

**Minute of the Meeting of the Business, Resources and
Infrastructure Committee
Held at the Kilmarnock Campus
On 4 June 2019**

(Paper 1)

Present: Nicki Beveridge (Acting Chair)
Chris Hall
Willie Mackie
Fiona McQueen
Hazel Murphy
Kevin Simpson
Carol Turnbull (Principal)
Alan Walker
Steven Wallace
Marri Welsh

In attendance: Brendan Ferguson (Board Secretary)
Michael Breen (Vice Principal – Finance and Skills)
Anne Campbell (Vice Principal – Strategy and Skills)
David Davidson (Director of HR and Organisational Development)
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 Chair Tom Wallace and from EMT member Jane McKie.

3 Minutes of the Previous Meeting held on 12 March 2019(Paper 1)(P)

The minutes were approved as a correct record

Proposed: Willie Mackie
Seconded: Steven Wallace

Matters Arising and Action Tracker (Paper 1a)(P)

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

- Action 4 - **The Committee agreed this should be updated to include a formal review date of December 2019.**

- Action 6 - **Subject to the description being amended to read BRIC5, the Committee agreed this action should now be marked as Completed**

- Action 9 - **The Committee agreed to a circulation date of September 2019**
- Action 11 - **Subject to BRIC6 being updated to include the agreed cross-reference (BRIC 8), the Committee agreed this should now be marked as Completed**

- Action 12 - **The Committee was advised that the initial meeting had taken place and a follow-up was to be organised. It was agreed that this should be updated to include a due date of September 2019 and would remain marked as In Progress**

- Action 13 - **The Committee noted this would be included in the next cycle of meetings**

- Action 14 - **The Committee noted that the Chair of the Learning & Teaching Committee had asked for this to be included on the agenda for the Learning & Teaching Committee in September 2019**

4 2018-19 Management Accounts to 30 April 2019(Paper 3) (P)

M Breen took the Committee through Paper 3 as written, noting that this represented the position to 30 April 2019, nine months into the College financial year. M Breen then took members through the position to date and the projections to the end of July 2019, and concluded by stating that he was pleased to be presenting a significantly improved position to that projected in June 2018.

The Committee welcomed the content of Paper 3, noting that the overall trading position was significantly ahead of budget at April 2018 and the trends suggested further positive movements to the end of July 2019. During discussion, the suggestion was made that, for future budget papers, a triangulation with the current management accounts forecasts and trends would assist the overall comprehension of Board members.

The Committee welcomed and approved Paper 3.

5 2019-20 SFC Funded Capital and Revenue Expenditure Programme/Funding Bid to Ayrshire College Foundation (Paper 4) (P)

M Breen introduced Paper 4 and explained that the Paper would be taken in two parts. In response to a question, M Breen noted that it was quite possible that the very significant reduction in Capital Funding Grant received by the College for 2019-20 would be maintained for at least three years. A further question was asked on the projected impact that this reduction would have on the College. M Breen replied that proposed capital projects in support of curricula development would have to be delayed until the grant funding required to realise these projects became available. As a result, of the funding level only two limited projects were being proposed for 2019-20, as set out in Paper 4. The project being prioritised was the refurbishment of the Health and Social Care room in the Kilwinning Campus, with the balance being used for small projects.

The Committee noted the position as outlined in the first part of Paper 4 and regretted the impact this low level of capital funding could have on planned future developments should this decreased funding continue into future years.

In the second part of the paper, the Committee noted that because of the decreased funding available, the College's match funding share of the previously approved three-year ICT investment programme would not be available in 2019-20. The Committee agreed to the proposal that a case be presented to the Ayrshire College Foundation (ACF) at its next meeting that the previously approved and ring fenced funding of £250K now be prioritised for ICT development.

Discussion also took place on the possible identification of other charitable sources to support the procurement of requisite equipment in support of proposed projects. M Breen stated that that this would be considered and that Project proposals would require to be developed accordingly.

The Committee agreed that Paper 4 be commended to the Board for approval.

