**Finance Committee (FC) Meeting**

**Monday 24 September 2018 at 12pm**

**Minutes**

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| **Attendees Dundonald House****Attendees Ballykelly House** | **Colin Lewis** **Seamus McErlean****Peter Aiken (deputising for David Small)****Roger Downey** **William Peel (Secretariat)****David Reid****Robert Huey**  |
|  | **Brian Doherty** |
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| **Apologies** | **Fiona McCandless****Norman Fulton (Seamus McErlean deputising)****David Small (Peter Aiken deputising)** |
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| **Item** | **Description** | **Paper Reference / Action Owner** |
|  | **Welcome and apologies** **Minutes and Action Points from Previous Meeting**  | **FC 21/18** |
|  | The Chair welcomed members to the meeting.The previous minutes were agreed without amendment.  |  |
|  | **October Monitoring Round 2018/19** | **FC 22/18** |
|  | Roger Downey presented the paper. The FC discussed the Resource proposals and agreed that they should be actioned. The FC also noted the new Brexit Funding proforma return required by DoF as part of October Monitoring. On Capital there was a detailed discussion on the level of easement to be surrendered to DoF. Given business areas’ projected requirements and the likelihood of further slippage as the year progress the FC agreed that £7.0m should be surrendered in this exercise. |  |
|  | **Update on Budget 2019/21** | **FC 23/18**  |
|  | Roger Downey presented the paper and discussed the latest Resource position, the proposed consultation on Tuition Fees as part of a wider DoF consultation and the imminent 2019/20 Brexit funding exercise to be commissioned by DoF. On Capital the FC discussed the latest bids that were submitted to DoF for the 2019/20 and 2020/21 financial years and that DoF had advised that there were in line with its expectations.The FC noted the contents of the paper. |  |
| **4.** | **Direct Award Contracts (DACs)** | **FC 24/18** |
|  | David Reid presented the paper outlining the Department’s latest position in relation to DACs with a value greater than £5k in the period 1 April 2018 to 31 August 2018. The FC noted the contents of the paper and discussed those DACs which were awarded in the period under review. David Reid also advised that he would issue a formal reminder in regards to contract management processes to ensure that the use of DACs is kept to a minimum. **Action Points:** **Formal reminder to be issued in regards to contract management processes to ensure that the use of DACs is kept to a minimum.**   | **David Reid** |
| **5.**  | **Procurement Compliance** | **FC 25/18** |
|  | David Reid presented the paper outlining the Department’s compliance with Account NI procurement compliance for contracts and requisitions/purchase orders. It was also highlighted the Financial Policy Branch’s Procurement team continue to educate individual approvers on how to correctly implement procedures and how to avoid future non-compliance. The FC noted the contents of this paper.  |  |
| **6.** | **Aged Debt Report** | **FC 26/18** |
|  | David Reid presented the paper and discussed the outstanding debt position for the Department as at 31 July 2018 and the debt movement since the prior report up to 31 March 2018. The FC discussed the trends and noted the contents of the paper. |  |
| **7.** | **AOB** |  |
|  | None. |  |

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