

**Minute of the Business, Resources and Infrastructure Committee  
Held via Microsoft Teams on Tuesday 28 May 2024**

**Present:**

Mike Stewart	Chair
Matthew Wilson	Vice Chair
Norman Bone	Non-Executive Board Member
Gordon Neil	Non-Executive Board Member
Michael Ross	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)
Fiona McQueen	Chair, Board of Management (shadowing)

**1. Welcome and Declarations of Interest**

The Chair welcomed everyone to the meeting, particularly Non-Executive Board member Michael Ross who joined BRIC for the first time, and also Chair of the Board of Management, Fiona McQueen, who was shadowing the meeting to assist with annual appraisals.

The Chair noted thanks to Gillian Murray, who has now left the Board, for her contribution to this committee.

The meeting was confirmed as quorate.

No declarations of interest were presented.

**2. Apologies**

No apologies were received.

**3. Minutes of the Previous Meeting held on 12 March 2024 (Paper 1) (P)**

The minute was approved as an accurate account.

**Proposed:** Matthew Wilson

**Seconded:** Norman Bone

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

The Committee noted all previous decisions and one outstanding action (BRIC27: A01) scheduled for completion in the next academic year.

### **4. Matters Arising**

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

### **8. 2023-24 Financial Compliance Report (Paper 5) (P)**

Alan Ritchie introduced Paper 5 which was a report to provide assurance to BRIC that College is operating in compliance with the Scottish Funding Council Financial Memorandum and the Scottish Public Finance Manual.

#### **The Committee noted that:**

- The documents are being reported to the Committee to provide assurance that the financial governance requirements of both the SPFM and SFC FM are being complied with.
- Based on this assurance, the Board of Management can therefore look to sign off the year end governance statement as part of the annual Financial Statements.

#### **The Committee noted the report as presented.**

### **9. 2023-24 Financial Matters Update Report (Paper 6) (P)**

Liz Walker introduced Paper 6, which was a report to provide BRIC with update of several key matters including: Key Stakeholder Engagement; External / Internal Audit; Procurement; Taxation; Banking and Loans.

#### **The Committee noted that:**

- The College continues to discuss the CDEL / RDEL matter with the Scottish Funding Council (SFC); however, the SFC see this as a Scottish Government matter. The College has engaged with local MSPs to highlight the impact, of this change in policy, on Ayrshire. Discussions are ongoing with the College external auditors and the matter will be discussed at the June Audit and Risk Committee.
- Although the Skills Development Scotland 2024-25 contract value has increased, this is not the increase that was projected and the College is in discussions with SDS. A further update on discussions with SDS was provided.
- 2023-24 will be the second year of Azets five-year external audit appointment regarding Statutory Accounts. As previously reported the College has met with Azets to review the lessons to be learned from the 2022-23 audit.
- The College has confirmed with Wylie and Bisset that the audit of SFC credit activity is to be undertaken in the period 16 to 20 September. The student

funding and EMA audit is to be undertaken in the period 26 to 30 August 2024.

- Wylie and Bisset are currently conducting Internal Audits on three areas: Overall Financial Controls; IT Security and Corporate Governance. The final reports will be issued to the June Audit and Risk Committee for their consideration with the Business, Resources and Infrastructure Committee receiving a verbal update on the outcomes at the May meeting and the actual reports at the September meeting.
- Based on professional advice the College annually reviews the areas of activity which are likely to be deemed as non-charitable including the provision of catering services and rent/lease of premises, and it has been confirmed that there was no corporation tax liability on any of the College's non-charitable activities.
- The latest College VAT review was undertaken in November 2023 and resulted in the College recovering £2,507 from HMRC. This was because of the annual calculation of the recovery percentage increasing from 0.89% to 1.06%. This is recalculated every year. A similar review will be undertaken in November 2024.
- The Scottish Government issued a retender for the provision of banking services to 31 July 2026, which was awarded to RBS. The current banking arrangements are therefore not subject to any immediate change.
- The College has two long term loans related to the Kilmarnock and Kilwinning campuses.

**The Committee noted the report as presented.**

#### **11. Internal Audit Report – Estates Management (Paper 8) (P)**

Alan Ritchie introduced Paper 8, as presented.

**Committee members noted that:**

- The College has accepted one high and one medium graded recommendation, which would be added to the Rolling Audit Action Plan.

**The Committee considered and noted the report.**

#### **14. Quarterly Complaints Report Q2 (Paper 10) (P)**

Anne Campbell introduced Paper 12, as presented.

**Committee members noted that:**

- 40 complaints were received. 3 issues were recorded as cannot directly assist and 1 as a policy issue.
- 27 out of 40 complaints received were dealt with at stage 1, which equates to 68% of complaints.

- Of the 40 complaints received, 13% of complaints were upheld, with a further 15% partially upheld. This combines to 11 out of 40 complaints. 16 complaints were resolved.

**The Committee noted the report as presented.**

## **16. AOB**

It was noted that, following a competitive interview process, Brad Johnstone had been appointed to the post of Director of Digital Infrastructure.

The outgoing Chair, Mike Stewart, gave a farewell message and thanked Vice Chair Matthew Wilson who is taking over as the new Chair of BRIC.

No other items of business were noted.

**Date of Next Meeting:** Tuesday, 17 September 2024 at 4 pm.

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**RESERVED ITEMS ON THE NEXT PAGE**

