

**Minute of the Meeting of the Business, Resources and  
Infrastructure Committee  
Held at Kilmarnock Campus on 10 March 2020**

**Present:** Willie Mackie (Vice Chair)  
Scott Cooley  
Christopher Hall  
Mary McClung  
Jack McCrindle  
Hazel Murphy  
Mike Stewart  
Carol Turnbull (Principal)  
Alan Walker

**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)  
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**

Willie Mackie, as Acting Chair of the meeting, welcomed everyone.

There were no declarations of interest.

**2 Apologies**

Apologies were received from Board Members, Steven Wallace (Chair), Fiona Blain, Fiona McQueen and from SLT member, David Davidson, Director of HR and OD.

**3 Minutes of the Previous Meeting held on 19 November 2020 (Paper 1) (P)**

The minutes were approved as a correct record.

Proposed: Hazel Murphy

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 June 2020.

**Action 9 -** The Committee agreed this would remain marked as In Progress.

**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 19 -** The Committee agreed this would remain marked as In Progress

**Action 20** - The Committee agreed this would remain marked as In Progress

**Action 21** - The Committee agreed this would remain marked as In Progress

#### **4 Matters Arising**

Item 8, Page3 – J McKie reported that the Health, Safety and Wellbeing Policy was still in the process of being updated and would be brought to the June meeting of the Committee.

*Action: Updated Health, Safety and Wellbeing Policy to be considered at the June 2020 meeting of the Committee.*

#### **5 Management Accounts to January 2020 (Paper 2) (P)**

J Thomson introduced Paper 2 and took the Committee through it as presented. The Committee noted the favourable variance in the budget at this stage in the academic year and the currently projected positive variance in the trading position. J Thomson also explained the variances within the budget headings.

**The Committee approved the Management Accounts to January 2020 and noted the positive position to date.**

#### **6 SFC Indicative Funding 2019-20 Revenue and Capital (Verbal)**

C Turnbull provided the Committee with a verbal update, advising that, whilst no formal announcement of the SFC Grant for 2020-21 had been received to date, the budget announced by the Scottish Government appeared favourable for the college sector, although most of the additional funding was earmarked against additional costs. In effect, a flat cash budget settlement could be expected. The informal indications at this stage suggested that SFC would earmark sector-wide circa £13m for additional pensions costs, additional student funding of circa £6.5m and there would be an inflationary uplift of between 1.5% and 1.8% on the teaching grant. There was no indication on possible capital allocation. At present, these indications were based on budget predictions, until such time as SFC were in a position to formally announce their 2020-21 Grant allocation.

The Committee noted that a draft budget was expected to be submitted to the SFC Board by 3 April 2020.

**The Committee thanked C Turnbull for the update and looked forward to receiving further information together with a draft College Budget for 2020-21 at its June 2020 meeting.**

#### **7 HR and Organisational Development Report (Paper 4) (P)**

J McKie took the Committee through Paper 4 as presented, reminding members that 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%. J McKie noted that while absences were currently above this level, this was largely a result of the high level of seasonal illnesses recorded to date in 2019/20. J McKie highlighted the Sickness Absence Reasons table to the members.

J McKie pointed members to paragraph 1.7 that described the introduction of a new employee counselling and support service, the PAM Assist Employee Assistance Programme, launched in February 2020. User feedback would be collated in due course and the Committee would be provided with appropriate monitoring information with regard to the uptake of this new service.

In relation to paragraph 2.2, J McKie confirmed that, following a formal feedback and development session with the College's liP consultant, it was expected that the final liP Report would be available for consideration by the Committee at its meeting in June 2020.

A discussion followed, with a number of questions asked and satisfactory responses received. In response to a query raised in relation to paragraph 4.1, J McKie confirmed that she would look to include a percentage completion figure in the Mandatory and Online Training section of the Report, although it was noted that this was a rolling programme

J McKie went on to remind members that the Business, Resources and Infrastructure Committee was created in 2017 with the amalgamation of the Finance, HR and Estates & New Campus Development Committees. Whilst that decision resulted in fewer Committees, it had also resulted in a reduction in the detail included in the HR & Organisational Development Report. In the light of experience, and in order to address this issue, J McKie proposed to the Committee that the Report be split into two papers for future meetings, HR and Employee Resourcing and Staff Learning and Development; and Equality and Inclusion and Health, Safety and Wellbeing. The proposal was discussed by the Committee and the inclusion of two separate reports on future agendas was agreed.

**The Committee noted Paper 4 and its content.**

**The Committee agreed that for future meetings, with effect June 2020, the content of the HR & Organisation Development Report be replaced by two separate reports being:**

- **HR and Employee Resourcing and Staff Learning and Development Report**
- **Equality and Inclusion and Health, Safety and Wellbeing Report.**

*Action: HR and Organisational Development Report to be split and presented as two separate Papers on future agendas with effect from June 2020.*

## **8 2018-19 Student Support Funds Position as at 12 February 2020 (Paper 5) (P)**

J Thomson introduced Paper 5 as presented. The caveat on page 1, advising members on the agreement by SFC to provide a re-profiling payment of £1.5m to the College on 1 April 2020, was noted. M Breen reminded members that this was not additional funding for the Academic Year 2019-20 and that the need for the re-profiling of funding had arisen due to SFC's drawdown restrictions and the College's expected payments to students in the period to 31 March 2020.

The Committee noted that the College applied for, and was awarded, £178,000 of additional student support funding from SFC as part of the 2019-20 in-year redistribution. The total 2019-20 SFC provided student support funds included circa £1.7m in relation to 203 care-experienced students. The Committee was aware that the College actively promoted the additional support available to care-experienced students, with the number of identified care experienced students potentially increasing during AY2019-20.

J Thomson noted that there were no significant issues or concerns to report.

**The Committee noted Paper 5 and its content.**

**9 PCIP Lite Procurement Report (Paper 6) (P)**

J Thomson introduced Paper 6 and noted that the College was subject to a PCIP Lite assessment as its annual non-pay procurement spend was less than £15m. The Committee was pleased to note an increase from Bronze to Silver had been achieved in the PCIP assessment banding since the last assessment outcome in November 2016. In so doing, the 2019 PCIP assessment had surpassed the score expectation APUC had projected in 2016.

**The Committee noted Paper 6 and commended the achievement of the College in reaching the silver PCIP assessment banding.**

**10 AOB**

The Committee voiced its concern over the rapidly evolving worldwide situation regarding the Coronavirus epidemic and its potential impact on the College. C Turnbull provided a verbal update, reminding the Committee that the College's Business Continuity Plan had recently been updated and that steps were being taken to ensure the situation was being monitored on a daily basis. Members were assured that the College was treating the situation very seriously and measures were being taken to mitigate impact to both staff and students, including the creation of a Critical Impact Plan by J Thomson.

**The Committee thanked C Turnbull for the verbal update.**

**11 Date of Next Meeting – Tuesday 2 June 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.**