

**Minutes of the meeting held
on Thursday 26th June 2014**

Key abbreviations/acronyms used in these Minutes:

SUSS	Students Union Superannuation Scheme
SMT	Strategic Management Team
P&L	Profit & Loss
LGPS	Local Government Pension Scheme
HEFCE	Higher Education Funding Council for England
EBITDA	Earnings before interest, taxes, depreciation, and amortization

Papers: You can request a copy of the reports to which reference is made below from the Manager, Secretariat: Tel: 0151 231 3116 or email: secretariat@ljmu.ac.uk [please note some information is marked as *Restricted Business which will not be available to the public*].

PRESENT: Mr G Morris (Chairman)
Mrs K Byrne (Deputy Chairman)
Mr P Hyland
Mr J Stopforth
Professor N Weatherill

IN ATTENDANCE: Mr M Askem (Associate Director, Estate Management) (Item 7 only)
Ms J Bertolini (Finance Director & Deputy Chief Executive)
Mr D Cole (Vice President, Community Engagement) (Item 6 only)
Ms B McGuinness (Deputy Finance Director)
Ms D Tipping (Committee Secretary)
Ms J Whalen (Chief Executive, LiverpoolSU) (Item 6 only)

FC 14.13 **APOLOGIES**

Apologies were given from Mr Colin Davies (Director of Estate Management)

Preliminary Formal Business

FC 14.14 **DECLARATION OF INTERESTS**

Any member of the Board who had (or who knew of a family member who had) a material, personal, financial or other beneficial interest in any item on the Agenda was requested to declare that interest at the beginning of the meeting, or to the Chairman prior to the meeting, in order that such declaration could be recorded in these Minutes.

Noted.

FC 14.15 **MINUTES OF THE MEETING HELD ON 17th MARCH 2014**

A typographical error at Minute FC 14.08, page 12, fourth bullet, third line: The word 'Loyalties' should read 'Royalties'.

Noted and amended.

FC 14.16 **MATTERS ARISING FROM THE MINUTES**

Action Point FC 14.04(i) Student Union's Code of Practice

Reported:

- That the Finance Director & Deputy Chief Executive and the Deputy Finance Director had met with LiverpoolSU to discuss the Code of Practice. The Finance Director & Deputy Chief Executive recommended to the Finance Committee, after discussions with LiverpoolSU, that there was no longer a need for LiverpoolSU to attend every Finance Committee and that, with the Committee's agreement, LiverpoolSU should attend the June meeting each year to present the proposed budget, or by exception when issues arise. A paper would still be required from LiverpoolSU to each Finance Committee, which would be channelled via the Finance Director & Deputy Chief Executive, and should include an outturn financial forecast.

Agreed.

Action Point FC 14.08 Review of LJMU Catering & Hospitality Provision

Reported:

- That staff from Estate Management had contacted Costcutter, as requested by the Chairman of the Finance Committee, to arrange a meeting to discuss possible purchasing options. As Costcutter were based in York and were not keen to travel to Liverpool, University staff were endeavouring to arrange a telephone conference call with Costcutter and the Catering Manager.
- The Chairman advised that the Chief Executive of Costcutter had sent him an email with contact details of the Chief Operations

Manager who was keen to discuss business with the University and that this should be followed up.

Action: Finance Director & Deputy Chief Executive

- All other action points were included as agenda items below or would be received at the next meeting on 27th October 2014.

Noted

<p style="text-align: center;">Matters for discussion</p>
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FC 14.17 **TERMS OF REFERENCE**

Received: an update report on Action Points 14.04(iv) (b) and 14.04(v) (b) from the Finance Director & Deputy Chief Executive (FC 14/14).

Reported:

- The Finance Committee at its meeting held on 17th March 2014 requested that the Committee's terms of reference, with particular reference to the 'Specific Delegated Authority', be reviewed and placed on a more formal footing to ensure they are reported to the Committee in a timely manner.
- In addition, the Committee had requested that the budgeting and reporting procedures should also be reported to the Finance Committee going forward.
- The report outlined how the University complied with the terms of reference and that there would be a further review to take note of the HEFCE Memorandum of Assurance and Accountability which will be in effect from 1st August 2014. A separate report will come back to the Finance Committee in October and a report will also be provided to the Audit Committee on 21st July 2014 in relation to the HEFCE Memorandum of Assurance and Accountability.

