

**Minute of the Meeting of the Business, Resources and
Infrastructure Committee
Held at the Kilmarnock Campus
On 11 September 2018**

(Paper 12)

Present: Willie Mackie (Committee Chair)
Margarette Bryan
Heather Dunk
Fiona Fawdry
Chris Hall
Fiona McQueen
Hazel Murphy
Kevin Simpson
Alan Walker
Steven Wallace
Marri Welsh

In attendance: Brendan Ferguson (Board Secretary)
Michael Breen (Vice Principal Finance and Skills)
Jane McKie (Vice Principal – People and Skills)
Eleanor O'nions (Executive Assistant)
Liz Walker (Head of Financial Services)

1 Welcome and Declarations of Interest

The Chair welcomed everybody to the meeting. W Mackie declared an interest as a Trustee of the Ayrshire College Foundation.

2 Apologies

Apologies were received from Committee Members Tom Wallace and Nicki Beveridge.

3 Minutes of the Previous Meeting held on 14 November 2017 (Paper 1) P

The minutes were approved as a correct record

Proposed: W Mackie
Seconded: H Dunk

4 Matters Arising

There were no matter arising not dealt with by the agenda.

5 Business, Resources and Infrastructure Committee Terms of Reference and 2018-19 Workplan (Paper 2) (P)

B Ferguson introduced Paper 2, being the current Committee Terms of Reference, together with the proposed Committee Workplan for 2018-19.

The proposed 2017/18 Workplan was approved by the Committee. It was explained that any change in national priorities might necessitate revisions of the Workplan where appropriate.

The Committee approved the Terms of Reference and Workplan.

6 Financial Regulations (V3) (Paper 3) (P)

M Breen introduced Paper 3 noting that the College had been waiting for the updated Financial Memorandum from SFC. However, as this had not been received, it was felt that a limited revision of the Financial Regulations should now proceed. M Breen took the Committee through the changes as noted in red in Appendix A and Appendix B. A number of questions were asked during discussion and satisfactory responses received.

The Committee agreed that paragraph 13.3 be amended to reflect that that accountable officer for Data Security was the Vice Principal whose portfolio of responsibilities contained ICT.

Subject to completion of the above amendment, the Committee approved the updated Financial Regulations and associated procurement policy and procedure addendum.

7 2017-18 Management Accounts at July 2018 (Paper 4) (P)

M Breen took the Committee through the management accounts, a standing paper for this Committee, explaining the variances recorded. The Committee noted the content of Paper 4 and commented that the presentation continued to provide the correct level of information in a readily accessible format.

The Committee approved the Management Accounts for the period. The Chair thanked all staff involved for their hard work and commitment to date.

8 Community Benefit Enterprise Fund (Paper 6) (P)

M Breen reported that as part of the new Kilmarnock campus NPD contract, a fund was established by the C3 consortium to support enterprise activity with Ayrshire College students. This fund, totalling £265,000, was currently held by the C3 consortium and this enterprise fund was an integral part of their overall community benefits submission. Discussions had been on-going about the best use of this fund and after consideration of various options the preferred option for both C3 and the College was to transfer the £265,000 to the Ayrshire College Foundation (ACF) who would establish a ringfenced "Enterprising Students Fund".

The Business, Resources and Infrastructure Committee approved the recommendation to transfer the £265,000 enterprise fund to the Ayrshire College Foundation for them to create a ring-fenced “Enterprising Students Fund”.

The Committee approved the College’s entry into the Supplemental Agreement and Donation Agreement together with any associated documents required to facilitate the transfer of the enterprise fund (together the “Variation Documents”).

The Committee confirmed that the Principal and Chief Executive or Vice Principal, Finance and Skills are authorised to execute the Variation Documents.

**9 2018-19 Trading and Restricted Funds – Cashflow Projections (*Paper 7*)
(*R*)**

M Breen took the Committee through Paper 7 as written. During the discussion that followed, a number of questions were asked and satisfactory responses received.

The Committee noted the content of Paper 7 and commended the management of the College cashflow.

10 National Bargaining Update (*Verbal*)

H Dunk provided an update to the Committee on the progress of National Bargaining. The Committee noted that the Employer’s Association would meet on Thursday 20 September to consider a proposed multi-year offer that would be made to support staff if approved. H Dunk added that she and the Board Chair would be compelled to vote against the proposed offer as, without additional funding support being provided by the Scottish Government/SFC, the total offer would be unaffordable within the current financial context of Ayrshire College.

H Dunk noted that EIS-FELA were in the process of balloting their membership on the basis of the final offer made by the Employers Association. H Dunk added that the College would await the result of the ballot to consider what, if any, action would be required.

The Committee noted the above information.

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11 HR and Organisational Development Report (Paper 8) P

J McKie took the Committee through the above standing monitoring report with a number of points highlighted for information and for the benefit of new members.

The Committee noted Paper 8.

In response to a request from a member, the Committee agreed that a calendar of activities for College events should be circulated to members.

12 2017-18 Student Support Funds Final Position – July 2018 (Paper 9) P

M Breen took the Committee through Paper 9 as written confirming that the student support funds position was within the budget of the funds received

The Committee noted the content of Paper 9

13 SFC Funded Capital Expenditure Position at July 2018 (Paper 10 and 12)

M Breen took the Committee through the above paper, explaining for the benefit of new members the capital/maintenance grant provided by SFC was for FY 2018-19 and SFCs requirement for the categorisation of the Board agreed projects into revenue works and capital works. The Board, at its June 2018 meeting, had agreed the projects and budgets as set out in Table 1, and Paper 10 represented a standing report on the progress of those works against the budget.

The Committee noted the content of Paper 10 and that the projects were progressing within budget. The Committee also noted the further detail provided in Paper 12.

14 ACF Funded Estates Project Update (Paper 11) P

H Dunk introduced Paper 12 and explained the terrific amount of work undertaken over the summer and the consequent transformational effect on the Ayr and Kilwinning Campuses. H Dunk added that the cost of the works was currently coming in under budget. Board members had been provided with the opportunity of a guided tour of the new facilities and very warmly welcomed the improvements brought about by the work undertaken.

The Committee noted and welcomed Paper 11.

The Committee commended the works undertaken and the highly visible transformation it had brought about. In particular, the Committee

commended the effort, commitment and achievements of D Vallance and her team over the summer of 2018.

The following items were received for information

15 Certificate of Assurance SFC (Paper 14) R

16 Scotland's Colleges 2018 – Audit Scotland Report (Paper 15) P

17 SFC FFR 2017-18 to 2022-23 (Paper 16) R

18 Date of Next Meeting – Tuesday 20 November 2018 in Ayr Campus

P – Paper will be published on the College Website

R – Paper is reserved, because it contains data or information of a personal nature, which is restricted by legislation, or because it contains commercially sensitive information, and will not be published on the College Website

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