

**Minute of the Meeting of the Business, Resources and
Infrastructure Committee
Held at the Kilmarnock Campus
On 12 March 2019**

(Paper 1)

Present: Tom Wallace (Committee Chair)
Nicki Beveridge (Vice Chair)
Heather Dunk
Chris Hall
Willie Mackie
Fiona McQueen
Hazel Murphy
Kevin Simpson
Carol Turnbull (Principal)
Alan Walker
Steven Wallace

In attendance: Brendan Ferguson (Board Secretary)
Michael Breen (Vice Principal Finance and Skills)
Anne Campbell (Vice Principal)
Jane McKie (Vice Principal – People and Skills)
James Thomson (Director of Finance and Student Funding)
Liz Walker (Head of Financial Services)

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 Member Marri Welsh.

3 Minutes of the Previous Meeting held on 11 September 2018 (Paper 1) P

Subject to the addition of Willie Mackie to those in attendance, the minutes were approved as a correct record

Proposed: Chris Hall
Seconded: Hazel Murphy

4 Matters Arising and Action Tracker (Paper 2) P

There were no matters arising not dealt with on the agenda.

5 Management Accounts to January 2019 (Paper 3) P; In Year 2018-19 Budget Efficiencies (Paper 4) R

M Breen introduced Papers 3 and 4 and took the Committee through both papers, which on this occasion were integral companions. M Breen noted that Paper 3, which represented the half-yearly position, was ahead of budget at this stage and was currently projecting a positive variance in the trading position at the end of the Financial Year. M Breen also explained the variances within the budget headings.

Paper 4 identified the Budget Efficiencies for 2018-19, as previously discussed by this Committee and the Board.

The Committee welcomed the positive projections in relation to the trading account and the fact that the picture presented was positive in relation to the initially approved budget projections. Members went on to consider and discuss the content of the two papers. In particular, the variances were questioned, including any possible impact on the business of the College. While the Committee was reassured by the responses received, it was felt that in the future a business narrative surrounding the management accounts would be helpful. The business narrative would provide a clearer understanding in relation to the balance between business and variance and how this influenced projections. This would also assist the external reader's understanding of the figures being presented.

The Committee also questioned whether the efficiencies outlined in Paper 4 would have any impact on front line service delivery. M Breen assured the Committee that College Management would constantly monitor and maintain the requirements of the curriculum, ensuring in the process that learners would not experience any shortfall in front line delivery.

The Committee approved Papers 3 and 4.

The Committee asked that for future meetings a business narrative be included with the Management Accounts, which set out the balance between business and variances and designed to assist the comprehension of the reader.

Action: Chair of the Committee to meet with M Breen and J Thomson to consider the management accounts reporting.

6 SFC Indicative Funding 2019-20 Revenue and Capital (Presentation)

M Breen presented the indicative funding figures for 2019-20 as published by SFC in February 2019. It was clear from the figures published that if these were to be confirmed the College faced several challenges, most notably in the area of capital and maintenance, for which a significant funding reduction had been signalled. If the capital figure was maintained over a medium term period, this level of funding could have an adverse impact on the momentum of curriculum

development and the student experience. M Breen also identified that while the SFC teaching grant had increased when compared to the previous year; the increase was wholly designed to support the costs of national bargaining in this year.

The Board noted the above presentation.

7 Cash Flow Projections to July 2019 (Paper 5) (R)

J Thomson introduced Paper 5 and explained the projections contained therein. A number of questions were asked and satisfactory responses received.

The Committee noted the content of Paper 5.

8 National Bargaining Update (Verbal)

C Turnbull confirmed that industrial action in the form of non-continuous strike action was now underway by some members of the EIS FELA Union. This action was in relation to an unresolved Industrial Dispute being pursued by the Union in relation to the pay claim submitted on behalf of its members to the National Bargaining process. Further strikes were planned, and a ballot for further additional industrial action involving action short of strike action was being pursued. In the meantime, discussions between the Employers' Association and the Union Representatives were ongoing at national level to seek a resolution to the dispute.

Separately, good progress was being made in discussions between employers and unions on the matter of Job Evaluation for support staff. Further information on this was expected in the near future.

The Committee noted the above verbal update.

9 Nethermain Campus Update (Verbal)

M Breen reported that discussion was ongoing in relation to the Nethermain Campus and progress was being made. Further reports would be made to the Committee as information became available.

The Committee noted the above verbal report.

10 Capital Proposals (Summer 2019)

M Breen, referring to the SFC Indicative Funding 2019-20 reported under 6 above, noted that the indicative allocation of capital funding was £124,000 (previous year circa £1 million excluding ring-fenced backlog maintenance funding). M Breen explained that, as per previous years, a paper would be presented to the next meeting covering the proposals for this allocation.

The Committee noted the above verbal report.

11 HR and Organisational Development Report (Paper 6) (P)

J McKie introduced Paper 6 and took the Committee through it as written. In particular, members were interested in the Health & Wellbeing themes and the role this was playing during organisational review. It was noted that a specific programme had been established to provide support for staff and their wellbeing during the period of the organisational review.

A number of further questions were asked in relation to the content of the report and satisfactory responses received.

The Committee noted and welcomed the overall content of the above report.

12 2018-19 Student Support Funds Position at 8 February 2019 (Paper 7) (P)

M Breen introduced Paper 7 and took the Committee through it. The Committee noted that no significant issues were raised within this monitoring report. Also noted was the welcome projection that all SAAS funding would be utilised.

It was noted in discussion, however, that an issue that the Board would require to consider in the near future was the impact that the introduction of Universal Credit was having on some learners. It was suggested that this discussion could initially be held by LTC and then be raised to the Board to ensure all members were aware of the effect the roll out of Universal Credit was having on the student population.

The Committee noted Paper 7.

The Committee recommended that a discussion on the impact of the roll out of Universal Credit on learners should be held at the Learning and Teaching Committee early in 2019-20, with a subsequent discussion at a Board Meeting shortly afterward, informed by the discussion at LTC.

13 2018-19 SFC Funded Capital and Revenue Expenditure Programme at January 2019 (Paper 8) (P)

M Breen took the Committee through Paper 8, highlighting the progress made against the project budgets agreed by the Board of Management on 21 June 2018. A number of questions were asked and satisfactory responses received.

The Chair commented that it would be useful to receive a commentary against the projects on the resultant benefits that would accrue to the learners. The Chair felt that this would be particularly helpful in relation to the ICT replacement/upgrade project

The Committee noted Paper 8.

Action: Future reporting to include a narrative commentary on the projects including the benefits to learners.

14 2018-19 Corporate Risk Register (V3): Business, Resources and Infrastructure Committee Extract (Paper 9) (R)

J Thomson introduced Paper 9 and took the Committee through the Risks as set out within the Paper.

It was agreed that the Chair would discuss the Risk Extract with M Breen and J Thomson prior to its inclusion in the Corporate Risk Register (V3), to be considered by the Audit Committee at its forthcoming meeting.

15 Date of Next Meeting – Tuesday 4 June 2019 in Kilmarnock 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