

**Minute of the Business, Resources and Infrastructure Committee**  
**Hybrid meeting held at Kilmarnock Campus and via Microsoft Teams on**  
**Tuesday 9 September 2025**

**Present:**

Matthew Wilson	Chair
Tracey Dalling	Vice Chair
Alicia Clyde	Non-Executive Board Member
Jason Currie	Non-Executive Board Member
Angela Cox	Principal, Ex-Officio
Janette Steel	Elected Member, Curriculum

**In attendance:**

Sara Rae	Vice Principal – Skills and Enterprise
David Davidson	Vice Principal – People, Performance and Transformation
Alan Ritchie	Vice Principal – Finance and Infrastructure
Gillian Brown	Strategic People Partner
Martin Hammond	Head of Health, Safety and Wellbeing
Brad Johnstone	Director of Digital Infrastructure
Liz Walker	Chief Financial Controller
Hilary Denholm	Board Governance Advisor
June Northcote	Executive Assistant (Minute)

**1. Welcome and Declarations of Interest**

The Chair welcomed everyone to the meeting, including new members Alicia Clyde and attendee Sara Rae.

The Chair announced the new Vice Chair as Tracey Dalling, going on to express thanks to Michael Ross for his contribution to BRIC, as he left to take up the post of ARC Vice Chair.

The meeting was confirmed as quorate.

**2. Apologies**

Apologies were noted from Lisa Keggans, Elected Member (Unison) and the Elected Student President, Darcie Hamilton.

**3. Minutes of the Previous Meeting held on 3 June 2025 (*Paper 1*) (*P*)**

The minute was approved as an accurate account.

**Proposed:** Angela Cox      **Seconded:** Tracey Dalling

**3.1 Action & Decision Log (*Paper 1a*) (*P*)**

The Committee noted all previous decisions and completed actions. It was also noted that two actions were due for completion in November.

#### 4. Matters Arising

There were no matters arising outwith those detailed on the meeting agenda.

#### 10. Procurement Framework (Paper 6) (P)

L Walker summarised the Colleges Procurement Framework 2025-28, which sets out the College's strategic direction and objectives in terms of procurement.

Those present were advised that the Framework would be reviewed annually to ensure it remained relevant, with progress measured through a six-month report to the Senior Leadership Team, annual action plan reviews and the publication of the College Annual Procurement Report.

#### The Committee noted the five core outcomes.

1. Robust and Transparent Procurement Process: Adhering to relevant legislation and ensuring fairness, equality and non-discrimination in procurement.
2. Maximising Efficiency and Collaboration: Securing value for money by engaging early with stakeholders, delivering financial savings and generating community benefits.
3. Embedding Sustainability in Procurement: Implementing ethical, social and environmental policies aligned with the Scottish sustainable procurement duty.
4. Procurement Skills Enhancement: Expanding procurement knowledge across all staff levels through training and professional development.
5. Driving Innovation and Digital Transformation: Expanding e-procurement platforms, contract lifecycle management systems and exploring AI and automation.

**Decision BRIC33-D03:** The Committee recommended the Procurement Framework to the Board of Management for approval.

#### 15. AOB

No other items of business were noted.

#### 16. Date of Next Meeting

The next meeting is scheduled to take place on Tuesday, 18 November 2025 from 4pm (joint meeting with ARC for the financial papers then BRIC only from 5pm onwards).

*(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**