

**Record of the Inquorate Estates & New
Campus Development Committee Meeting
Held at the Kilwinning Campus at 3.00 pm
on Thursday 18 February 2016**



Present: Alan Walker (Acting Chair)
Holly Bates
Heather Dunk
Willie Mackie

In attendance: Brendan Ferguson (Board Secretary)
Michael Breen
Jackie Galbraith
Bernadette McGuire
Eileen Mackin
Donna Vallance

The Secretary noted that the meeting was inquorate and, with one member having attended the wrong campus, would not become quorate. 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: Angela Alexander, Julie Bradley, Gordon James, Juliana Pyper-Mcfarland and Tom Wallace. Apologies were also received from EMT member Jane McKie and from Alistair Gordon, Director of Finance and Student Funding.

2. Presentation on ICT Strategy for the New Campus/ Non NPD Costs: Financial Report at December 2015 (*Paper 9*)

A presentation was received from Dave Swan, Director of ICT and MIS, and Brad Johnstone, IT Manager on the ICT Strategy for the New Campus in Kilmarnock. The presentation was warmly received by the Committee and a number of detailed questions were asked. Members were impressed by the visionary nature of the work currently being undertaken and the impact it would have for not only the College but also the wider Ayrshire economy.

M Breen introduced an item of tabled business that required a decision in the short term. This related to the above presentation on ICT Strategy for the new campus development in Kilmarnock and the content of Paper 9, Non NPD Costs Financial Report. M Breen reported that £2,585,000 had been allocated in a single budget line for some time for furniture, fittings and equipment budgets. It was proposed that this line be delineated into two lines for (i) ICT and (ii) other furnishings, fittings and equipment. In addition, and for this purpose only, the delegated authority of the Principal to approve purchases be extended beyond the £250K currently delegated in

order to sign contracts for the procurement of ICT equipment described in the presentation. The reason for the urgency in pursuing this request was that, under ONS rules, the non NPD capital budget of £825K agreed with SFC for FY 2015/16 must be committed before 31 March 2016. M Breen explained that the College had requested from SFC an amount of the agreed budget to be deferred to FY 2016-17. SFC had previously stated that no flexibility was available, but more recent discussions had confirmed that they are now able to consider this request. SFC now required to liaise with Scottish Government finance colleagues in order to progress the request. In this respect the College would still prioritise items of spend to meet the original budget while continuing discussions with SFC colleagues.

Those present recorded their thanks and congratulations for the presentation made and noted the outstanding benefits the strategy would bring to the new campus and, in time, the whole of Ayrshire College and the wider economy.

Those present noted the above non NPD Costs position, the related requests and the reason for their urgency. As this meeting was inquorate, it was not possible for those present to reach an agreed position. It was agreed that an explanatory case should be circulated to all Members of the Estates and New Campus Development Committee seeking member's views as follows:

Is the Committee content that the budget be split as described above?

Is the Committee content that the Principal's delegated authority for signing off the procurement documentation for ICT equipment in support of implementing the New Campus ICT Strategy be temporarily increased up to 31 March 2015 as requested above?

It was agreed that the above be circulated immediately to the committee membership with a view to reaching a decision in sufficient time to allow the appropriate spending to be committed.¹

¹ Following circulation to Committee members the following position was agreed within a week:

An amount of £1,457,000 was delineated to meet the implementation of the New Campus ICT Strategy.

The remaining amount of £1,128,000 was delineated to meet the costs of other furniture, fittings and equipment.

As a result of the time constriction involved, the Principal was given delegated authority to 31 March 2016 of up to £850K. This in order to sign procurement documentation and enter into contracts related to the £825K of capital spend in furtherance of the new campus ICT strategy which had to be committed by that date.

3. Minute of the meeting held on 5 November 2015 (*Paper 1*)

The minutes of the meeting held on 5 November 2016 could not be approved as this meeting was inquorate.

