

**Minute of the Ayrshire College  
Extraordinary Board Meeting  
held in Room F128, Ayr Campus  
on Monday 27 January 2014 at 5.30 pm**



**Present:** Willie Mackie (Chair)  
Nicki Beveridge  
Kathryn Cole  
Heather Dunk (Principal)  
Steven Fegan  
Barbara Graham  
Stephen Greenwood  
Waiyin Hatton  
Gordon James  
Marie Macklin  
Alan Walker  
Tom Wallace

**In attendance:** Michael Breen  
Gillian Cleland (Minutes)  
Brendan Ferguson (Minutes)  
Jackie Galbraith  
Bernadette McGuire  
Jane McKie  
Mary Palmer

**1 Welcome and Introductions**

The Chair welcomed everyone to the Extraordinary Meeting of the Ayrshire College Board of Management.

**2 Apologies**

Apologies were received from Bill Costley and Carol Kirk.

**3 Declarations of Interest**

There were no declarations of interest.

**4 Reclassification of Colleges (ONS)**

*Establishment of the Ayrshire College Foundation: Memorandum and Articles Of Association.*

Michael Breen introduced the item by reminding the Board of the rationale underpinning the preparation of a Memorandum and Articles of Association for an Ayrshire College Foundation. The urgency was associated with the end

of Financial Year deadline of 31 March 2014 and the requirement for the Foundation to be established and operational by that time.

Accordingly the Memorandum and Articles had been prepared in association with Turcan Connell and had been submitted to the Office of the Scottish Charity Regulator (OSCR) on 23 December 2013. The College now awaits the formal response from OSCR. As required in the establishment of a Foundation, three initial trustees have signed and submitted the Memorandum of Association required for the formation of the company under the 2006 Companies Act. The three trustees, who are the initial members of the company, are:

- John Rainey – Trustee/Chair  
(Retired – HR/Finance)
- Margaret Harper – Trustee  
(Depute Head Teacher – Grange Academy, Kilmarnock)
- Gordon Hunt – Trustee  
(University of West of Scotland Campus Director, Ayr)

The Ayrshire College Foundation, when approved, will be a company limited by guarantee, without share capital and registered with Companies House.

In other matters the College has been proactive in its preparations, volunteering to pilot Cash Flow Analyses Templates, in the process providing feedback to the Scottish Government and engaging in discussions with the College's external auditors, KPMG.

**The Board acknowledged the significant amount of work undertaken by Michael Breen, Alistair Gordon (Director of Finance & Student Funding) and their Team in their progress of this important and urgent matter.**

## 5 Organisational Review

### *Phase 1: Update*

Jane McKie brought the Board up to date on Phase 1 of the Organisational Review by providing a detailed report and analyses of progress since the Phase 1 proposals received Board approval on 9 December 2013.

The final structure and supporting Appendices were issued to all staff on 10 December 2013 and the job evaluation exercise completed by Northgate Arinso by 13 December. The timeline for implementation of the final stage of Phase 1 was brought forward to allow all staff affected by the proposals to attend informal one to one meetings with senior staff on how the Review affected them. These meetings were concluded prior to the start of the holiday period. Arrangements were also made to facilitate meetings with those staff on long term sick or maternity leave.

The job matching process continues and it is projected that approximately 75% of affected staff will be directly matched into a new post by the completion of the process. As a result of the job evaluation exercise, approximately 80% of the staff matched into posts to date will receive salary increases. A further 10% will receive the same salary and approximately 10% will see a decrease in salary. Harmonised salary protection arrangements are currently being considered as part of the negotiations for new service staff terms and conditions of service.

Those staff not directly matched will be eligible to apply for posts from within an affected pool or, as appropriate, to apply for vacancies or new posts elsewhere across the college, while other staff have opted to enquire about the voluntary severance scheme. Further analysis was provided by Mrs McKie on aspects of Phase 1 including: the Voluntary Severance Scheme; progress on the discussions on Harmonisation of Terms and Conditions of Service; the Consultation Process and Risks. This analysis is set out in the paper accompanying this item.

The Board closely questioned elements contained within the above report, in particular those associated with finance, the feeling or temperature of the organisation and risk. Members were satisfied with the responses received and commended the progress made.

**The Board commended the Executive Management Team and their colleagues on the progress made to date in implementing Phase 1 of the Organisational Review**

**Signed by the Chairman** \_\_\_\_\_

**Date: 27.03.14**