

**Minute of the Business, Resources and Infrastructure Committee
Held via Microsoft Teams on Tuesday 17 September 2024**

Present:

Matthew Wilson	Chair
Tracey Dalling	Non-Executive Board Member
Michael Ross	Non-Executive Board Member
Lisa Keggans	Elected Member, Service/Support Staff
Darcie Hamilton	Elected Student President
Angela Cox	Principal, Ex-Officio
Janette Steel	Elected Member, Curriculum

In attendance:

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 (up to item13)
Brad Johnstone	Director of Digital Infrastructure
Alistair Rodgers	Director of Enterprise Development
Liz Walker	Chief Financial Controller
Hilary Denholm	Board Governance Advisor
June Northcote	Executive Assistant (Minutes)

1. Welcome and Declarations of Interest

The Chair welcomed everyone to the meeting, particularly new Non-Executive Board Member Tracey Dalling, and the newly elected Student President Darcie Hamiton.

The Chair congratulated Liz walker and Brad Johnstone on their newly promoted roles.

The meeting was confirmed as quorate.

The Chair, Matthew Wilson made a declaration of interest regarding item 11.

2. Apologies

Apologies were noted from Vice Chair of BRIC, Norman Bone, Non-Executive Board members Faroque Hussain and Gordon Neil, and Anne Campbell, Vice Principal, Skills & Enterprise.

3. Minutes of the Previous Meeting held on 28 May 2024 (Paper 1) (C/P)

The minute was approved as an accurate account.

Proposed: Angela Cox

Seconded: Lisa Keggans

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

The Committee noted all previous decisions and one outstanding action (BRIC27: A01) scheduled for completion during the academic year, with the status to be reviewed at the next meeting.

4. Matters Arising

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

5. 2024-25 Committee Terms of Reference and Workplan (*Paper 2*) (*P*)

Hilary Denholm introduced Paper 2 as presented.

The Committee noted:

- The Board and standing Committees review their Terms of Reference and Workplans on an annual basis.
- Minor changes are proposed, tracked for review and are as reflected in all the Standing Committee Terms of Reference.
- The Workplan reflects any legislative reporting requirements as well as reporting against key strategic programmes of work and is in alignment with the proposed Terms of Reference.
- The Terms of Reference and Workplans have been reviewed with the lead Executive and the Terms of Reference are now cross referenced on the agenda to ensure the remit is met throughout the year.

The Committee noted the report as presented and confirmed that they were content to forward for approval by the Board.

Decision: BRIC29 D01: The Committee recommended the BRIC 2024-25 Committee Terms of Reference and Workplan to the Board for approval.

15. Internal Audit Report – Overall Financial Controls (*Paper 12*) (*P*)

Liz Walker introduced Paper 12, which provided a high-level overview of the recently conducted internal audit review into overall financial controls at the College, in line with the 2023-24 Annual Internal Audit Plan.

Committee members noted that:

- The review assessed College processes relating to purchasing, income, cash, banking, payroll and fixed assets.
- The audit identified several areas of good practice and overall assurance was strong.
- Recommendations have been added to the Rolling Audit Action Plan.

The Committee noted the contents of this report as presented.

17. AOB

No other items of business were noted.

18. Date of Next Meeting: Tuesday, 3 December 2024 at 4 pm.

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RESERVED ITEMS ON THE NEXT PAGE

