

**Minute of the Business, Resources and Infrastructure Committee
Held by Hybrid Attendance at Kilmarnock Campus and
via Video Conference using Microsoft Teams
on Tuesday 21 November 2023**

Present:

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|---------------|---------------------------------------|
| Mike Stewart | Chair |
| Norman Bone | Non-Executive Board Member |
| Lisa Keggans | Elected Member, Service/Support Staff |
| Linda Corbett | Elected Student President |
| Angela Cox | Principal, Ex-Officio |

In attendance:

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| Anne Campbell | Vice Principal – Skills and Enterprise |
| David Davidson | Vice Principal – People, Performance and Transformation |
| Alan Ritchie | Vice Principal – Finance and Infrastructure |
| Gillian Brown | Head of HR Services |
| Brad Johnstone | Head of ICT Services |
| Liz Walker | Head of Financial Services |
| Hilary Denholm | Board Governance Advisor |
| June Northcote | Executive Assistant (Minutes) |

1. Welcome and Declarations of Interest

The Chair welcomed everyone to the meeting, particularly Alan Ritchie, Vice Principal of Finance and Infrastructure, who joined BRIC for the first time.

The meeting was confirmed as quorate.

No declarations of interest were presented.

2. Apologies

Apologies were received from Vice Chair Mathew Wilson, Non-Executive Board members Gordon Neil and Gillian Murray, Elected Member Janette Moore, Elected Student Vice President Tim Chan and Head of Health, Safety and Wellbeing Martin Hammond.

3. Minutes of the Previous Meeting held on 3 October 2023 (Paper 1) (P)

The minute was approved as an accurate account.

Proposed: Norman Bone

Seconded: Angela Cox

Action & Decision Log (Paper 1a) (P)

The Committee noted that all actions were recorded as complete.

4. Matters Arising

There were no matters arising outwith those detailed on the meeting agenda.

7. 2022-23 Annual Procurement Report (Paper 4) (P)

Alan Ritchie introduced Paper 4 as presented.

The Committee noted:

- The annual report is standard practice and a legislative requirement.
- A balanced approach being applied to APUC procurement, sourcing locally when possible.
- Procurement procedures will be audited in 2024.
- No areas of potential risk were highlighted.

The Committee noted and approved the report as presented.

Decision BRIC26-D03: The Committee recommended the 2022-23 Annual Procurement Report to the Board of Management for approval on 14 December 2023.

9. Health, Safety and Wellbeing Annual Report (August 2022 – July 2023) (Paper 6) (P)

David Davidson introduced paper 6, as presented.

The Committee noted:

- The report is a statutory requirement, which provides an overview of the College's performance in relation to Health and Safety, for the academic year 2022-23.
- The number of incidents increased by 23% from academic year 2021-22. This increase was attributed to a full return to on-campus learning.
- A revised sector-wide approach to data collection presents the opportunity for more robust benchmarking going forward.
- Mandatory health surveillance training was completed by 257 members of staff.
- The new safety management system has significantly reduced costs whilst providing robust reporting.
- A wellbeing accreditation scheme is being progressed this year.
- Accident and incident statistics for Ayr campus, are higher than other campuses due to the range of activities including STEM and Sport and Fitness programmes. The incident levels remain within the KPI.
- No areas of potential concern were highlighted

The Committee commended and approved the report as presented.

Decision BRIC26-D05: The Committee recommended the Health, Safety and Wellbeing Annual Report (August 2022 – July 2023) to the Board of Management for approval on 14 December 2023.

11. HR & HSW Update Report (August – October 2023) (Paper 8) (P)

Gillian Brown, introduced Paper 8, as presented.

Committee members noted:

- An increase in staff absence figures during the reporting period, due to the downgrading of the pandemic and as a result Covid-19 related absences being recorded as sickness absence.
- A rise in absence in the category of 'Depression, Anxiety and Psychological' which was impacted during the pandemic and also during the cost of living crisis.
- The second cohort of Aspire candidates starting the project launch phase.
- The new leadership development programme "Evolve" which was introduced in November 2023 to promote and support key leadership values.
- A review of the Equality Impact Assessment (EqIA) process as a key priority for the current academic year.
- 16 Days of Action showcasing related activities across all three campuses.

The Committee noted the report as presented.

12. 2022-23 Annual Complaints Report (Paper 9) (P)

Anne Campbell introduced Paper 9, as presented.

Committee members noted:

- The report is compiled in line with SPSO guidelines.
- Service improvements in line with SPSO guidelines are of key importance.
- Increase in number of complaints, likely due to the full return to campus.
- Triangulation is in place with HR to investigate any patterns and trends.

The Committee noted the report as presented.

13. 2022-23 Freedom of Information Annual Report (Paper 10)

Anne Campbell introduced Paper 10, as presented.

Committee members noted:

- During the reporting period, 27% of requests originated from the Scottish Parliament and 20% originated from trades unions.
- A high proportion of Freedom of Information requests related to staffing information.

The Committee noted the report as presented.

15. AOB

The Chair invited those present to discuss the frequency of meetings and it was agreed that the current cycle remain in place for the next cycle of committee meetings.

16. Date of Next Meeting: Tuesday 12 March 2024 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

