

**Minute of the Estates & New Campus
Development Committee Meeting
held at the Kilmarnock Campus on 18
August 2016**



Present: Gordon James (Chair)
Holly Bates
Julie Bradley
Heather Dunk
Alan Walker

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

1. Welcome and Declarations of Interest

The Chair welcomed everyone to the meeting and thanked the Vice Chair, A Walker, for chairing the previous meeting. The Chair added that Tom Wallace, who was unable to attend this meeting, had forwarded comments on the agenda items for the Committees consideration.

There were no declarations of interest.

2. Apologies

Apologies were received from committee members Willie Mackie, Douglas Mclvor, Lainey McKinley, Juliana Pyper-McFarland and Tom Wallace. Apologies were also received from EMT member Jackie Galbraith.

3. Minute of the meeting held on 19 May 2016 (*Paper 1*)

The minute of the meeting held on 19 May 2016 was approved as a correct record.

Proposed: Heather Dunk
Seconded: Julie Bradley

4. Matters Arising

Page 3 Item 5; H Dunk reported that a meeting had been held with SFC at which the matter of the PFI payment was discussed. Unfortunately SFC had reported that there

would be no change from their previous position and no funding support would be forthcoming.

The Committee noted the above report with disappointment and encouraged further and wider discussion on this matter with appropriate parties.

5. New Campus Risk Register V16 at August 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 one new risk had been added and eleven risks had been decreased as the construction project moved towards completion. A number of questions were asked and responses received.

The Committee approved the New Campus Register

6. Non NPD Costs Financial Report at March 2015 (Paper 5)

M Breen took members through the above paper, stating that all monies 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.

7. 2016/17 Capital Expenditure Programme at June 2016 (Paper 6)

The Committee noted that the approval of the CAPEX programme for 2016/17 had been ratified by the Board at its meeting of 21 June 2016. Members noted the progress to date and in particular the fact that work on the Composites Lab was almost complete and that the new mixing desk had been delivered and had been enthusiastically received by staff. In addition it was noted that tenders for the repair of the Dam Park Building roof had been received and would shortly be evaluated.

In discussion the Committee agreed that it was important that students and staff were aware that estates developments were taking place across the College Campuses and were not confined to new the New Campus Project. In this respect H Bates, President of the Student Association (SA), stated that the SA had added an Estates section to class representatives' meetings.

The Committee noted the progress of the projects and the Capex expenditure position at June 2016.

The Committee agreed that students and staff should be kept abreast of Estates developments across the College, beyond the New Campus Project.

8. Summer Works Update (Paper 7)

D Vallance reported on the progress of the 2016 Summer Works Programme.

The Committee noted the above report.

9. Surplus Land and Properties Update (Paper 8)

D Vallance took members through the Paper 8 and brought the Committee up to date with progress.

The Committee noted the above paper and the progress being made in relation to the Moffat House Campus.

10. 2015/16 Risk Register – Estates Risks as at August 2016

M Breen took the Committee through the above paper and explained the updated methodologies approved by the Audit Committee in June 2016. M Breen added that the proposed Risk Appetites, as agreed by the Committee Chairs, would be brought to the meeting of the Audit Committee to be held in September 2016 and would thereafter be included in the Risk Register Extracts considered at each committee.

The Risk Extracts were approved, It was agreed that the Committee Chair would discuss with M Breen the Risk Appetite and agree a version for inclusion in the 2016/17 Risk Register to be considered by the Audit Committee in September 2016

11. Date of Next Meeting.

The next meeting of the Committee will be on Thursday 3 November 2016.