Minute of the Business, Resources and Infrastructure Committee
Held by Hybrid Attendance at Kilmarnock Campus and
via Video Conference using Microsoft Teams
on Tuesday 30 May 2023

Present:

Mike Stewart	Chair
Matthew Wilson	Vice-Chair
Beth Clelland	Non-Executive Board Member
Fiona McQueen	Non-Executive Board Member
Lisa Keggans	Elected Member, Service/Support Staff
Janette Moore	Elected Member, Curriculum Staff
Ellie Jamieson	Elected Student President
Angela Cox	Principal, Ex-Officio

In attendance:

Yvonne Melvin	Board Administrative Officer (Minutes)
Anne Campbell	Vice Principal - Curriculum
James Thomson	Vice Principal - Finance (Interim)
David Davidson	Vice Principal - People, Performance and Transformation
Gillian Brown	Head of HR Services
Hilary Denholm	Board Governance Advisor (Observer Only)
Brad Johnstone	Head of ICT Services (Agenda Item 5)
Russell Wilson	Digital Integration Team Leader (Agenda Item 5)

1. **Welcome and Declarations of Interest**

   The Chair welcomed everyone to the meeting, particularly the new Board Governance Advisor, Hilary Denholm, as an observer to the meeting.

   The meeting was confirmed as quorate.

   There were no declarations of interest presented.

2. **Apologies**

   Apologies were received from Non-Executive Board Members Norman Bone and Gillian Murray, Martin Hammond, Head of Health, Safety and Wellbeing, and Liz Walker, Head of Financial Services.

3. **Minutes of the Previous Meeting held on 15 November 2022** *(Paper 1) (P)*

   The minutes were approved as a correct record.

   Proposed: Angela Cox   **Seconded:** Ellie Jamieson

   Action Tracker *(Paper 1a) (P)*

   The Committee noted that all actions, apart from two, were recorded as complete.

BRIC23: A01 – J Thomson advised that photographs would be made available to members through the Committee Microsoft Teams page following the meeting and that this action was now completed.

BRIC23: A02 – D Davidson advised that this action was now complete and would be covered under Item 14 on the agenda.

4. Matters Arising

There were no matters arising not dealt with on the main agenda.

5. 2022-23 Digital Strategy Annual Report (and Presentation) (*Paper 2) (P)*

D Davidson introduced Paper 2 as presented. The Committee noted that this was the first annual report since the Board of Management approved the Digital Strategy (2022 - 2025). The Annual Report sets out the progress achieved in relation to the Digital Strategy implementation and highlights key action areas moving into 2023-2024.

The Annual Report was further informed by a supporting presentation from Brad Johnstone, Head of ICT Services, and Russell Wilson, Head of Digital Learning Support. The progress made to date in the period was highlighted to members and the Committee noted the three main aims of the Strategy; Enable Digital Transformation, Develop Digital Confidence and Support Digital Learning. *(A copy of the summary presentation is available to Committee Members on Microsoft Teams).*

Key points from the report noted included:
- A new print solution introduced to the College has contributed to a significant reduction in printing.
- Investment and configuration in Cyber Security resulted in the successful blocking of 760,544 attempts to access College systems from outside of the UK, with 2,691,896 malicious emails also blocked.
- Multi Factor Authentication was implemented for staff and students with password requirements extending to 16 characters, to meet industry standards and further protect College systems and data.
- The College has successfully installed video conferencing enabled facilities in 6 classrooms across the 3 main campuses.
- A total of 362 lecturing staff completed a digital learning skills survey and were directed to complete modules on a bespoke LinkedIn Learning pathway, created by the Staff Learning and Development team.
- Improved performance of the Virtual Learning Environment (VLE), through additional features, has resulted in a smoother and more efficient experience for both staff and students.
- Improved performance of the VLE has also resulted in increased student engagement in Self Directed Study.

R Wilson and B Johnstone further advised that a number of next steps and key actions had been identified to further improve the student experience and to prioritise the development of digital skills among staff and students going forward.

Further points clarified in response to questions from the Committee included:
- Sustaining change and investment in ICT remains a focus for the College going forward.
- An external review of the College systems was currently underway as part of the Digital Transformation project.
- Employer demand for digital skills has increased and will contribute to the drive for change.
- A Working Group has been established, to develop an online learning framework, which will focus on achieving consistent delivery of online learning across the curriculum.

The Chair thanked B Johnstone and R Wilson for the comprehensive and informative presentation.

The Committee commended the work carried out so far by the teams involved and looks forward to receiving future updates.

Decision BRIC24-D01: The 2022-23 Digital Strategy Annual Report was recommended for approval to the Board on 15 June 2023.

Brad Johnstone and Russell Wilson left the meeting at this point.

6. **2023-24 SFC Funded Capital- & Revenue Expenditure Programme** *(Paper 4) (R)*

J Thomson introduced Paper 4, advising that the SFC had announced the final capital grant for FY 2023-24 on 13 April 2023 for the period April 2023 to March 2024. The Committee noted that £198,150 of grant funding had been allocated to the College, with £928,023 identified for revenue maintenance grant purposes.

J Thomson further advised that, once the finalised capital funding had been announced, the College's Executive Leadership Team would lead the development of a collegiate programme for how the grant funding would be effectively utilised. The Committee was also advised that this year's allocation of £198,150 was within the Principal's designated responsibility for capital projects and therefore would not require BRIC approval for the works identified.

