and General Purposes Committee held on Wednesday 19 September 2018, at GTCNI, Albany House, Great Victoria Street, Belfast**

**Present:** Mr Clive Bowles (CB), Mrs Gillian Dunlop (GDp), Mr D Canning (DC),

Mr Paul Boyle (PB)

**Apologies:** (Ms Siobhan McElhinney and Mr Paddy McAllister - Industrial Action),

Mrs Delma Boggs

**In Attendance:** Mr Sam Gallaher (CE), Mrs Majella Matthews

(Finance & Contracts Manager) (MM), Mr Gerry Devlin (SEO) (GD),

Ms Lesley Dickson (Personal Assistant) (LD).

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| 1. Welcome, Introduction and Apologies   The Chair welcomed all members to the 10th meeting of the Finance and General Purposes Committee meeting. Apologies were noted.     1. Declarations of Interest   DC advised that he may have to declare an interest at Agenda Item 11.     1. Minutes   Members reviewed the Minutes of the meeting of Thursday 3 May 2018 and were asked to confirm for accuracy and completeness.  The Minutes were adopted; proposed by PB and seconded by CB.  SG advised that there would be a matter coming up under AOB when officers would be asked to leave the meeting.   1. Matters Arising   CB asked about Agenda Item 9 of the Minutes of the May meeting regarding the GDPR Policy which was to be added to the website. GD advised that this policy had been approved by Council at the last meeting and will be published on the website.   1. CEO Update (Verbal)   SG updated members on his observations since taking up the post of Chief Executive and advised that he had attended an Accounting Officer training course. He discussed the organisations present trend in income and expenditure and registration fees paid by non-NI teachers. He advised that a priority should be the development of a robust Corporate Plan for the period to 2022. He indicated that he had reviewed the two capital projects included in the 18/19 business plan and said that the new website is expected to go live in April/May 2019. He updated members on the progress to procure the replacement Registration Database.  SG advised that there were a few HR issues to be dealt with and that the staff restructure indicated in the business plan should be informed by the Corporate /Strategic Plan.  He highlighted work to be done on the Transition Plan, the Election and the Policy Review.  GDp joined the meeting at 11.25am  CB thanked SG and said that this information gives credibility, raises important issues for consideration by Council and a basis for planning.  GDp highlighted that there could be a fine line between the work of the GTCNI and the Unions. SG agreed but as a professional body he considered the purpose of GTCNI was not to replicate or replace any trade union but to act in a complementary fashion to promote the interests of the profession in NI.  SG advised that the Council should work with key stakeholders as the professional body and advised that the Permanent Secretary echoed this view at a recent meeting with him. He added that it is the responsibility of the Council is twofold: to safeguard the profession and to enhance its standing within the community.  PB said that the Corporate Plan was much needed and being a voice of the profession and is very important. He said that the Council needs to look at investing and supporting greater interaction between the Council and the profession.  SG discussed the present inability of the Council to be able to communicate with teachers via email.  Members also discussed website links to the GTCNI.  CB thanked SG for his observations and food for thought.   1. Management Statement & Financial Memorandum (F&GP/18/09/P01)   SG advised that given approval of the Council to amendment of the MSFM a confirmed version 9 was received for authorisation by him and the Permanent Secretary. This document essentially (along with legislation and standing orders) set out the rules by which the Council must operate. Members were content for SG to sign the MSFM.   1. Finance Update (F&GP/18/09/P02)   MM took members through the report and asked them to agree any actions which need to be taken.  She directed members to note the Income and Expenditure Report to 31 August 2018, the 2018-19 original budget allocation and the forecast position at 31 August 2018.  MM advised that Council submitted a draft budget for 2018-19 on 13 March 2018. The subsequent budget allocation fell significantly short of that required to meet all of the actions/commitments in the 2018-19 Business Plan. The budget allocation shortfall was discussed with the Teacher Education Team on 20 April and Anne Dickson wrote to Tommy O’Reilly on 24 April advising him of her concerns and the associated risks for GTCNI in delivering on its Business Plan.  She informed members that over the 5 months to August every effort has been made to prioritise the delivery of the Council’s statutory functions and live within the original budget allocation. She advised that notwithstanding this, and following review, the Budget Allocation remains insufficient to meet the Council’s Pay commitments and the forecast indicates that it may be necessary to bid for additional resource. SG and MM are to review this position in detail over the coming weeks.  