4. Matters Arising

Page 4, Item 13: *Kilwinning Campus PFI* - H Dunk reported that a case had been presented to Martin Kirkwood of the Scottish Funding Council who was meeting with the Scottish Government to discuss.

5. Surplus Land and Properties Update (*Paper 2*)

Those present noted the content of Paper 2. In particular they welcomed the excellent news in relation to the conclusion of missives for the sale of the land at Newton on Ayr and the settlement date of 8 April 2016. The discovery of the ancient Tack Duty in the Title of the Moffat House site in Saltcoats was noted as was the progress being made in overcoming this unexpected hurdle prior to concluding the sale, scheduled to be settled on 7 April 2016.

Those present noted and welcomed the above paper.

6. New Campus Risk Register (V12) at January 2016 (*Paper 3*) and Decant Strategy

Those present noted V12 of the New Campus Risk Register and the fact that no changes were recorded.

D Vallance brought those present up to date with the progress of the Decant Strategy, which was now out to tender for a “move” company. All involved would be provided with a number and one box into which material being decanted as a part of the move must be placed. The box would then be transferred to each individual’s assigned work space at the new campus. Additional materials to that which can be fitted into each box will not be encouraged as part of the decant process. D Vallance confirmed that the date for handover of the Holehouse Road Campus to the Scottish Government would be 31 October 2016.

Those present noted V12 of the New Campus Risk Register and the update on the new campus decant strategy.

7. 2014/15 Capital Expenditure Position as at December 2015 (*Paper 4*)

M Breen introduced the above standing item and noted that the actual and committed spend for the period to date was c£983K leaving a balance of C£37K to be committed by 31 March 2016. The total sum comprised the SFC Capital Allocation of £940K plus the £80K capital receipt arising from the sale of no. 4 Content Ave, providing an overall CAPEX budget of £1,020,000. The CAPEX Programme had been agreed by the Committee at its meeting on 21 May 2015. M Breen confirmed that the progress of the programme was as follows:

Riverside Building – Heating and Ventilation: works scheduled for completion on 4 March 2016

Riverside Building – Upgrade: works scheduled for completion before 31 March 2016.

Health and Safety/DDA – Two new doors would be installed in the Aeronautical Building on the Ayr Campus. Work was scheduled for completion over the Easter Weekend, 25 to 28 March 2016.

In addition, a price had been obtained for a proprietary health and safety management system and this would be reported on separately to the Human Resources and Organisational Wellbeing Committee.

M Breen reminded those present that the CAPEX Budget Programme spend excludes any capital costs being funded by the Ayrshire College Foundation.

Those present noted the capital expenditure position as set out in the above document and welcomed the progress made. It was further noted that these figures represented SFC funded expenditure and were not related to capital expenditure being funded by the Ayrshire College Foundation.

8. Key Stage Reviews: Ayr and Kilwinning Student Services Projects (*Paper 5*)

D Vallance took members through the above paper. Those present commended the progress of the projects and noted that they had been completed on time and within budget. It was agreed that both projects had improved the overall ambience of the campuses significantly and their delivery was warmly welcomed.

Those present welcomed and commended the delivery of the above projects.

9. New Campus Community BREEAM Update (*Paper 7*)

E Mackin introduced Paper 7 which members noted. A number of questions were asked and satisfactory responses were received.

Those present noted the above paper and further noted that the next iteration in May 2016 would provide a clearer indication of BREEAM progress.

10. New Campus Community Benefit Update (*Paper 8*)

E Mackin took members through the above paper and noted that the majority of the KPIs relevant to this part of the contract had been discharged. The focus was now on Enterprise within community benefits and the next stage would involve Ruby Star making a presentation to the Project Board on what could be achieved. The establishment of the Enterprise Fund was also underway, with due diligence currently being undertaken. Further updates would be brought to future meetings of this Committee.

Those present noted the content of the above paper.

11. Date of Next Meeting: Thursday 19 May at 5.30 pm.

The venue may change depending on the position in relation to the handover of the New Kilmarnock Campus.