

**Minute of the Business, Resources and Infrastructure Committee
Held by Hybrid Attendance at Kilmarnock Campus and
via Video Conference Using Zoom
on Tuesday 7 March 2023**

Present:

Mike Stewart	Chair
Matthew Wilson	Vice-Chair
Gillian Murray	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:

Yvonne Melvin	Board Administrative Officer (Minutes)
Anne Campbell	Vice Principal - Curriculum
James Thomson	Vice Principal – Finance (Interim)
David Davidson	Assistant Principal - HR & OD
Gillian Brown	Head of HR Services
Martin Hammond	Head of Health, Safety and Wellbeing
Liz Walker	Head of Financial Services
Sara Turkington	Equality & Inclusion Adviser (Agenda item 1 only)

**1. Mainstreaming Equality and Equality Outcomes Progress Report (2022-25)
(Paper 1) (P)**

D Davidson introduced Paper 1 as presented. The Committee was reminded that an annual update on Mainstreaming Equality and Equality Outcomes had been published in April 2021, however, the College is legislatively required, through the Public Sector Equality Duty (PSED), to report progress to date on a two-yearly cycle.

The Progress Report was further informed by a supporting presentation from the College’s Equality and Inclusion Advisor, Sara Turkington. The progress made to date in the 2-year period on all four equality outcomes was highlighted to members.

The Committee noted:

- There was an 8% increase in the number of students stating that they felt part of the College community.
- Female attainment in Curriculum areas with courses that have a male or female student gender imbalance continued to improve.
- There is an upward trend year on year in the number of male students declaring a mental health condition, with 4% of total students declaring a mental health condition.
- Recruitment and disclosure rates of staff with a disability have improved.

S Turkington then outlined the next steps and key actions to members. The Committee discussed the report and commended the work done and progress made to date.

Decision BRIC23-D01: The Mainstreaming Equality and Equality Outcomes Progress Report (2022-25) was recommended for approval to the Board on 28 March 2023.

Sara Turkington left the meeting at this point.

Investors in People (IiP) Survey (Presentation) (P)

The Committee received a presentation from Gillian Brown, Head of HR Services, advising on the outcomes from the recent Investors in People (IiP) review, with particular focus on the staff survey feedback. It was noted that there had been a significant increase (22%) in the response rate for the staff survey on the previous review in 2019 and that all feedback had been received and analysed.

G Brown outlined the key highlights from the responses received to the Committee and advised on an upward trend across all 9 indicators. The Committee noted that a number of actions were being taken across the indicators, particularly in relation to recognising and rewarding high performance.

The next steps and future actions were outlined to the Committee and G Brown noted that the IiP Staff Wellbeing Award was under review and would be considered by the College, when available.

The Committee thanked G Brown for the presentation and commended the hard work being carried out.

2. Welcome and Declarations of Interest

The Chair welcomed everyone to the meeting.

The meeting was confirmed as quorate.

There were no declarations of interest presented.

3. Apologies

Apologies were received from Non-Executive Board Members Norman Bone, Beth Clelland and Fiona McQueen.

4. Minutes of the Previous Meeting held on 15 November 2022 (Paper 2) (P)

The minutes were approved as a correct record.

Proposed: Ellie Jamieson

Seconded: Matthew Wilson

Action Tracker (Paper 2a) (P)

The Committee noted that there were no outstanding actions.

5. Matters Arising

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

6. 2022-23 SFC Funded Capital Expenditure as at 23 January 2023 (Paper 3) (R)

J Thomson introduced Paper 3 as presented and provided an update on SFC funded capital expenditure for the financial year April 2022 to March 2023. The capital projects for 2022-23 and the committed spend to date. were highlighted. J Thomson advised that that the College is projecting a £4,503 underspend on the total capital budget of £198,150.

J Thomson also advised that the College had recently gone out to tender for the Ayr Campus CCTV Replacement. The project would, therefore, be awarded and commenced by 31 March 2023.

The Committee noted the content of Paper 3.

7. 2022-23 Management Accounts as at 31 January 2023 (Paper 4) (P)

J Thomson introduced Paper 4 as presented, summarising the year-to-date position for the period ended 31 January 2023.

The Committee noted that the full-year projections show an operating surplus of £1,479,425 a variance of £169,862. The full-year projection presented is, however, based on the College receiving additional funding from the Scottish Government to meet the costs of a national pay award.

J Thomson reminded members that the budget approved by the Board in June 2022 was based on a nationally agreed pay award of 2%. The sector is, however, now forecasting that the nationally agreed pay award for 2022-23 would be 5%. J Thomson advised the Committee that the projections detailed in section 2.2 of the paper were, therefore, based on a 5% pay award, with the additional expenditure being fully funded by the Scottish Government.

J Thomson further advised that section 2.3 of the paper had been included to highlight the impact to the College should the additional costs be unfunded by the Scottish Government. If unfunded the College surplus would be £446,874. An adverse variance of £(1,032,578). The Committee noted that the college sector continues to lobby SCF and the Scottish Government for additional funding for any pay award agreed above 2%.