Charitable status/Tax status  Members were advised that Tom Penman, BTMM attended both F&GP on May 3rd and ARAC on May 4th and appraised Council of the options available at its July meeting. Members agreed that the Council should not lodge an appeal, and that HMRC should be contacted as an intermediate measure to minimise any tax liability. MM said that GTCNI await BTMM’s plan of engagement with HMRC. MM advised that DoF had also expressed a wish to be involved in these discussions to assess any impact any decision might have on other NDPBs.  While recognising DoF’s intent, members discussed and agreed that the Council should ensure that it takes the lead in discussions with HMRC to ensure GTCNI needs are paramount. MM to provide an update at the next meeting.   * 1. Draft unaudited Report and Accounts   MM referred members to the 2017-18 draft unaudited Report & Accounts advising that these have been completed in accordance with DE/DoF Accounts Direction and Year end Timetable and added that NIAO is scheduled to commence 1 October 2018 with a planned certification date of 7 December 2018 or after the December meeting of Council whichever is the later.  Internal Audit  MM provided members with an update on the 18/19 Internal Audit schedule. A draft report on the review of HR Policies (April 2018) and Information Management (April 2018) is awaited and it is hoped will be discussed at ARAC meeting on 25 September. No further internal audit work has taken place since April but it is anticipated that the planned schedule of work will be completed by Mar 19..  Procurement and contracts management  MM directed members to a copy of the Procurement and Contracts Register included together with an update on the status of business cases and procurements at Appendix 3  The actions proposed in the Finance Update regarding the budget and charitable status were agreed by members. Proposed by PB, seconded by CB   1. Business Plan 2018-19 (F&GP/18/09/P03)   SG took members through an update of progress against business plan as of the end of Q2 (Sept 18). He advised that this was an internal document. Capital programmes were progressing but from his project review it was unlikely that the procurement of a replacement IT system for registration would be completed by Mar 19.  GDp enquired if the NITC could be represented on the Learning Leaders Strategy and GD advised that he had written to Gerry Murphy of NITC asking for a representative and that Council is significantly represented on the group.  Proposed by PB, seconded by CB   1. Update Registration Database Procurement (F&GP/18/09/P04)   MM took members through this paper, advising that in August 2017 IT Assist agreed to provide IT project management support for the registration database project. Independently, GTCNI officers worked on the specification and progressed it to an approx. 60%-70% state of completion. After due consideration, IT Assist confirmed that they are unable to provide the specialist IT support necessary to bring this project forward.  MM advised that the Teacher Education Team (TET) confirmed approval to go to procure the necessary specialist support to the procurement and implementation of this IT system. Members were directed to the Addendum attached to the paper and informed that it is proposed to secure this input from a specialist software house. To this end a draft specification for client facing IT specialist support has been completed and is currently being reviewed by the CEO.  In April 2018 it was also agreed with DE that given the passage of time, the approved business case (December 2015) should be revisited and refreshed to consider the reliability of assumptions, costs and overall VfM. It was agreed that this would be submitted by means of an Addendum to the approved business case.  Following a review and refresh of the costs, including an extension of the contract term for a period up to 10 years the overall whole life project cost is now estimated to cost £1,151,071 comprising. Overall this is an increase of £547k (on the approved business case for £645k but the increase is largely attributable to the longer time horizon take.  Members discussed spend and contract options.  Proposed PD, seconded CB   1. Website (F&GP/18/097/P05)   This paper was presented to members for information and to provide an update on the procurement of a replacement website. It is intended that an ITT for this project should be issued at the end of October.  **11**. Gifts and Hospitality Register (F&GP/18/09/P06)  Members were provided with this paper for information.  **12**. Any Other Business  This Agenda item was taken ‘In Committee’ and related to an HR matter concerning a member of staff on suspension.  **13.** Date of next meeting  Monday 3 December 2018    Signed………………………….. Dated ……………………………. | Action  Action  SG  Action  SG  MM/SG  MM  Action  MM  GD  Action  SG/MM  GD |
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