6 2019-20 Student Support Funds Allocation (Paper 7) (P)

M Breen introduced Paper 7, noting that the total allocation of circa £10.04 million was the same amount of funding as that received in academic year 2018-19, after accounting for received in year funding. Also highlighted was the decrease in FE Discretionary Fund allocation for 2019-20. This was felt to be a response to the reduced number of students applying for the fund: a consequence of the disadvantageous impact of Universal Credit payments received. M Breen explained that the College was able to allocate the total funding into the requisite categories, as set out in Paper 7, and previous years' trends and experience has been used as the basis of the allocations. The

expected position in relation to EMAs was also explained before M Breen concluded by confirming that the allocation from SAAS for HE Discretionary support was expected in June 2019

The Committee noted Paper 7 and the decrease in the FE Discretionary Fund allocated. The Committee very much regretted the impact of the roll out of Universal Credit legislation on some of the College's most vulnerable students. It was further noted that this matter would be discussed at the September 2019 meeting of the Learning & Teaching Committee, prior to consideration at the Board of Management.

The Committee noted the content of Paper 7

7 Organisational Review Update (*Presentation*)

D Davidson provided a presentation setting out the progress to date in implementing the Organisational Review and reminded the Committee that the revised structure would be operational from 1 August 2019. In addition, the presentation covered the costs to date of voluntary severance (VS) compared to the budget agreed by SFC. C Turnbull added that the full budget would not be required in 2018-19, but proposed that the College discuss with SFC the retention of the balance to support further organisational change in 2019-20.

The Committee noted the current position and the approval of the Voluntary Severance budget by SFC. In response to a question, D Davidson stated that VS would remain open until 31 July 2019, but it was not expected that there would be significant new applications prior to the deadline. A final report for 2018-19 would be provided to the Committee its meeting in September 2019.

The Committee noted the content of the presentation and congratulated the College on its management of the process to date.

It was agreed that the College should liaise with SFC on retaining the balance of the VS budget expenditure pending the completion of the Organisational Review Project.

8 HR and Organisational Development Report (*Paper 8*) (*P*)

D Davidson took the Committee through Paper 8 as presented, highlighting to the Committee that the Job Evaluation of support staff was currently being undertaken within the College in line with the national agreement. The Committee was reminded that that the outcomes of job evaluation would be backdated to September 2018.

In response to a question, M Breen confirmed that SFC had set aside funding at College level, proportionate to the request made by Colleges Scotland. At this stage, the final costs to the College could not be quantified, but his understanding was that funding would be made available to the sector when required.

During discussion, the Committee welcomed the positive trends on managing absence and work-related stress instances. Also welcomed was the statement that the annual Staff Health and Wellbeing Day would this year be held on Friday 21 June.

Also as part of the discussion, the Committee agreed to a suggestion by the Chair that separate papers covering Investors in People, TQFE and impact of GTCS registration be received by the Committee at future meetings

The Committee noted Paper 8 and agreed that it would expect to receive the IIP, TQFE & GTCS papers at meetings during the 2019-20 academic year.

Action: The Committee to receive future papers setting out the background, relationship to HR Strategy, challenges, benefits and, where appropriate, a cost benefit analyses of Investors in People ..

9 2018-19 Student Support Funds Position as at 7 May 2019 (Paper 9) (P)

M Breen took the Committee through Paper 9 as presented and advised there were no significant issues to report.

The Committee noted Paper 9.

10 2018-19 SFC Funded Capital and Revenue Expenditure Programme at March 2019 (final position) (Paper 10) (P)

M Breen took the Committee through Paper 10 as presented, noting that expenditure had progressed as previously approved by the Board and SFC. M Breen added that the expenditure deadline had been extended by SFC to 31 July 2019. A final position report would be provided at the next meeting of the Committee in September 2019.

A number of questions were asked by members and satisfactory responses received.

The Committee noted Paper 10.

11 Date of Next Meeting – Tuesday 10 September 2019 in Kilwinning 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

(C/P) Confirmed minutes will be published on College Website