



**Minutes of the Finance Committee Meeting of 24 March 2014**

**PRESENT:** Vice-Provost/Chief Academic Officer(in the Chair), Interim COO, Bursar, Dean of AHSS, Registrar, Prof. R. Gilligan, President of the Students Union, Mr. J. Gorringe (by tele-conference), Chief Financial Officer (CFO) – Secretary of the Committee.

**IN**

**ATTENDANCE:** FSD Project Manager

**APOLOGIES** Provost, Ms. C. Curtis

The minutes of the Finance Committee meeting of 19 February 2014 were approved.

**Section A**

**FN/13 - 14/79 Redundancy Provision - Proposal**  
**XX**

The Committee considered the circulated memorandum from the CFO dated 14.03.2013 setting out a proposal to create two redundancy provisions, noting that it had previously been considered and approved by the Planning Group at its meeting of 22.01.2014 and subsequently included in Planning Group Report #10 to Board on 26.02.2014.

In considering the proposals outlined, the Committee noted the basis of the research staff provision, the method in which the redundancy will primarily be charged, the percentage contribution effective from 01.10.2013 and monitoring of the provision. Having further noted the basis of the provision for non-research staff and the associated background information, the Committee approved the proposal to establish the redundancy provisions and recommended it for onward approval by Board.

**Action**

**79.1** The proposal (attached to these minutes) to establish two redundancy provisions to be forwarded to Board for approval.

**Section B**

**FN/13 - 14/80 Consolidated Financial Estimates 2013/14**  
**XX (Minute FN/13-14/67 of 19.02.2014 refers)**

The Senior ABC/FECP Accountant attended for this item

A memorandum from the CFO and the Senior ABC/FECP Accountant dated 14.03.2014 was circulated to the Committee (and accompanying appendices including the HEA Grant Letter dated January 2014) setting out the Consolidated Financial Estimates for 2013/14. The Committee considered the revised projected outturn for the year compared to the position advised to Board in June 2013 and the high level update provided at the last Committee meeting. The Committee also considered and noted the factors impacting the revised outturn across a number of main income and expenditure headings, including the updated variance in relation to Scholars and Post Graduate awards. Furthermore, the Committee noted the key assumptions upon which the projected figures were based. The projected GAAP outturn for the year, including the impact of the main GAAP adjustments and the ongoing discussions with the College auditors in this regard, was also noted.

In relation to the projected outturn for 2013/14, the Committee recommended to Board that the College should strive for a break-even outturn for the year, utilising reserves if necessary, and a Section 37 letter would therefore not be required. In the context of financial sustainability, the Committee agreed to stress to Board that relying on reserves to balance the budget was not a solution to financial pressures and that a continued focus on and delivery of income generating and cost management opportunities was required. On this basis, the Committee specifically requested the Engineering Services Manager to explore options around reducing the College's energy costs.

The Committee recommended the 2013/14 Consolidated Financial Estimates to Board for consideration and approval and noted that, following approval, the Calendar Year Estimates for 2014 will be presented to the HEA in the Funding Statement format as part of the annual accountability and budget meeting to be held in April 2014.

**Action:**

- 80.1** The Engineering Services Manager to explore options around reducing College's energy costs.
- 80.2** The College to strive for a break-even outturn in 2013/14, utilising reserves if necessary.
- 80.3** The 2013/14 Financial Year Estimates were recommended to Board for consideration and approval.

**FN/13 - 14/81 Trinity Visitor Experience: Financial Overview and Issues**

**XX** The Director of Commercialisation attended for this item

Having been circulated with a memorandum from the Bursar and Director of Commercialisation, dated 18.03.2014, the Committee noted the high level summary of the Visitor Experience Masterplan, the financial overview, key issues and risks along with the implementation options as set out. The Committee further noted the scale of the plan including the incremental activity arising from its implementation, the market implications, potential increase in visitor spend along with revenue targets for new facilities. In noting the estimated level of investment required to deliver the plan, the Committee agreed that a more detailed business proposal in this regard should come forward for consideration in due course. In welcoming the four themes of the plan – conserve, educate, restore and improve, the Committee recommended that the title of the document should be broadened to reflect these themes to a greater degree.

Having noted the storage issues identified, the Committee recommended the master plan for onward consideration and approval by Board.

**Action:**

- 81.1** A detailed business proposal to come forward for consideration in due course.
- 81.2** The title of the document to be broadened to reflect the four themes of the plan to a greater degree.
- 81.3** The Trinity Visitor Experience master plan was recommended for onward consideration and approval by Board.

**Section C**

**FN/13 – 14/82 Quarterly Accounts to 31.12.2013**

The Committee noted the circulated memorandum dated 14.03.2014 from the Financial Services Division, reporting on the Quarterly Accounts for the period to 31.12.2013, which set out a summary of the financial position in addition to further enhanced information across the following categories:

- Financial Analysis of Payroll Costs (excl. Research)
- Research
- Analysis of Capital Projects

The Committee further noted the College's success in the FP7 Programme, as outlined under the Research element of the report.

**FN/13 - 14/83 Borrowing Framework & Loan Guarantees**

**XX**

In accordance with Section 6 of the Framework for Borrowing and Loan Guarantees, the Committee noted the circulated memorandum from the Financial Planning Manager dated 14.03.2014 and accompanying schedules, setting out full details of borrowing, underwriting and guarantee arrangements in the format requested by the HEA.

**FN/13 - 14/84 Residential Charges 2014/15**

The Committee considered the circulated memorandum from the Accommodation Officer dated 14.03.2014, in relation to proposed residential rental charges for the 2014/15 academic year, which were informed by the need to address cost increases since 2013/14 and generate additional income and which had been approved by the Commercial Revenue Unit Board.

Noting the dissent of the President of the Students Union, and having considered the additional supporting information underpinning the proposed charges, including market data and general economic forecasts, the Committee approved the increase in residential charges for 2014/15 as set out.

**FN/13 - 14/85 Student Sports Centre Charge 2014/15**

The Committee noted the circulated memorandum from the Head of Sport and Recreation dated 13.03.2014, which outlined an increase to the Student Sports Centre Charge for 2014/15, in line with the provisions of the Student Referendum in 2007, and which had been agreed with the Students Union following a consultation process.

**FN/13 - 14/86 Finance Committee Self-Evaluation 2013/14**

The Committee considered the circulated memorandum from the CFO dated 14.03.2014, which included a draft Finance Committee Self-Evaluation Form for 2013/14. Following receipt of suggested amendments to this document (if any), the agreed self-evaluation forms will be circulated to Committee members for completion within the agreed timeframe in order that the outcome of the process may be considered at the final Committee meeting in June 2014.

**Action**

**86.1** Members to review the self-evaluation forms and revert with their amendments within the agreed timeframe.

**86.2** The outcome of the Self-Evaluation process to be considered at the final Committee meeting in Trinity Term.

The Committee noted that the next Finance Committee meeting is scheduled for Thursday, 15 May 2014 at 2.00p.m. in the Provost's Library.

PROVOST.....

DATE.....