

**Minute of the Business, Resources and Infrastructure Committee  
Held on Tuesday, 3 December 2024  
Boardroom, Kilmarnock Campus and remotely via Microsoft Teams**

**Present:**

Matthew Wilson	Chair
Tracey Dalling	Non-Executive Board Member * except items 11,12,13,17,18
Michael Ross	Non-Executive Board Member
Lisa Keggans	Elected Member, Service/Support Staff
Darcie Hamilton	Elected Student President

**In attendance:**

David Davidson	Vice Principal – People, Performance and Transformation
Alan Ritchie	Vice Principal – Finance and Infrastructure
Gillian Brown	Head of HR Services
Martin Hammond	Head of Health, Safety and Wellbeing
Alistair Rodgers	Director of Enterprise Development
Brad Johnston	Director of Digital Infrastructure
Liz Walker	Chief Financial Controller
Hilary Denholm	Board Governance Advisor
June Northcote	Executive Assistant (Minutes)

**1. Welcome and Declarations of Interest**

The Chair welcomed everyone to the meeting,

The meeting was confirmed as quorate. Non-Executive Board Member Tracey Dalling had to leave the meeting around 5pm, after which a voting quorum would not be in place, thus Agenda items requiring approval were taken first.

No declarations of interest were made.

**2. Apologies**

Apologies were received from Angela Cox, Principal, Elected Member Janette Steele and Non-Executive Board Members Norman Bone and Faroque Hussain. Non-Executive Board Member Tracey Dalling left the meeting at 5.15pm.

**3. Minutes of the Previous Meeting held on 17 September 2024 (Paper 1) (P)**

The minute was approved as an accurate account.

**Proposed: Lisa Keggans**

**Seconded: Michael Ross**

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

The Committee noted all previous decisions and one outstanding action (BRIC27: A01), which was scheduled for completion at this meeting.

#### 4. Matters Arising

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

#### 6. Procurement Annual Report (*Paper 5*) (*P*)

Liz Walker introduced paper 5, as presented.

The Committee received the report, which summarised how the College has performed in its procurement activities and on delivery of its Procurement Strategy during the period 1 August 2023 to 31 July 2024.

The Committee noted:

- The annual report is standard practice and a legislative requirement.
- The continuing progress of the College in relation to the level of collaborative contract spend, raised to 59% (previous year at 45%).
- A balanced approach continues to be applied to APUC procurement, sourcing locally, whenever possible, with 22% of suppliers based in Ayrshire and 55% in Scotland.
- Audit carried out in 2024 by APUC, which reported improvement over all areas, with the College moving from bronze to attain the silver status.
- Proposed adjustments to the Procurement Strategy, which are necessary to secure future performance improvements and to enable the College to respond to local, national and global economic, political, social and financial risks.
- The College's positive social values and actions taken to directly promote community benefits, for example ELT representation on the Ayrshire Community Wealth Building Commission.

**The Committee noted and approved the report as presented.**

**Decision BRIC30-D02:** The Committee recommended the 2023-24 Annual Procurement Report to the Board of Management for approval on 19 December 2024.

#### 17. AOB

The Board were advised of Unisons release of Branch Officers and the return of local Unison Stewards, involved in the national Job Evaluation (JE) process, to their College roles. Ayrshire College have withdrawn the facilities time given to one local Unison Steward who is no longer undertaking JE process duties.

#### 18. Date of Next Meeting: Tuesday, 11 March 2025 at 4.00 pm held in the Boardroom on Kilmarnock campus and available to join remotely via MS Teams.

*(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**