



**Minutes of the meeting of the Finance, Planning and Resources Committee
held at 4.00 pm on Tuesday, 8 November 2016
1B16 - Technopark, SE1 6LN**

Present

Andrew Owen (Chair)
Temi Ahmadu
Jerry Cope
Michael Cutbill
Neil Gorman
Mee Ling Ng
Jenny Owen
David Phoenix

Apologies

Paul Ivey
James Stevenson

In attendance

Pat Bailey
Mandy Eddolls
Richard Flatman
Ian Mehrtens
Shân Wareing
Michael Broadway
Joe Kelly

1. Welcome and Apologies

The Chair welcomed members to the meeting. Apologies were noted as above.

2. Declarations of Interest

No member declared an interest in any item on the agenda.

3. Minutes from the last meeting

The committee approved the minutes and proposed redactions, subject to minor amendments.

4. Matters Arising

All had been completed or were on the forward plan.

5. **Management Accounts to 30 September 2016**

The committee noted the management accounts at 30 September 2016.

It was also noted that the latest tuition fee forecast had not been included in the accounts. The latest tuition fee estimate was reported as £77.1m which, whilst 5% up on last year, represented a shortfall of approximately £1m compared to budget for 2016/17. It was reported that this could be offset by staff cost savings to 30 September and that the university was therefore forecasting to deliver a surplus of £1m in line with budget.

6. **Annual Report and Accounts, 2015/16**

The committee noted the Annual Report and Accounts and the financial performance for 2015-16. The committee noted that the audit of the accounts was substantially complete and that there were no significant audit findings. The Audit Committee would review the audit findings in details ahead of approval of the accounts by the Board at its meeting of 24 November 2016.

The committee noted that due to the changes under FRS102, the 2014-15 financial outturn had been restated as a £1.2M deficit.

7. **Review of student recruitment 2015-16**

The committee noted the review of student recruitment for 2016. The committee discussed the lessons learned and target setting for 2017. The committee noted that due to improvements in data quality processes, trend analysis and tracking would be improved for future recruitment cycles.

The committee noted that specific combinations of courses were being developed in potentially high growth areas, including Business, Psychology and Hospitality, Leisure & Tourism.

8. **Key performance indicators - strategic enablers**

The committee noted the KPI report – Strategic enablers. The committee discussed the improved progression data and noted the range of progression across the Schools. The committee requested to receive data broken down by School in future reporting. School information sheets would be discussed at the next meeting.

The committee noted that the KPIs on room utilisation and pre-clearing recruitment were being reviewed by the Executive and a recommendation to vary the KPIs would be made to the Board meeting of 24 November 2016.

9. **Students' union draft accounts**

The committee noted the draft Students' Union accounts, 2015-16, which showed a surplus of £14k for the year.

The committee noted achievement during the year including achieving a 28% turnout in Student Union elections.

The committee noted the objectives for 2016/17 and the challenges in training 700 student course reps. The university would continue to work closely with the Students' Union to help the union achieve its objectives.

10. **Strategic HR report**

The committee noted the Strategic HR report. The committee noted that UCU had re-engaged in negotiations on the South Bank Agreement.

11. **Chief Operating Officer's report**

The committee noted the Chief Operating Officer's report.

12. **Gift Acceptance Policy review**

The committee approved the Gift Acceptance policy subject to a minor clarification of the 6-month period relating to honorary awards.

13. **Any Other Business**

There was no other business.

**Date of next meeting
4.00 pm, on Tuesday, 28 February 2017**

Confirmed as a true record

..... (Chair)