Action: Deputy Finance Director

Commented:

- It was suggested by the Finance Director & Deputy Chief Executive that it may be useful to signpost more clearly where reports comply with the terms of reference, which was welcomed by the Committee.
- The Chairman clarified further section 1.6 of the report regarding "changes to rates paid to employees", which referred, for example, to mileage and other expenses rather than rates of pay which would be the responsibility of the Remuneration Committee.

- Committee members also noted that the University was currently undergoing a third party review of all its banking arrangements including fees and charges, the use of the acquiring credit cards and the associated charges and online facilities. It is anticipated that the outcome of the review will be brought to the Finance Committee at its meeting in October 2014, but it was noted that there was some difficulty in considering changing the University's banking arrangements due to the way the University had set up its loan facilities.

Action: Finance Director & Deputy Chief Executive

Noted.

<p>Matters for approval or information</p>

FC 14.18 **LIVERPOOLSU FINANCIAL UPDATE**

Received: the report of the Vice President, Community Engagement and the Chief Executive, LiverpoolSU (FC 14/15).

Reported:

- The report outlined the financial performance of LiverpoolSU to date; the budget for 2014/15 and the affiliations approved at Liverpool Future Forum on 11th March 2014.
- The Students' Union were currently considering an offer from SUSS for an 8.75% reduction in deficit repayments over the next three years if the deficit was paid up front, and suggested that it would be helpful if the Students' Union could delay repaying its University loan at any point over the next three years. In addition the LiverpoolSU requested if the University could make a further loan to the Students' Union or an advance of the block grant in order to enable the students union to pay off the deficit payments. The LiverpoolSU would then repay this via a repayment of the additional loan or reduction of the Block Grant over the next three years.
- The Finance Director & Deputy Chief Executive informed the Committee that the opportunity for the Students' Union not to pay so much pension deficit should be explored further and that the University would assist in this regard.

Commented:

- The Chairman advised that the University loan to the Students' Union should be paid back, but that there was no short-term pressure to do so, and that the University should assist with the pension deficit, in a sensible way, if it is needed.

- The Chairman also informed the Committee that he understood an agreement had been reached in terms of the relocation of the Students' Union and the savings would assist the Union with their pension deficit. The Deputy Finance Director would meet with the Chief Executive, LiverpoolSU to determine a satisfactory way forward to assist LiverpoolSU with their pension deficit payment, ensuring no cashflow issues arise from the Union.
- In terms of forecasting it would be useful for the Committee to receive papers from the Students' Union showing a realistic outturn position.

Action: Deputy Finance Director

- The Chief Executive of the Students' Union clarified that the information provided within the paper regarding LiverpoolSU affiliations was to comply with the Code of Practice in relation to Section 22(3) of the 1994 Education Act which states "the accounts will also record any affiliation by LiverpoolSU to any external organisations by naming such organisations and details of any subscriptions, fees or donations paid by LiverpoolSU to that organisation".

FC 14.19

PROPERTY AND CAPITAL DEVELOPMENT PROGRESS REPORT

Received: The report of the Finance Director & Deputy Chief Executive (FC 14/16).

Reported:

- The Committee was provided with an update on the financing and progress of the University's Capital Development Programme. In addition, the report highlighted progress with regard to the financing, disposals and acquisition arrangements and progress with the University's Carbon Management and Sustainability Strategy. A plan of the recent acquisitions was also provided to the Committee to better understand the location of the plots.
- That the Finance Director & Deputy Chief Executive would return to the September Board meeting with further clarification on the overall affordability of the University's Estate Master Plan.

Commented:

- The Chairman informed the Committee that there was a £1.1m profit in relation to the sale of the Dean Walters Building which was outlined in the later budget papers, and that it would have been useful if there could have been some cross-referencing between this paper and the budget papers to assist the Committee.

