

**Minute of the Meeting of the Business, Resources and
Infrastructure Committee
Held at Ayr Campus on 19 November 2019**

Present: Steven Wallace (Chair)
Willie Mackie (Vice Chair)
Fiona Blain
Scott Cooley
Christopher Hall
Mary McClung
Jack McCrindle
Fiona McQueen
Hazel Murphy
Mike Stewart
Carol Turnbull (Principal)

In attendance: Brendan Ferguson (Board Secretary)
Yvonne Melvin (Executive Assistant)
Michael Breen (Vice Principal – Finance)
Anne Campbell (Vice Principal – Curriculum)
Jane McKie (Vice Principal – People)
David Davidson (Director of HR and Organisational Development)
James Thomson (Director of Finance and Student Funding)
Liz Walker (Head of Financial Services)
Nuala Boyle (Head of Business Growth) - observer

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 Board Member, Alan Walker.

3 Minutes of the Previous Meeting held on 10 September 2019 (Paper 1) (P)

Page 6, line 5, Item 16 - SFC 5 Year Financial Forecast Return (FFR), wording be amended from “*optimistic*” to state “*positive*”.

The minutes were approved as a correct record, subject to the above amendment.

Proposed: Willie Mackie
Seconded: Mike Stewart

Action Tracker (Paper 1a) (P)

Action 4 - The Committee agreed this would remain marked as In Progress and an update would be provided at the meeting in March 2020.

- Action 9** - The Committee agreed this would remain marked as In Progress.
- Action 14** - The Committee noted that discussions had now been held at LTC and a Paper would be considered by the Board on 12 December 2019 and should be marked as completed.
- Action 15** - The Committee agreed this would remain marked as In Progress.
- Action 16** - The Committee agreed this would remain marked as In Progress.
- Action 18** - The Committee noted this matter would be covered at Item 13 on the agenda and should be marked as completed

4 Matters Arising

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

5 2018-19 Financial Statements to July 2019 (before Audit finalisation) (Paper 2) (R)

M Breen introduced Paper 2 and provided some background information for the new Board members present.

M Breen took the Committee through the Financial Statements, explaining the variances and at the same time answering members' questions. M Breen reminded members that BRIC's role was to consider the figures presented and recommend the approval of the Financial Statements for the year to 31 July 2019 to the Audit Committee, subject to finalisation of the External Audit.

The Committee noted that the Financial Statements were based on the Management Accounts presented and approved at its last meeting in September 2019, adjusted for year-end accounting requirements, and had been submitted to Mazars for External Audit on 21 October 2019. The External Audit on-site fieldwork was completed by Mazars on the 29 October 2019 and a clearance meeting was held as part of this completion process.

J Thomson updated members on the audit process and the Committee noted that a 'clean' annual report was anticipated to be submitted for approval to the Audit Committee at their meeting in November 2019. No material changes were expected following audit finalisation, and sign-off was expected following the December 2019 Board meeting.

Following discussion, the Committee was pleased to approve the Financial Statements for consideration by the Audit Committee.

The Committee recommended the Financial Statements for the year to 31 July 2019 to the Audit Committee, subject to finalisation of the External Audit.

The Committee congratulated the College Finance Team on their work in preparation for the external audit.

6 2018-19 Management Accounts at September 2019 (Paper 3) (P)

M Breen introduced Paper 3 and took the Committee through it as presented. It was noted that the budget was updated in October 2019 to reflect the actual SFC Funding for additional STSS pension contributions. The year to date operating deficit showing a favourable variance against the year to date budget was highlighted to the Committee, and members' attention was then drawn to Table 1 and Diagram 1 for graphical information. M Breen then took members through the variances and position to date. Members were advised that this is only month 2 and as such very early in the year to establish trends. However, M Breen concluded the current positive position was acceptable given the actual operating results were ahead of the budget expected at September 2019.

Discussion followed during which a number of questions were asked, and satisfactory responses received.

The Committee approved the 2018-19 Management Accounts for the period ended 30 September 2019.

7 Financial Regulations (V4) (inc. Procurement Policy & Procedure addendum) (Paper 4 (P))

J Thomson introduced Paper 4 as presented, advising members that the Financial Regulations are updated on a regular basis. J Thomson then took members' through the tracked changes in Appendix A and Appendix B.

The Committee approved the Financial Regulations (V4) (including the Procurement Policy & Procedure addendum).

8 Annual Health, Safety and Wellbeing Report 2018-19 (Paper 5) (P)

J McKie took the Committee through Paper 5 and advised members that the layout of the report followed the same format from previous Annual Health, Safety and Wellbeing reports presented to this committee. It was also noted that the Health, Safety & Wellbeing Policy was currently being updated and will be presented to the committee at their meeting in March 2020. In response to a question, J McKie replied that the higher number of incidents at Kilmarnock campus were in part related to the sports curriculum delivery at this campus.

During the discussion that followed, a number of questions were asked and satisfactorily answered. Members questioned the number of minor injuries set out in the figures across the annual reporting period. C Turnbull advised that the figures were comparatively low given the number of staff and students on campus at any one time. J McKie, responding to a question, stated she would ask the Health, Safety and Wellbeing Team to carry out (if data is available) a sector benchmarking exercise. Members agreed this would be very useful, as would information in future reports regarding any improvements or actions taken following data analysis. It was also noted that the colour scheme used within the graphical information was inconsistent and would be amended, if possible, based on the structure within the Health and Safety corporate system, for future reports.

