

**Record of the Inquorate Estates & New
Campus Development Committee Meeting
Held at the Kilwinning Campus at 3.00 pm
on Thursday 16 February 2017**



Present: Gordon James (Chair)
Willie Mackie
Alan Walker

In attendance: Brendan Ferguson (Board Secretary)
Michael Breen
Jane McKie
Donna Vallance

The Board Secretary advised that the meeting was inquorate. That being the case no decisions could be taken on any matters of business on the agenda. Those members present agreed to proceed on an advisory basis.

1. Apologies

Apologies were received from Committee Members Holly Bates, Julie Bradley, Heather Dunk, Douglas McIvor, Lainey McKinlay, Juliana Pyper-Mcfarland and Tom Wallace. Apologies were also received from EMT member Jackie Galbraith.

2. Minute of the meeting held on 2 November 2016 (Paper 1)

The Board Secretary advised that the minutes could not be approved as the meeting was inquorate.

It was agreed that the minute would be circulated to members, together with the notes of this meeting, and members asked whether they agreed that the draft minute represented an accurate record of the meeting of the Committee held on 2 November 2016. It was noted that there were no matters arising that were not already covered by the agenda.

3. New Campus Risk Register V19 at February 2017 (Paper 2)

D Vallance took those present through Paper 2 as presented and explained that the 6 remaining strategic risks sat outwith the normal monitoring of any contracts. With the new campus now open and fully operational, consideration should be given to the transfer of these residual risks to the College Corporate Risk Register.

Those present agreed that it would be appropriate to transfer the remaining 6 strategic risks from the New Campus Risk Register (NCRR) to the Corporate Risk Register, in the process closing down the NCRR. It was agreed that a

recommendation to this effect should be circulated to the full Committee Membership. On the basis of the responses received, a further recommendation should then be made to the Audit Committee.

4. Non NPD Costs Financial Report at December 2016 (Paper 4)

M Breen took those present through the paper as written. It was noted that the Capital Grant and Budgets made available by SFC over the lifetime of the New Campus Project had reached virtual breakeven in terms of the expenditure committed. While it was acknowledged that some minor accounting adjustments may still be made, it was considered that no further financial reporting of the use being made of Non NPD Costs would be required by this Committee.

Those present congratulated all involved in the disbursement of the Non NPD Costs so accurately.

It was agreed that the membership be asked if they agree that no further Non NPD Costs Report would be required by this Committee.

5. Proposals to Ayrshire College Foundation (Paper 5)

Those present noted the proposals contained in Paper 5 in relation (i) upgrade of the Ayr Hospitality Provision and (ii) upgrade of the Kilwinning Campus Learning Resource Centre and were supportive of the proposals.

The above proposals for consideration by the Ayrshire College Foundation were noted.

6. FY 2016/17 Capital Expenditure Position as at December 2016 (Paper 6) and a Summary of the Works to be Carried Out at the Ayr Campus January to March 2017 (Paper 7)

M Breen and D Vallance took members through Papers 6 and 7 as written and answered questions from those present.

The Capital Expenditure position at December 2016 (Paper 6) was noted. It was further noted that the budget available for capital expenditure in 2016/17 had been revised in light of the Saltcoats transaction now being scheduled for settlement in the 2017/18 financial year.

The summary of works to be carried out at the Ayr Campus between January and March 2017 was noted and welcomed by those present.

7. Corporate Risk Register (V3): Estates Risks at February 2017 (Paper 9)

D Vallance noted that there had been no material changes to the existing risks.

Those present noted that there had been no change to the current risk cluster and the Committee need take no decision in this respect. It was further noted that the Committee would require to take a decision on the six residual risks transferring from the New Campus Risk Register as noted under Item 3 above.

8. AOB

Future Board Committee Structure

The Board Chair, W Mackie, raised the issue of the continuing existence of this Committee in light of the completion of the New Campus Project. It was suggested that the Committee Structure could be streamlined by merging the residual duties of this Committee with those of the Finance Committee. Those present agreed that this represented an appropriate way forward and agreed that the full Committee should be circulated and their views sought.

The Board Secretary to circulate the members of this Committee to seek their views on the proposal that, in light of the completion of the New Kilmarnock Campus Project, the residual duties of this Committee be merged with those of the Finance Committee to create a single new committee.

9. Date of Next Meeting

The next meeting of the Committee was scheduled to take place on 18 May 2017 at the Ayr Campus