Minute of the Business, Resources and Infrastructure Committee
Held by Hybrid Attendance at Kilmarnock Campus and
via Video Conference using Microsoft Teams
on Tuesday 12 March 2024

Present:

Mike Stewart	Chair
Matthew Wilson	Vice Chair
Norman Bone	Non-Executive Board Member
Lisa Keggans	Elected Member, Service/Support Staff
Tim Chan	Elected Student Vice President
Angela Cox	Principal, Ex-Officio
Janette Moore	Elected Member, Curriculum

In attendance:

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
Martin Hammond	Head of Health, Safety and Wellbeing
Alistair Rodgers	Director of Enterprise Development
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 Alistair Rodgers, Director of Enterprise Development, and Tim Chan, Elected Student Vice President, 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 Non-Executive Board member Gordon Neil.

3. **Minutes of the Previous Meeting held on 21 November 2023** *(Paper 1) (P)*

   The minute was approved as an accurate account.

   Proposed: Norman Bone   **Seconded: Lisa Keggans**

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

   The Committee noted that all previous decisions and no outstanding actions.

4.   Matters Arising

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

5.   Staff survey feedback and considerations *(Presentation) (P)*

Gillian Brown presented detailed results from the staff engagement survey, which was carried out earlier in the year, going on to report a staff response rate of 45% and the staff satisfaction rating down to 56% this year, from 78% the previous year. Those present acknowledged the challenging backdrop across the sector.

The Committee noted the following positive actions being taken by the College:

- The Evolve Leadership and Management development programme
- A Culture Study (values and behaviours)
- Introduction of the Staff Voice Group
- Review of the PPDR process
- Review of internal communication systems and processes
- An 'Investors in Wellbeing' Award

The Committee noted results and actions arising from the staff engagement survey as presented.

8.   Financial Regulations Annual Review *(Paper 4) (P)*

Alan Ritchie introduced Paper 4 as presented, summarising the annual review and update of the Financial Regulations.

The Committee noted:

- The Financial Regulations were last updated in December 2022 and have been reviewed and updated as follows:

  - Update of post titles to reflect the current structure throughout the document.
  - Hyperlinks have been made to material documents referred to in the Financial Regulations to allow easy access to reference materials.
  - Board of Management financial responsibilities updated to reflect current wording in relation to financial sustainability.
  - Inclusion of financial responsibilities of the Executive Management Team.
  - The conditions regarding virement of budgets has been simplified.
  - Fraud and corruption section has been removed as now subject to separate policy.
  - Addition of table detailing approval levels for payments.
  - Update of procurement section to include Scottish Government requirements and requisition levels.
  - Addition of section on Intellectual Property Rights.

The relevance of the UK Procurement Legislation, in light of new Scottish Procurement Regulations and Official Journal of European Union (OJEU) process was also discussed.

A minor typographical error was noted and amended at page 38, point 10.13.

The Committee reviewed and approved the report as amended.

Decision BRIC27-D02: The Committee approved the Financial Regulations Annual Review.

11. **Mainstreaming Equality and Diversity Annual Report** *(Paper 7) (P)*

Gillian Brown introduced Paper 7, giving an annual update on how the College continues to build on its many strengths and achievements, as highlighted in the April 2023 [Mainstreaming Equality 2021 – 2023 and Equality Outcomes 2021-2025 Report](#).

The Committee noted:

- The ongoing good efforts of the College towards achieving Equality Outcomes 2021-25 and mainstreaming equality across the College.
- Achieving LGBT Youth Charter at foundation level.

The Committee welcomed and noted the detailed report as presented.

Decision BRIC27-D05: The Committee recommended the Mainstreaming Equality and Diversity Annual Report to the Board of Management for approval.

13. **2023-24 Student Support Funds as at 31 January 2024** *(Paper 10) (P)*

Alan Ritchie introduced Paper 10 as presented, providing an update on how the College has expended and plans to expend the £11m of student support funding.

A five-year analysis was provided to help gauge the impact of Covid and to understand the trend in applications and spend, comparing to pre-covid A/Y 2019-20.

The Committee noted:

- The College has seen a significant increase in the level of care experienced students requiring support during 2023-24.
- The College is supporting 460 care experienced students as at February 2024 compared to 435 in 2023-24. This has resulted in a £100k reduction in projected amount which will be available for the intended April and June cost of living / transition payments.
- The overall position remains that the College is operating within its allocated budget subject to the caveats and risks highlighted within the paper.
- There are no current risks that require to be drawn to members attention.
- Financial projections will continue to be refined throughout the year for reporting to both the Strategic Leadership Team and the Business, Resources and Infrastructure Committee. These projections will also be refined to reflect the information reported by curriculum on student numbers.

The Committee welcomed the detailed report and noted the report as presented.

14. **HR & HSW Update Report (Nov 2023 – Jan 24)** *(Paper 11) (P)*

Gillian Brown and Martin Hammond introduced Paper 11, as presented.

Committee members noted:

- The report provides members with an update on Human Resources and Health, Safety and Wellbeing activities during the reporting period, November 2023 to January 2024.
- This includes key data on recruitment and selection, sickness absence, staff learning and development, equality and inclusion and health, safety and wellbeing.
- HSW benchmark data to be presented at a future meeting**.**

   The Committee noted the report as presented.

15. **Quarterly Complaints Report Q1** *(Paper 12) (P)*

Anne Campbell introduced Paper 12, as presented.

Committee members noted:

- The report covers the period August – October 2023.
- 37 issues were received.
- 31 complaints were received, 1 of these was withdrawn. 6 issues were recorded as cannot directly assist.
- 20 out of 30 complaints received were dealt with at stage 1, which equates to 67% of complaints.
- Of the 30 complaints received, 37% of complaints were upheld, with a further 3% partially upheld. This combines to 12 out of 30 complaints. 5 complaints were resolved.

The Committee noted the report as presented.

17. **AOB**

No other items of business were noted.

18. **Date of Next Meeting:** Tuesday 28 May 2024 at 4pm.

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