The Committee approved the Annual Health, Safety and Wellbeing Report 2018-19.

Action: Health, Safety & Wellbeing Policy was currently being updated and will be presented to the committee at their meeting in March 2020.

Action: Health, Safety and Wellbeing Team to carry out (if data is available) a sector benchmarking exercise.

Action: Future report to include reference to improvements and actions made following data analysis.

Action: Colour scheme used in graphical information to be consistent across all campuses to avoid confusion.

9 Annual Procurement Report (Paper 6) (P)

J Thomson introduced Paper 6, reminding members that the Report was a requirement of the College as a public sector organisation by The Procurement Reform (Scotland) Act 2014 (PRA). It was noted that the figures contained in the Report were reviewed through a shared service agreement between the College and Advanced Procurement for Universities and Colleges (APUC).

J Thomson highlighted to members that there was a requirement for the College to consider how it could improve the economic, social or environmental wellbeing of its area through the inclusion of community benefit clauses in procurement contracts of over £4m. The Committee was advised that, despite the College not awarding any contract over £4m in the period, community benefits were generated by three of its regulated contracts.

The Committee approved the Annual Procurement Report and noted the positive generation of community benefits.

10 National Bargaining Update (Verbal)

J McKie provided a verbal update outlining the progress to date and advised members on the following:

- The deadline for the submission of support staff Job Evaluation questionnaires had now passed and the College had uploaded all job questionnaires except a single figure number which still required to be uploaded e.g. due to staff sickness absence.
- A number of Role Analysts have already been appointed to take forward the national job evaluation work and would be provided with relevant training.
- Discussion on the Fair Work Charter was also scheduled to begin at national level. When agreed, it would be the intention that the Charter would balance the rights and responsibilities of employers and employees.

The Committee noted the above verbal update.

11 Nethermain Campus Update (Verbal)

M Breen provided a verbal update and included background information for the benefit of new Board members. Various options for a replacement facility had

been explored in the past with key partners and a new build facility within the current Kilwinning campus site was the preferred option. Members were reminded that the proceeds from the sale of the Craig campus and funding provided by North Ayrshire Council had been set aside to contribute to the overall cost of the project. In addition, the College had submitted an application for funding to the Magnox socio-economic scheme, supported by a letter of support from North Ayrshire Council, and were currently awaiting a response. During discussion, a number of questions were asked and satisfactory responses received. After discussion it was agreed that a paper be presented to the BRIC and Learning and Teaching committees on the future College plans and that the options would be dependent on the outcome of the Magnox funding application

The Committee noted the above verbal update.

The Committee noted the above verbal updates and agreed that a paper, as set out above, be presented to the March 2020 meetings of LTC and BRIC.

Action: A paper be prepared on the future College plans in relation to the Nethermains Campus options, explaining that the options would be dependent on the outcome of the Magnox funding application, and be submitted to the third quarter 2019-20 meetings of LTC and BRIC.

12 HR and Organisational Development Report (Paper 7) (P)

J McKie took the Committee through Paper 7 as presented.

J McKie advised members with regard to the sickness absence monitoring information. As a key performance indicator for the organisation, the aim was to maintain absence levels between 3 and 4%. It was noted that while absences were currently above this level, this was largely a result of seasonal illnesses.

J McKie also highlighted to members within the sickness absence category of Depression / anxiety / psychological that bereavement and family illness could require to be included within this category dependent on the reasons contained within an employee's fit note.

J McKie noted that the College has an Employee Counselling Service in place to support staff. It is acknowledged that not all staff avail themselves of this support service. J McKie also explained that APUC are currently tendering for national service providers for the College sector.

A discussion followed, with a number of questions asked and satisfactory responses received. The Committee questioned staff absence levels for depression, anxiety or psychological reasons. D Davidson clarified that the percentage levels were comparable with other public sector organisations as a whole, and with regard to the actual number of staff affected, the figure being discussed was low in relation to the overall number of staff employed by the College.

The Committee noted Paper 5 and its content.

13 Business Growth (Paper 8) (P)

M Breen began by introducing Nuala Boyle to the Committee, recently appointed as the new Head of Business Growth. M Breen then took the Committee through Paper 8 as presented. Discussion followed in which the position in relation to the content of Tables 1 – 3 was explored and noted.

M Breen noted that the focus of the Business Growth Team was on continuous improvement and that the Team were embarking upon a proactive marketing campaign as well as business engagement activities over the next few months.

The Committee noted the work being undertaken by the Business Growth Team. Members also offered to provide their expertise and support to the Business Growth Team if they felt at any time that would be beneficial. The Committee welcomed the assurance that the delivery of the full 2019-20 FWDF activity budget was the main priority for the College. The priorities and ambition for the Business Growth Team moving forward in 2019-20 was commended and the Committee looked forward to receiving updates on progress.

The Committee noted the content of Paper 8 and commended the priorities and ambition for 2019-20.

14 2018-19 Student Support Funds Position as at October 2019 (Paper 9) (P)

J Thomson introduced Paper 9 as presented, noting that there were no significant issues or concerns to report.

The Committee noted Paper 9 and its content.

15 Date of Next Meeting – Tuesday 10 March 2020 in Kilmarnock Campus

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

(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

Reserved Items on the next Page.