

**Minute of the Business, Resources and Infrastructure Committee
Held by Hybrid Attendance at Kilmarnock Campus and
via Video Conference Using Zoom
on Tuesday 15 November 2022**

Present:

Mike Stewart	Chair
Matthew Wilson	Vice-Chair
Norman Bone	Non-Executive Board Member
Beth Clelland	Non-Executive Board Member
Lisa Keggans	Elected Member, Service/Support Staff
Janette Moore	Elected Member, Curriculum Staff
Ellie Jamieson	Elected Student President
Angela Cox	Principal, Ex-Officio

In attendance:

Pauline Donald	Board Governance Advisor
Yvonne Melvin	Board Administrative Officer (Minutes)
Anne Campbell	Vice Principal - Curriculum
James Thomson	Acting Vice Principal - Finance
David Davidson	Assistant Principal - HR & OD
Liz Walker	Head of Financial Services
Martin Hammond	Head of Health, Safety and Wellbeing (items 5 & 6 only)

1. Welcome and Declarations of Interest

The Chair welcomed everyone to the meeting.

The Chair introduced Lisa Keggans, Elected Member, Service/Support Staff, and welcomed Lisa to her first meeting of the Committee. On behalf of the Committee, the Chair extended congratulations to Lisa on her new role as Estates Team Leader for Kilmarnock campus.

The Chair also extended the congratulations of the Committee to James Thomson on his appointment as Acting Vice Principal – Finance.

The meeting was confirmed as quorate.

There were no declarations of interest presented.

2. Apologies

Apologies were received from Fiona McQueen, Non-Executive Board Member, and Gillian Murray, Co-opted Committee Member.

3. Minutes of the Previous Meeting held on 6 September 2022 (Paper 1) (P)

The minutes were approved as a correct record.

Proposed: Ellie Jamieson

Seconded: Angela Cox

Action Tracker (Paper 1a) (P)

The Committee noted that all actions, apart from one, were recorded as complete.

BRIC20: A03 – J Thomson advised that this action was now completed and would be covered in Item 6 of the agenda.

4. Matters Arising

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

5. Health, Safety and Wellbeing Annual Report August 2021 – July 2022 (Paper 2) (P)

D Davidson introduced Paper 2, accompanied by a short presentation from Martin Hammond, Head of Health, Safety and Wellbeing.

The Committee noted the following key points:

- Two updated mandatory training courses had been communicated to staff in the reporting period. A number of staff members were still to complete the mandatory training and updates on mandatory training figures would be reported to the Committee at future meetings.
- Staff with line management responsibility were enrolled on the IOSH Managing Safely eLearning course, of which 45 completed the qualification.
- The health, safety and wellbeing audit programme resumed in early 2022. Within the reporting period fourteen audits were completed. Work is ongoing to ensure that all outstanding actions are completed, and further updates would be provided.
- The number of accidents and incidents increased in the reporting period, which can be attributed to more staff and students returning to on campus learning following the pandemic. There were 3 incidents reported to the Health and Safety Executive under RIDDOR
- A programme of cross campus wellbeing events and campaigns were delivered in the period and were positively received by staff.
- The Health, Safety and Wellbeing team continued to support the Campus Operations Steering Group on Covid-19 arrangements across all campuses.

The Committee had a productive discussion on aspects of the report, including mandatory training, RIDDOR incidents and mental health and wellbeing. In response to queries raised, the Committee was advised:

- Mandatory training completion is on a rolling programme and staff continue to be supported to complete courses when required.
- All incidents reported to the Health and Safety Executive under RIDDOR were investigated thoroughly with actions taken where necessary and risk assessments updated accordingly.
- A range of mental health and wellbeing resources are in place for staff and students to access and the team continued to proactively promote and signpost these resources appropriately.

On Committee review, it was proposed that the number of incidents of non-compliance in mandatory training be reflected in future reporting and that policies

included in the reporting period be updated to include their version number and review date.

BRIC22 D01: The Committee recommended the Health, Safety and Wellbeing Annual Report August 2021 – July 2022 to the Board for approval.

6. Health, Safety & Wellbeing and Equality & Inclusion Report (Paper 9) (P)

D Davidson introduced Paper 9 as presented and M Hammond took the Committee through the key points from the report.

The Committee noted that the report provided an update for the reporting period August to October 2022. Key areas of focus included accidents and incidents across the campuses, fire safety, wellbeing initiatives and programmes and equality and inclusion activity.

The Committee was concerned to note a reported incident related to a near miss at Kilwinning campus. A summary of the incident was provided to the Committee. The Committee was further advised that a full investigation had taken place in collaboration with those involved and appropriate actions had been taken.

In response to queries raised, the Committee was advised:

- As a result of a fire evacuation at Kilmarnock campus, M Hammond would liaise with Spie to ensure that the correct detector head is installed in the Supported Learning Kitchens.
- The College was committed to tackling gender imbalances in the staff cohort through promotion of the College and across recruitment practices. The Committee noted that all vacancies are advertised across a wide range of platforms to encourage and increase diversity and a range of working groups are already established representing all protected characteristics.

The Committee noted the report as presented.

Martin Hammond left the meeting at this point.

7. 2021-22 Financial Statements to July 2022 – Before Audit Finalisation (Paper 3) (R)

J Thomson introduced Paper 3 as presented and the Committee noted the following key points:

- the paper sets out the financial statements for 2021-22.
- the financial statements are derived from the management accounts, which were presented to BRIC at its meeting on 6 September 2022, adjusted for year-end accounting requirements.
- the paper details the main draft financial statements and the detailed draft notes to the financial statements.
- the draft statements were submitted to Mazars for External Audit on 18 October 2022 with a final close out meeting held on 11 November 2022.
- Figures outlined in the draft financial statements are subject to material change before being presented to the Board in December 2022. This is to take into account a recent announcement by SFC regarding credit clawback for the sector.