The Committee noted the level of capital allocation confirmed its support of the proposal that the capital works for 2023-24 be approved by the Principal, in line with the College's Financial Regulations.

Decision BRIC24-D02: The Committee confirmed Principal approval for 2023-24 capital works, in line with the College's Financial Regulations.

7. **2022-23 Management Accounts as at April 2023** *(Paper 5) (P)*

J Thomson introduced Paper 5 as presented, summarising the full year position for the period ended 30 April 2023.

The Committee noted:
- that the full-year projections show an operating surplus of £314,024 a variance of £(995,539) against the expected budgeted position for the full year.

- trading cash deficit in year is forecast to be £(952,989) due to the credits shortfall and the removal of the assumption of additional funding for pay awards above 2%.
- A clawback of SFC Recurrent Grant monies is expected due to the projected credits being below the 2% tolerance threshold.
- Full Year Forecast Expenditure variances have been updated to include the expected 5% pay award.
- Recruitment of students in the University sector continues to negatively impact the College.

The Committee approved the report as presented.

Decision BRIC24-D03: The Committee approved the 2022-23 Management Accounts as at April 2023.

8. **2022-23 SFC Funded Capital Final Expenditure Position** *(Paper 6) (R)*

J Thomson introduced the 2022-23 SFC Funded Capital Final Expenditure Position, advising that the paper outlined the final position on SFC funded capital expenditure for the financial year April 2022 to March 2023.

The Committee noted that two projects identified in the period did not meet the criteria for capital classification. Therefore, the total capital allocation for these projects of £48,150 was re-classified as revenue and available for capital projects in 2022-23. It was proposed that the remaining capital balance of £48,150 was used support the Willie Mackie Skills Hub project.

The Committee noted the report as presented and approved use of the remaining capital balance to support the Willie Mackie Skills Hub project.

Decision BRIC24-D04: The Committee approved use of the remaining capital balance to support the Willie Mackie Skills Hub project.

9. **Sustainability Strategy 2023-25** *(Paper 7) (P)*

J Thomson introduced the Paper 7 as presented, advising that the Strategy sets out the key objectives that the College wants to achieve between now and July 2025

The Committee noted that a Sustainability Group for the College has been established. Sustainability was also a priority area for the Colleges Aspire Group and the outcomes from the work carried out by this Group have been shared with the Sustainability Group.

The Committee commended the Sustainability Strategy 2023-25 to the Board for approval.

Decision BRIC24-D05: The Committee approved the Sustainability Strategy 2023-24 and commended it to the Board for approval.

10. **2022-23 Student Support Funds Position as at 9 May 2023** *(Paper 9) (P)*

J Thomson introduced Paper 9 as presented, advising that an underspend for FE Student Support Funds was being projected and HE Discretionary Funds were fully committed.

J Thomson further advised that the figures set out also included £2,762,742 relating to 435 care experienced students and that the College continues to actively promote the additional support available to care experienced students.

The Committee noted that the College continues to work to maximise the support and funds available to students.

The Committee noted the content of Paper 7.

11. **HR & Staff Learning and Development Report** *(Paper 10) (P)*

G Brown introduced Paper 10, advising that this report provided members with an update for the reporting period February 2023 to April 2023.

The Committee noted:
- The upward trend in sickness absence continued in the period, particularly in the category of short-term seasonal illness.
- The recent winter is the first winter period since the pandemic where society had no restrictions in place, which has impacted on the prevalence of winter viruses within the general population.
- Mandatory Training completion levels were noted. In addition, a review of the College's approach to mandatory training was being carried out.

The Committee noted the report as presented.

12. **Health, Safety and Wellbeing & Equality and Inclusion Report** *(Paper 11) (P)*

D Davidson introduced Paper 11, advising that this report provided members with an update for the reporting period February 2023 to April 2023.

The Committee noted that the report's key areas of focus include accidents and incidents across the campuses, fire safety, wellbeing initiatives and programmes, equality and inclusion activity and ongoing work to support the College during the 2022-23 academic year. D Davidson also advised that the report had been updated to include information on Rolling Accident/Incident Rate Total, as per a previous action.

The Committee noted the report as presented.

13. **Quarterly Complaints Report (Q2)** *(Paper 12) (P)*

A Campbell introduced Paper 12 presenting the quarterly complaints report for Q2, November 2022 to January 2023.

A Campbell took the Committee through the key points also highlighting the actions taken to support improvement. The Committee noted that complaints received in the period were higher than the previous academic year.

The Committee noted the report as presented.

14. AOB

The Chair advised members that this would be the final Committee meeting for Student President Ellie Jamieson, who will be leaving her post on 30 June 2023.

The Committee extended their thanks to Ellie for her work with the Student Association and wished her well for the future.

The Chair also advised members that this would be the final Committee Meeting for James Thomson, Interim Vice Principal – Finance, who will be leaving the College for pastures new on 16 June 2023.

James's contribution and service to the College has been greatly received over the past 6 years. James has played an important role as a member of the Senior Leadership Team and will be greatly missed.

The Committee thanked James for his outstanding service and offered their best wishes for his future endeavours.

15. Date of Next Meeting: Tuesday 3 October 2023 at 4pm.

(C/P) Confirmed minutes will be published on College Website; (P) – Paper will be published on the College Website; (R) – Paper is reserved, because it contains data or information of a personal nature, which is restricted by legislation, or because it contains commercially sensitive information, and will not be published on the College Website

RESERVED ITEMS ON THE NEXT PAGE