- Further clarification was provided to the Committee regarding the current lease owned by the Adelphi Hotel and planning permission for the car park, and that the University was now in a better position to influence discussions going forward.
- Discussions were still ongoing with Riverside Housing regarding the purchase of a small plot of land owned by them.
- The Chairman noted that on page 2 of the report in relation to 'vacating properties' there were costs in relation to refurbishment and the re-location of servers. The Chairman asked if the University had considered the use of cloud based I.T. activities and whether this would be more cost-effective to the University. The Vice-Chancellor & Chief Executive advised that there would be an in-depth study included within the I.T. Strategy regarding capability and value for money of the I.T. infrastructure going forward.
- The Finance Director & Deputy Chief Executive informed the Committee that the Carbon Management Programme would need to be re-visited and would be built into the University's Estate Master Plan. However, this now needed to be viewed as a university-wide issue and further debate would need to take place with SMT as to what will be decided to take this forward.
- Further clarification was sought around the Carbon Management Programme and the Vice-Chancellor & Chief Executive explained that this was set in 2010 as a HEFCE requirement in which all universities had to put in plans to reduce their carbon footprint by 2020. Currently there were no financial penalties in place but this could change in the future.
- The Chairman welcomed the further debate about the importance of the Carbon Management Programme and further clarity around the University's strategy in this respect. Committee members agreed that they did not, at present, have an understanding of how well the University is doing compared to other universities, or how driven the University is with regards to the Carbon Management Programme. The Committee would find it helpful to address this issue from a zero base so that committee members can better understand where the University is going and how it wants to get there in this regard.
- Following a robust tender process the University is to appoint Xerox UK to deliver an enhanced and cost effective print service. It was agreed that this type of topic on cost savings should not be part of the Estates Report in future but a section on cost saving initiatives would be incorporated into the Finance Report

FC 14.20

**UNIVERSITY 2012/13 EXPENDITURE ANALYSIS USING TRAC
METHODOLOGY**

Received: The report from the Finance Director & Deputy Chief Executive (FC 14/17).

Reported:

- The report set out an analysis of the 2012/13 TRAC results in graphical and chart format at institutional, faculty and school level to reflect the proportionate costs of various activities across the University in relation to the multiple income streams generated.
- The Director of Finance & Deputy Chief Executive informed the Committee that this was the first time the University had used the information provided to feed back into the University around what the University is spending and where in relation to the multiple income streams generated.

Commented:

- Committee members thought that it would be helpful to have some narrative around the costs and how the University perceived those costs. Some faculties were significantly contributing to income generation and some were not and it would be useful for members to know how those who do not contribute financially are contributing in other ways.
- The Vice-Chancellor advised the Board that the University would not be run on the basis of the data provided, which drives the education sector away from research, scholarly activity and knowledge transfer. However, it is a useful tool in that it prompts some very interesting questions about the balance of the University.
- The Chairman informed the Committee that where the TRAC analysis could be useful is to be incorporated into the budget preambles going forward so that members of the Committee could better understand some of the decisions made around faculty costs and course closures, etc. Another element is to address why the University has a research deficit and whether there is anything that can be done to decrease that deficit.
- Committee members asked whether teaching could continue to fund research and whether this would be challenged by the Funding Council. The Vice-Chancellor advised that the TRAC analysis doesn't take into account the impact research has on teaching in a positive sense, in that research excites the academic community and which in turn then brings students to the University.
- The Chairman informed the Committee that he had been surprised that the School of Sports Science was making a loss given that it is one of the market leaders. The Vice-Chancellor advised Committee that Sports Science has a favourable staff-student ratio and a significant number of staff who are research active, and that there is an expectation that it now starts to generate more research and collaborative income, and that the University would be looking at this more closely. However, the Vice-Chancellor also did not

underestimate the profile of Sports Science and what this brought back to the University business.

- Committee members noted the difficulty in analysing a non-commercial organisation using a commercial framework tool, and had found the debate today helpful, and had been thought-provoking about the ethos of the University.

Noted.

FC 14.21 **FORECAST OUTTURN 2013-14 AND BUDGET 2014/15**

Received: The report of the Finance Director & Deputy Chief Executive (FC 14/18).

