

**Minute of the Estates & New Campus
Development Committee Meeting
held at the Kilmarnock Campus on 2
November 2016**



Present: Gordon James (Chair)
Julie Bradley
Douglas McIvor
Lainey McKinlay
Juliana Pyper-McFarland
Alan Walker
Tom Wallace

In attendance: Brendan Ferguson (Board Secretary)
Michael Breen
Alistair Gordon
Eileen Mackin
Donna Vallance

The Meeting was preceded by a tour of the recently opened New Kilmarnock Campus which was now fully operational to staff and students.

Committee Members were very impressed by what they considered to be a superb new building, with highly impressive facilities and an excellent learning environment. The Committee congratulated all Ayrshire College Staff involved in the New Campus Development Project on an outstanding achievement.

1. Welcome and Declarations of Interest

The Chair welcomed everyone to the meeting. There were no declarations of interest.

2. Apologies

Apologies were received from committee members Holly Bates, Heather Dunk and Willie Mackie. Apologies were also received from EMT members Jackie Galbraith and Jane McKie.

3. Minute of the meeting held on 18 August 2016 (*Paper 1*)

The minute of the meeting held on 18 August 2016 was approved as a correct record.

Proposed: Gordon James
Seconded: Julie Bradley

4. Matters Arising

There were no matters arising not already on the agenda.

5. New Campus Risk Register at October 2016 (*Paper 3*)

D Vallance took the Committee through the latest iteration New Campus Risk Register which, it was noted, had previously been considered and approved by the Project Board. It was noted that a number of risks had been closed down as a result of the new campus completion. Five risks had been retained and one had been added.

The Committee approved the New Campus Risk Register and agreed that Risk B14 be upgraded.

6. Non NPD Costs Financial Report at September 2016 (*Paper 5*)

M Breen took members through the above paper, stating that all funds in the budget were subject to planned expenditure and that spending was taking place as scheduled.

The Committee noted the content of the above paper and that it was likely to be the penultimate report in relation to these costs. The Committee also noted in response to a question that in relation to Item 7 above, funds had been ring fenced as appropriate.

7. Updated Capital Expenditure Programme April 2016 to March 2017 (*Paper 6*) and FY 2016/17 Capital Expenditure Programme at September 2016 (*Paper 8*)

D Vallance and M Breen took the Committee through Papers 6 and 8, in the process outlining the work which had been completed and that which was currently in process.

M Breen explained that additional funding had subsequently been made available by SFC with an instruction that it had to be committed by 31 March 2017. As a consequence, the CAPEX programme had been updated to take account of the additional funding and this was presented for consideration and approval. A number of questions were asked and satisfactory responses received.

The Committee noted the progress of the previously approved 2016/17 projects. In addition, it was noted that additional funding had subsequently been provided by SFC, for which the tendering process had to be completed and commitments made by 31 March 2017. The Committee recognised that this represented a very tight schedule.

The Committee approved the updated CAPEX proposals and agreed that they should be forwarded to the Finance Committee for its consideration of the proposed expenditure.

On the understanding that the financial proposals received approval by the Finance Committee, it was recommended that the Chair of the Board of Management be consulted with a view to circulating the proposals to all Board Members for consideration and decision prior to the scheduled December meeting of the Board. This to allow sufficient time for the tendering process to be completed and the expenditure committed by the 31 March 2017 deadline.

8. Campus Dilapidations and Provisions (*Paper 7*)

M Breen and D Vallance took members through Paper 7 and explained the figures contained therein. Discussion then took place during which a number of questions were asked and satisfactory answers provided.

The Committee noted and approved the above report.

9. Estates Developments at Ayr Campus, Kilwinning Campus and Dean Castle Country Park (*Papers 9, 10 and 11*)

D Vallance took members through the above reports bringing the Committee up to date with progress.

The Committee noted with pleasure the excellent feedback from all parties in relation to the new Composites Lab and noted the content of the above reports.

10. Estates Rationalisation (*Paper 12*)

D Vallance introduced Paper 12 which the Committee noted. A number of questions were asked and satisfactorily answered.

The Committee noted the content of the above Paper and congratulated the College on the conclusion of the agreement to sell Moffat House.

11. 2016/17 Risk Register – Estates Risks at October 2016

M Breen took the Committee through the above paper and confirmed that the proposed Risk Appetites, as agreed by the Committee Chairs, were approved at the meeting of the Audit Committee held in September 2016. The Estates & NCD

Committee risk appetites had now been included in the Estates Risk Extract presented at this meeting.

The Committee noted and approved the Risk Extract and the associated Risk Appetites.

12. Date of Next Meeting

The next meeting of the Committee would be Thursday 16 February 2017.

Publication

This paper will be published on the College website.