

**Minute of the Business, Resources and Infrastructure  
Committee Meeting  
Held via Video Conference Using Zoom  
On Tuesday 17 November 2020**



**Present:** Steven Wallace (Chair)  
Willie Mackie (Vice Chair)  
Beth Clelland  
Scott Cooley  
Mary McClung  
Fiona McQueen  
Janette Moore  
Sathish Srinivasan  
Carol Turnbull (Principal)

**In attendance:** Brendan Ferguson (Board Secretary)  
Yvonne Melvin (Board Administrative Officer)  
Michael Breen (Vice Principal – Finance)  
Anne Campbell (Vice Principal – Curriculum)  
Jane McKie (Vice Principal – People)  
James Thomson (Director of Finance, Student Funding and Estates)  
David Davidson (Director of HR and Organisational Development)  
Liz Walker (Head of Financial Services) – *Items 7 & 8 Only*  
Gavin Murray (Director of Curriculum) – *Item 12 Only*  
Cameron Bell (Head of Learning & Skills) – *Item 12 Only*  
Andrew Hunter (Thomson Hunter Architects) – *Item 12 Only*

**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 members Steven Fegan, Lauren Howieson and Mike Stewart.

**3 Minutes of the Previous Meeting held on 8 September 2020 (Paper 1) (P)**

The minutes were approved as a correct record.

**Proposed:** Fiona McQueen      **Seconded:** Willie Mackie

**Action Tracker (Paper 1a) (P)**

**Action 9 -** The Committee agreed this be marked as Completed.

**4 Minutes of the Extraordinary Meeting held on 24 September 2020 (Paper 1b) (P)**

The minutes were approved as a correct record.

**Proposed:** Willie Mackie      **Seconded:** Mary McClung

## 5 Matters Arising

There were no matters arising not covered in the main agenda.

## 6 2019-20 Financial Statements to July 2020 (before Audit finalisation) (Paper 3) (R)

M Breen introduced Paper 3 and provided some background information for the new Board members present.

M Breen took the Committee through the Financial Statements in further detail and explained the variances and adjustments contained therein. The Committee was reminded that BRIC's role was to consider the figures presented and recommend the approval of the Financial Statements for the year to 31 July 2020 to the Audit Committee, subject to finalisation of the External Audit.

Discussion followed during which questions were asked and satisfactory responses received. 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 2020 to the Audit Committee, subject to finalisation of the External Audit.**

**The Committee commended the College Finance Team and the External Auditors, Mazars, on their work in the preparation and completion of the external audit under the challenging circumstances of the Covid-19 restrictions.**

## 7 2019-20 Management Accounts as at September 2020 (Paper 4) (P)

M Breen introduced Paper 4 and took the Committee through it as presented. The year to date favourable variance against the year to date budget was highlighted to the Committee, and members' attention was 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 there were no trends to note at September 2020 as this is only month 2 and still very early in the year. M Breen concluded that the College was currently projected to meet its budget position, but added the caveat that further COVID-19 operational restrictions could impact adversely on the final position.

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

**The Committee approved the 2019-20 Management Accounts for the period ended 30 September 2020.**

## 8 2019-20 Annual Health, Safety & Wellbeing Report (Paper 5) (P)

J McKie took the Committee through Paper 5, advising members that the layout of the report followed the same format as previous years. The Committee noted the inclusion within the report of sector benchmarking, as carried out by the Health Safety and Wellbeing Team in response to the request by this

Committee following its consideration of this Report in the previous year. J McKie added that it was important to note that there is no single, uniform approach to recording health and safety data across the sector, and that this will be a subject of discussion at a future College Development Network (CDN) HSW Group meeting.

**The Committee approved the Annual Health, Safety and Wellbeing Report 2019-20, welcomed the addition of Sector benchmarking and commended it to the Board for approval.**

**9 Annual Procurement Report (Paper 6) (P)**

J Thomson introduced Paper 6 as presented, advising that the standard Scottish Government template had been used to produce the Report. 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), and had been approved by the Senior Leadership Team.

**The Committee thanked J Thomson and his Team for an informative and clear Report and commended the Annual Procurement Report to the Board for approval.**

**10 2020-21 Cashflow Projections (position as at 18 October 2020) (Paper 7) (R)**

J Thomson introduced Paper 7 as presented. The Committee noted the projected trading cashflow balance of at 1 January 2021 and that trading cash flow remained positive in the period.

**The Committee noted Paper 7 and the positive position in the period.**

**11 National Bargaining Update (Verbal) (R)**

C Turnbull provided a verbal update. The Committee was advised that a 2% pay award for Lecturing and Support Staff had been proposed. It was noted that the proposed pay award had been agreed with EIS-FELA, but that discussions with the support staff trade unions was ongoing.

**The Committee noted the verbal update and looked forward to receiving further updates.**

**12 HR & Staff Learning and Development Report (Paper 9) (P)**

**The Committee noted Paper 9 and its contents.**

**13 Equality and Inclusion & Health, Safety and Wellbeing Report (Paper 10) (P)**

**The Committee noted Paper 10 and its contents.**

**14 2020-21 Student Support Funds (position as at 4 November 2020) (Paper 11) (P)**

**The Committee noted Paper 11 and its content.**

**15 Business Growth Update (Paper 12) (R)**

M Breen introduced Paper 12 and took the Committee through it as presented. The Committee was pleased to note that the Scottish Government had now confirmed extra support for the college sector in the 2020-21 FWDF, and that this would result in an increase in funding for the College. Members were advised that further information on this would be provided at the March 2021 meeting of the Committee.

It was also agreed that a wider discussion on Business Growth should take place at the March meeting, designed to provide the Committee with further clarity on post-Covid regeneration and the recovery of the Ayrshire economy.

**The Committee noted the content of Paper 12 and looked forward to wider discussions in March 2021.**

**16 2019-20 Complaints - Key Facts and Annual Report (Paper 14) (P)**

**The Committee noted Paper 14 and its contents.**

**17 Date of Next Meeting – Tuesday 9 March 2021**

*(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.**