Reported:

- The Finance Committee considered and approved the Budget for 2013/14 at its meeting on 17th June 2013. In the October Monitoring report the position had improved with an operating surplus of £11.0m (excluding FRS 17 and sale of fixed assets), or £8.0m after including a £3m provision of FRS 17. It has been recognised that it would be necessary to deliver a demonstrably sustainable budget for 2014/15 in order to enable the University to deliver its strategic plan.
- The report presented to the Finance Committee in March 2014 revised the budget to a historic cost surplus of £8.0m, being £11.0m surplus on operating activities, with £3m for a FRS 17 pension charge. The outturn forecast is £13.3m surplus on operating activities, £3m FRS 17 pension charge and a surplus on the sale of fixed assets of £1.1m.
- Appendix A to the report set out the movement which comprise the difference between the budgeted surplus (£3.9m) and the out-turn forecast surplus (£11.4m).
- The current bank covenants require the University to generate sufficient cash to meet its loan and finance charge obligations, and also to have debt service levels below a specific percentage of income. The University forecast out turn for 2013/14 comfortably meets, and exceeds, all of Barclays Bank covenant requirements.
- The 2014/15 Budget delivers a similar value operating surplus to that forecast for 2013/14. The paper outlined the different elements contributing to the budget surplus.
- The Budget for 2014/15 is for a Historic Cost surplus of £9.3m. The impact of FRS 17 is assumed at £3m. It is assumed that no university fixed assets will be sold during the year. Therefore, the Operating Cost surplus is £12.3m.

- The car mileage rate paid by the University to employees when using their own car has remained at 40p per mile for several years. An increase from 40p to 45p is expected to cost c£10-15k spread across the University and therefore it is recommended that the rate should increase from 1st August 2014 which will have little overall impact on budget holders.
- There has been a drawdown of the loan facility in prior years; £20m in August 2009, £10m in August 2010 and £10m in August 2011. The original terms of the £60m loan facility the University has with Barclays Bank, was that the final £20m would be drawn down by 28th May 2013; however this was extended by the bank for a full four year period to 28th May 2017. All other terms remained unchanged and the University continues to pay the non-utilisation fee on the undrawn facility at the same rate previously established (0.75% p.a.) It is expected that no further draw down of the loan will be required in the 2014/15 year.
- The development of the next phase of the Estate Master Plan continues. The forecast thus assumes at a high level, that significant additional capital investment during the period 2014/15 to 2016/17 and beyond.
- As part of the Estate Master Planning process the forecast will be revisited and monitored throughout the 2014/15 year. The improved cash balances, combined with the possible sales of further properties and draw down of the additional loan facility of £20m will be factored into a consideration of the affordability and delivery of a new Estate Master Plan.

Commented:

- Committee members noted the still relatively low numbers of overseas students and recognised that although this wasn't a financial risk at present this may be an issue for the University going forward, in that the University would be over-relying on the income from home students. The University has, therefore, set a target of 15% for international students which would increase significantly the University's income stream, but also enrich the student environment.
- Committee members also noted the pressures from the increasing pay bill and pensions going forward and including the large capital investment in Copperas Hill which will put pressure on the loans. The Committee asked whether the University was looking further ahead at these implications and whether it could continue to successfully recruit additional students against a forecast of negative demographic trends and keep the quality of the student intake. It was recognised that further income needed to be generated through research, international students and collaboration and partnerships and in addition processes and systems made leaner to accommodate the University's

sustainability over the next 50 years, and the Committee would want to see some ambitious plans to ensure that sustainability.

- The Vice-Chancellor welcomed the support of the Committee and advised that the University would be bringing plans forward for international activity, collaborative partnerships and enterprise to bring in further income streams. The University would need to look closely at its staffing base and outline its expectations going forward in light of increasing costs. There may also be some political pressure in light of the General Election and possible changes to fees.
- The Chairman assured members that he had taken the time to go through the budget lines prior to the meeting and had received positive responses to his questions. The Chairman welcomed the out turn and forecast for the short term but noted the challenges that lay ahead that would need to be dealt with.
- The Committee would find it helpful to have a list of bullet points as to where savings opportunities can be made in the pay bill along with a timetable and plan of action to deal with the issues. The Chairman advised that this information had been requested by the Remuneration Committee and that the Vice-Chancellor would be bringing back a paper outlining where the University wanted to be in five years' time along with the steps that needed to be taken and the timelines. The Remuneration Committee would then report to the full Board.