The Committee was reminded that colleges are required to submit Mid-Year Returns (MYR) to SFC by 31 March. It was proposed that the College prepares its MYR based on a 5% pay award that is unfunded by the Scottish Government to demonstrate the material impact on Ayrshire College. Members were asked to note that this is in line with other colleges in the sector.

The Committee discussed the proposal and the information presented and agreed with the College's proposed approach to the Mid-Year Return.

Decision BRIC23-D02: The Committee approved the proposed approach to the College preparing its MYR based on a 5% pay award that is unfunded by the Scottish Government

The Committee noted the content of Paper 4.

8. Business Growth Report (March 2023) (Paper 5) (P)

A Cox introduced Paper 5 as presented.

The Committee noted that FWDF funding had been significantly cut for the college sector and that, in response, the College had been proactively working with employers to upsell and convert to commercial income with some successes.

The Committee approved the readjustment in business growth targets. The Committee also noted the number of positive actions contained in the report and commended the Business Growth Team for their hard work.

The Committee noted the content of Paper 5 and approved the readjustment of targets.

9. Willie Mackie Skills Hub Update as at March 2023 (Paper 6) (R)

J Thomson introduced Paper 6 as presented and provided a status update on the development of the Willie Mackie Skills Hub.

The Committee noted:

- Those documents are regularly presented to SLT at its formal meetings.
- Risk indicators were included in the summary reports and there were no concerns to note.
- The build was on track for a projected handover date of 16 June 2023 and curriculum delivery from August 2023.

The Committee discussed the paper and associated appendices and agreed that photographs would be a good addition to the next update in June 2023.

Action BRIC23-A01: Site photographs from the Willie Mackie Skills Hub to be presented to the Committee at their meeting in June 2023.

The Committee noted the content of Paper 6.

10. 2022-23 Student Support Funds Position as at 9 February 2023 (Paper 7) (P)

J Thomson introduced Paper 7 as presented, advising that an underspend in Student Support Funds was being projected and that the figures outlined in Table 1 of the paper are based on the most up to date information on student applicants and reflect current credit projections.

J Thomson further advised that the figures set out in Table 1 also included £2,793,392 relating to 414 care experienced students and that the College continues to actively promote the additional support available to care experienced students.

The Committee noted that the College continues to work to maximise the support and funds available to students.

The Committee noted the content of Paper 7.

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

D Davidson introduced Paper 8, advising that this report provided members with an update for the reporting period November 2022 to January 2023.

The Committee noted that the upward trend in sickness absence continued in the period, particularly in the category of short-term seasonal illness. The continued increase in long term absences across the reporting period highlighted the number of staff experiencing health conditions requiring surgical or medical interventions which have been impacted by longer NHS waiting times. D Davidson advised that the HR Team continued to support managers and staff to enable access to appropriate services through Occupational Health and Employee Counselling, as necessary and appropriate.

In response to a query, G Brown noted that the category for Depression/Anxiety/Psychological had fallen outwith the top 5 sickness absence categories, due to the decrease in the number of staff reporting this as an absence reason.

The Committee noted the report as presented.

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

D Davidson introduced Paper 9, advising that this report provided members with an update for the reporting period November 2022 to January 2023.

The Committee noted that the reports key areas of focus include accidents and incidents across the campuses, fire safety, wellbeing initiatives and programmes, equality and inclusion activity and ongoing work to support the College during the 2022-23 academic year.

D Davidson highlighted the Health and Wellbeing section to members, advising that the College is taking part in this year's BRIT Challenge which started on 23 January 2023. M Hammond provided members with further information on the challenge, advising that the British Inspiration Trust (BRIT) supports young adult mental health and fitness in the UK through the delivery of an annual BRIT Challenge and, following engagement with Phil Packer MBE, Mental Health & Fitness, Disability and Charity Ambassador, the College agreed to participate. The focus for the challenge would be around the number 23 and staff had been invited to participate in a range of challenges, both physical and non-physical.

In response to a query, D Davidson advised that actions and incidents were being tracked against the annual target as set by the College's People Strategy. The Committee agreed that information pertaining to targets should be included in the report going forward.

Action BRIC23-A02: Target information for actions and incidents to be included in future reports.

The Committee noted the report as presented.

13. Quarterly Complaints Report (Q1) (Paper 10) (P)

A Campbell introduced Paper 10 presenting the quarterly complaints report for Q1, August to October 2022.

A Campbell took the Committee through the key points also highlighting the actions taken to support improvement. The Committee noted that complaints received in the period were lower than the previous academic year.

The Committee noted the report as presented.

14. 2022-23 Corporate Risk Register (V3) – BRIC Extract (Paper 11) (R)

J Thomson introduced the draft BRIC extract from V3 of the Risk Register and set out where each of the individual risk levels were currently positioned.

J Thomson took the Committee through Paper 11 and outlined all updates as highlighted in each of the Risks.

The Committee confirmed that they are content that the risks represent the significant risks within the remit of the BRIC and that the controls ensure the risks are being managed effectively.

BRIC23-D03: The Committee approved the Risk Register – BRIC Extract at March 2023 for submission to ARC.

15. Date of Next Meeting: Tuesday 30 May 2023 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

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