J Thomson acknowledged and commended the efforts and hard work of the Head of Financial Services and her team in preparing the 2021-22 Financial Statements to July 2022.

The Committee commended the exceptional financial stewardship and recommended the 2021-22 Financial Statements to July 2022 – Before Audit Finalisation for approval through the Audit and Risk Committee and thereafter to the Board.

BRIC22-D02: The Committee recommended the 2021-22 Financial Statements to July 2022 for approval through the Audit and Risk Committee (22 November 2022) and thereafter to the Board on 8 December 2022.

8. 2022-23 Management Accounts as at September 2022 (Paper 4) (P)

J Thomson introduced Paper 4 as presented, summarising the actual position to date for the period ended 30 September 2022.

The Committee noted:

- the accounts show a year-to-date operating surplus of £31,293, a favourable variance of £34,416 when compared to the expected budget position at 30 September 2022.
- Expenditure variances related to salary costs and price increases were highlighted
- Given the current economic situation, a full year forecast was included to help highlight the impact to the College. This showed an operating deficit of £(312,068).

The Committee sought assurance on the future risk to the College in respect of possible future pressures related to inflationary pressures, credit targets and pay awards. J Thomson advised that the College recognised that future changes would be necessary; noting that SLT was working closely with budget holders to monitor any increases in order to minimise the risk of future pressures. The Committee noted that future adjustments may still need to be made and that risk remained. It was agreed that this should be reflected in the Risk Register.

BRIC22-A01 – Risk register to be updated to reflect possible future pressures related to inflationary pressures, credit targets and pay awards.

The Committee noted the content of Paper 4.

9. Ayrshire College Financial Regulations as at November 2022 (Paper 6) (R)

J Thomson introduced Paper 6 as presented.

The Committee noted that the Financial Regulations are updated on a regular basis and that all updates are shown as tracked changes in Appendix 1.

J Thomson highlighted the Whistleblowing section to the Committee advising that the wording used in point 8.3 would be further amended to reflect that any matter raised directly with the Chair of the Audit and Risk Committee would relate specifically to matters of financial irregularity. In response to a query, J Thomson

confirmed that section 3.8 of Accounting Arrangements would be updated to state GDPR in place of Data Protection Act 1998.

BRIC22 D03: The Committee recommended the Ayrshire College Financial Regulations as at November 2022 to the Board for approval.

10. 2021-22 Annual Procurement Report (Paper 7) (P)

J Thomson introduced Paper 7 as presented, advising that this was an annual requirement for the College and covered the period 1 August 2021 to 31 July 2022. It was noted that the standard Scottish Government template had been used to produce the report. J Thomson further advised that the figures contained in the report had been reviewed through a shared service agreement between the College and Advanced Procurement for Universities and Colleges (APUC) and had been reviewed by the Senior Leadership Team.

The Committee commended the report as presented and thanked J Thomson and his Team for an informative and clear report.

BRIC22-D04: The Committee recommended Annual Procurement Report for approval by the Board on 8 December 2022.

11. HR & Staff Learning and Development Report (Paper 8) (P)

D Davidson introduced Paper 8 as presented and advised that the report provided an update for the reporting period August to October 2022.

The Committee noted the following key points:

- The overall absence rate for the College increased during the reporting period. In some cases, the increase in long term sickness absence can be directly attributed to delayed or cancelled procedures during the Covid-19 pandemic and longer waiting lists for treatment.
- The Aspire Growing Leaders Programme had received positive feedback so far, with the final phase of the programme focusing on providing the cohort with project management experience. Three of the Aspire candidates have recently been successful in securing Team Leader roles within the College.
- Formal notification was received that the College has been awarded liP Gold for a period of three years. Staff events were held across the three main campuses on Wednesday 2 November and were well received by staff.

D Davidson also advised the Committee that a ceremony was held prior to the meeting to celebrate staff achievements. In his capacity as Chair of BRIC, M Stewart was in attendance to offer his congratulations to staff provide them with their certification.

The Committee further noted that members had reported a positive impact from their guided tour of the Kilmarnock campus on 3 November. It was agreed that a tour of the other main campuses would be beneficial.

The Committee noted the report as presented.

12. 2021-22 Annual Complaints Report (Paper 10) (P)

A Campbell introduced Paper 10 presenting the 2021-22 Annual Complaints Report. The Committee noted that the total number of complaints received were lower on the previous year.

A Campbell took the Committee through the key points and highlighted the actions taken to support improvement.

The Committee noted the report as presented.

13. 2021-22 Annual Freedom of Information Report (Paper 11) (P)

A Campbell introduced the 2021-22 Annual Freedom of Information Report as presented and took the Committee through the key points.

The Committee noted the report as presented.

14. 2022-23 Corporate Risk Register (V2) – BRIC Extract (Paper 12) (R)

J Thomson introduced the draft BRIC extract from V2 of the Risk Register and set out where each of the individual risk levels were currently positioned.

J Thomson took the Committee through each risk outlined in Paper 12. The Committee noted and agreed the following in relation to the risks contained within the extract:

- BRIC1 – Risk Assessment to be updated to reflect Committee comments earlier in the agenda.
- BRIC2 – Risk Assessment had decreased to 16 to reflect the transformational changes and actions being taken.

The remaining risks remained within the risk appetite.

BRIC22-A02: Risk BRIC1 – In-year financial sustainability – to be updated to reflect the Committee comments earlier in the agenda.

BRIC22-D05: The Committee approved the Risk Register – BRIC Extract at November 2022 for submission to ARC.

15. Date of Next Meeting: Tuesday 7 March 2022 at 4pm.

(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