The Committee:

- **Noted and endorsed** the University forecast outturn for 2013/14 for onward referral to the Board of Governors.
- **Note and endorsed** the University budget for 2014/15 as approved by the SMT, for onward referral to the Board of Governors.
- **Noted and endorsed** the block grant contribution to LiverpoolSU of £1,038k for 2014/15, for onward referral to the Board of Governors.
- **Noted and endorsed** for onward referral to the Board, the continued actions taken by the Vice-Chancellor and SMT, on behalf of the Board, in determining the shape and future direction of the University.
- **Approved** the increase in the rate paid to employees when using their car from 40p to 45p per mile as from 1st August 2014, for onward referral to the Board.

FC 14.22

CASHFLOW, BALANCES AND LOANS

Received: The report of the Finance Director & Deputy Chief Executive.

Reported:

- The report provided an update on the cashflow forecast for the University over the budget and forecast years.

The Committee:

- **Noted** the anticipated loan requirements over the budget and forecast years.
- **Noted** the ongoing work to ensure a sustainable budget and forecast.
- **Noted** the ongoing work to ensure the University has the capability and flexibility to develop in accordance with the Strategic Plan.

FC 14.23

RISK REGISTER

Received: The report of the Finance Director & Deputy Chief Executive.

Reported:

- The Committee received a copy of the Finance & Resources Risk Register for information, and to debate its usefulness to the Finance Committee.

Commented:

- The Chairman informed the Committee that this report was in response to the Finance Committee's questions around financial risk and that a paper could be brought to each Finance Committee to review the identified risks and mitigation actions and the Committee could also ask for additional risks to be added. Alternatively, the Committee may feel that risk is dealt with appropriately by the SMT. Committee members were asked to give their feedback and this would be included on the next agenda for Finance Committee.

Action: Committee Members.

FC 14.24

DEBTORS AND DOUBTFUL DEBT PROVISIONS

Received: The report of the Deputy Finance Director (FC 14/21)

Reported:

- The Committee received an update report relating to the Debtors and Doubtful Debt Provision for the University and JMU Services Ltd.

- Based on a review of the outstanding debt at the end of April 2014 the value within the forecast P&L (£350k) remains reasonable.

Commented:

- The Chairman welcomed the paper which was presented in a clearer format than previously, and which showed that the University was improving each year in reducing debt to the University.

Noted.

FC 14.25

PENSION SCHEMES UPDATE

Received: The report of the Deputy Finance Director.

Reported:

- The Committee were provided with an update on the pension schemes operating within the University, showing both recent and proposed changes, and with particular reference to the financial aspects.
- The risks associated with the changes in pensions have been built into the financial forecast and have been incorporated into the local risk register. These are being monitored and where possible mitigating controls put in place, for example, auto-enrolment and the 2014 changes to LGPS.
- That the report will be shared with the Audit Committee at its meeting on 21st July 2014.

Commented:

- The Chairman informed the Committee that the 'Enhanced Pensions Provision' was a legacy issue and on questioning the current situation, he was informed that generally due to the tax changes it was no longer a benefit to high earners to have an enhanced pension. Furthermore, the University did not have a policy of enhanced pensions.
- The Finance Director & Deputy Chief Executive advised the Committee that there were pension pressures on the pay bill and that this is something the University would need to give consideration to in the future.

The Committee:

- **Noted** the changes to the pension schemes affecting employees.
- **Noted** the changes affecting the University

- **Noted** the future changes anticipated in 2015 and beyond which will have financial implications on both employees and the budgets for LJMU.

FC 14.26

NEW FINANCIAL MEMORANDUM WITH HEFCE

Received: The oral report from the Deputy Finance Director.

Reported:

- That the Model Financial Memorandum between HEFCE and institutions had been amended and would be in place for 1st August 2014 with a new title of Memorandum of assurance and accountability between HEFCE and institutions.
- The major change, from a finance point of view, is the recognition by HEFCE that the way they consider the borrowing capacity of each of the institutions is no longer relevant and the new Memorandum will state that borrowing capacity would be based on five times the average of EBITDA over a six year period. Based on a quick calculation by the Deputy Finance Director this meant that the University's borrowing capacity should be of the order of approximately £90-£95m.
- A report will be going to the next Audit Committee on 21st July 2014 and then onwards to the Board of Governors' meeting on 29th September 2014.
- The Director of Finance & Deputy Chief Executive advised the Committee that conversations had taken place with Barclays Bank around loan facilities and that Barclays Bank had also indicated that they would lend the University up to c£90m if required.

Commented:

- Committee members indicated caution around interest rates in relation to borrowing. The Deputy Finance Director advised that HEFCE had also had discussions with the banks as part of the consultation exercise and the banks are still keen to lend money on short-term contracts by way of a revolving facility rather than a loan.
- That the terms of reference for Finance Committee would also be reviewed in light of the changes to the Memorandum. If there are any changes these would be brought back to the Finance Committee.

Action: Deputy Finance Director and Committee Secretary.

Noted.

FC 14.27 **FINANCIAL REPORTING STANDARDS (FRS102) UPDATE**

Received: The oral report of the Deputy Finance Director.

Reported:

- The implementation date for the Financial Reporting Standards (FRS102) is 2015/16 but 2014/15 would then need to be restated. A number of institutions, including LJMU, had formed a group to discuss the issues and the external auditors were providing guidance and assistance to the group.
- A report will be brought to Audit Committee and Finance Committee in the autumn.

Action: Deputy Finance Director

Noted.

FC 14.28 **PRESENTATION OF FINANCIAL INFORMATION FOR STUDENTS**

Received: The report of the Deputy Finance Director.

Reported:

- The Committee were informed of the new HEFCE requirements with respect to the presentation of financial information for students. The changes to the requirements are to commence for the financial year ending July 2014.
- HEFCE have recommended that all Higher Education providers explore the presentation of financial information for students and to ensure that the information is visually clear, useful and accessible. An example graph was presented to the Committee which had taken on board the HEFCE recommendations around the categories of information that should be included.
- Finance & Resources Services would be working with the University's Corporate Communications Team and LiverpoolSU to ensure that the information is more easily accessible by positioning it more obviously on the University web-site and to determine the format and presentation of the information.
- The final version will go to the SMT and then the Finance Committee for approval at its 27th October 2014 meeting.

Action: Deputy Finance Director

Commented:

- The Chairman cautioned that in respect of information around expenditure then the definitions needed to be clearer. For example,

one of the headings within the graph was “general education” and that this may need to be more specific.

- The Chairman also suggested that the University needed to ensure students understood that the £9k fees received by the University was not additional funding, and that as the University received the fees other funding declined virtually pound for pound and that this message was important to get across.
- The Vice-Chancellor informed the Committee that the University had to be careful about the message and presentation so that the University is not put in a position where students can compare, for example, bursaries without having a full explanation as to what the University means by bursaries.

The Committee:

- **Noted** the HEFCE recommendations for the presentation of financial information for students.
- **Noted and approved** the actions required to be undertaken prior to October 2014 and beyond.

FC 14.29

LIVERPOOL SCIENCE PARK

Received: The oral report of the Vice-Chancellor & Chief Executive.

Reported:

- That the Science Park was now on a much better financial footing. IC3 has now been completed and was standing at 80% plus occupancy rates. That there was no longer a need for this item to be specifically reported at all Finance Committee Meetings, unless by exception.
- The Finance Director & Deputy Chief Executive informed the Committee that there had been one outstanding action which has now been accomplished, i.e. the loan to the Science Park from all the partners which will be repayable.

Commented:

- It was suggested and agreed that this topic be no longer a regularly reported item at the Committee but that it should receive the annual budget of the Science Park for review and noting.

Action: Finance Director & Deputy Chief Executive

- Committee members cautioned that although the Science Park was now on a more sound financial footing, that it was important to utilise the Science Park for its original purpose of incubating entrepreneurial talent and spin out companies.

- The Vice-Chancellor noted the comments made and would welcome an active discussion about the role of the University in the Knowledge Quarter, of which the Science Park is just one component. A debate would provide a lead as to whether the University should be pro-active or reactive. The Science Park may be more directly beneficial to the University when it looks at increasing its enterprise, possibly working with local businesses located within the Science Park; in terms of knowledge transfer the University would be working with its partners in the Science Park; and also in terms of inward investment, encouraging businesses to come to the Science Park, including spin offs and commercialising the University's intellectual property.

Action: Vice-Chancellor & Chief Executive

FC 14.30 **PROGRAMME OF BUSINESS 2014/15**

Received: The programme of business for the Finance Committee for the 2014/15 year.

Reported:

- Arising from discussions at the meeting today the Chairman recommended that the following items should be added to the programme of business:
 - The review of the University's banking arrangements
 - New terms of reference for the Finance Committee in relation to the new Memorandum of assurance and accountability between HEFCE and institutions.
 - Presentation of financial information for students.
 - Financial Reporting Standards (FRS102)

Approved.

FC 14.31 **ANY OTHER BUSINESS**

No other business.

FC 14.32 **DATE OF NEXT MEETING**

Monday 27th October 2014 at 4.30pm

LIVERPOOL JOHN MOORES UNIVERSITY

BOARD OF GOVERNORS – FINANCE COMMITTEE

Action Point Control Register – Status of Open Action Points as at 27th October 2014

Minute	Action	By Whom	By When	Status
FC 13.31	<u>PROPERTY AND CAPITAL DEVELOPMENT PROGRESS REPORT:</u> In relation to Carbon Management the Chairman noted other environmental issues outlined within the report and requested a further review and report back to Committee in the near future.	Finance Director & Deputy Chief Executive & the Director of Estate Management	June 2014	Active
FC 14.04(i)	<u>Student Union’s Code of Practice:</u> That the Code be reviewed to ensure compliance in regard to the Union’s accounts which should be referred to the Finance Director & Deputy Chief Executive before submitting to Committee.	University Secretary & Deputy Chief Executive and the Finance Director & Deputy Chief Executive.	June 2014	Discharged
FC 14.04(iii)	<u>Science Park:</u> The Chairman reported that he could not recall a detailed business plan for the Science Park coming to the Finance Committee to support these investments, and that it would be helpful to see the financial accounts at the end of each year for the Science Park and its forecast going forward to ensure that the University can support it. The Science Park’s overheads structure needs to be challenged in a constructive way to ensure the business works.	Finance Director & Deputy Chief Executive	October 2014	Active

Minute	Action	By Whom	By When	Status
FC 14.06	TRAC Return 2012/13: Statistical data at School level had highlighted issues that had not been obvious previously. The data would be worked through by SMT with a further Paper being brought to Finance Committee for information.	Finance Director & Deputy Chief Executive	June 2014	Discharged
FC 14.08	Review of LJMU Catering & Hospitality Provision: The Chairman advised that Bibby-owned 'Costcutter' provide products to many universities and student unions and therefore it may be wise to conduct a cost comparison exercise with Costcutter.	Director of Estate Management	June 2014	Further action as at Action Point FC 14.16 below.
FC 14.09	Property & Capital Development Progress Report: In relation to the Carbon Management report the Chairman requested further information and the University's action plan for dealing with the wider issues.	Finance Director & Deputy Chief Executive	October 2014?	Active
FC 14.16	Matters Arising from the Minutes of the meeting held on 17th March 2014: The Chairman advised the Finance Director & Deputy Chief Executive to follow up on possible business with Costcutter.	Finance Director & Deputy Chief Executive	October 2014	Follow up action required in relation to FC 14.06 above.
FC 14.17(i)	Terms of Reference: A separate report will come back to the Finance Committee in October in relation to the HEFCE Memorandum of Assurance and Accountability.	Deputy Finance Director	October 2014	New

Minute	Action	By Whom	By When	Status
FC 14.17(ii)	The outcome of the review into the third party review of the University's banking arrangements will be brought back to the next Finance Committee.	Finance Director & Deputy Chief Executive	October 2014	New
FC 14.18	<u>LiverpoolSU Financial Update:</u> In terms of forecasting it would be useful for the Committee to receive papers from the Students' Union showing a realistic outturn position.	Deputy Finance Director	October 2014	New
FC 14.23	<u>Risk Register:</u> The Chairman requested feedback from Committee Members as to whether financial risks should be discussed at each Finance Committee.	Committee Members	October 2014	New
FC 14.26	<u>New Financial Memorandum with HEFCE:</u> That the terms of reference be reviewed in light of changes to the Memorandum.	Deputy Finance Director & Committee Secretary	October 2014	New
FC 14.27	<u>Financial Reporting Standards (FRS102) Update:</u> A further update report will be brought to Audit Committee and Finance Committee in the autumn.	Deputy Finance Director	October 2014	New
FC 14.28	<u>Presentation of financial information for students:</u> A final report will be presented to the next Finance Committee.	Deputy Finance Director	October 2014	New