

(Paper 1)

**Minute of the Business, Resources and Infrastructure Committee
Held by Hybrid Attendance at Kilmarnock Campus and
via Video Conference using Microsoft Teams
on Tuesday 3 October 2023**

Present:

Mike Stewart	Chair
Matthew Wilson	Vice-Chair
Norman Bone	Non-Executive Board Member
Lisa Keggans	Elected Member, Service/Support Staff
Janette Moore	Elected Member, Curriculum Staff (Item 9 onwards)
Linda Corbett	Elected Student President
Angela Cox	Principal, Ex-Officio

In attendance:

Anne Campbell	Vice Principal – Skills and Enterprise
David Davidson	Vice Principal - People, Performance and Transformation
Gillian Brown	Head of HR Services
Martin Hammond	Head of Health, Safety and Wellbeing
Louise Park	Head of Student Funding
Liz Walker	Head of Financial Services
Hilary Denholm	Board Governance Advisor
June Northcote	Executive Assistant (Minutes)

1. Welcome and Declarations of Interest

The Chair welcomed everyone to the meeting, particularly the new attendees, Linda Corbett Student President and June Northcote Executive Assistant (minute).

It was noted that Alan Ritchie, Vice Principal Finance and Infrastructure, would join next BRIC meeting, in the meantime Liz Walker would speak to the finance papers and Louise Park would present the Student Funding paper.

No declarations of interest were presented.

2. Apologies

Apologies were received from Non-Executive Board members Gillian Murray and Gordon Neil and Student Vice President Tim Chan.

The meeting was confirmed as quorate.

3. Minutes of the Previous Meeting held on 30 May 2023 *(Paper 1) (P)*

The minute was approved, pending revision of the text at paragraph four, item 16.

Proposed: Mathew Wilson

Seconded: Angela Cox

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

The Committee noted all actions as complete.

4. Matters Arising

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

5. 2023-24 Committee Terms of Reference and Workplan (*Paper 2*) (P)

H Denholm presented paper 2, highlighting two updated sections in the 2023-24 Committee Terms of Reference and Workplan.

The Committee noted that the paper as presented, pending review by Alan Ritchie.

Decision BRIC25-D01: The 2023-24 Committee Terms of Reference and Workplan was recommended for approval to the Board on 31 October 2023.

7. 2022-23 Student Support Funds Final Position at 31 July 2023 (*Paper 8*) (P)

At this point Louise Park introduced Paper 8 as presented, going on to give an overview of the administration and final spend position for student funding as at 31 July 2023.

The Committee noted:

- Initial 2022-23 SFC allocation of £10,377,347, with a further £461,215 FE discretionary funding allocated in November 2022 resulting in a total allocation of £10,838,562.
- HE discretionary funding of £199,873 with £7,678 virement into budget.
- allocation of student funding was well utilised at Ayrshire College, when benchmarked across the sector, with many other colleges underspent.
- the ability to redirect funds, where they are most needed, with 2000 students receiving cost of living payments in 2022-23.

During discussion questions were asked and the following points were also noted:

- year-on-year comparison reflected the additional FE discretionary funding support over the last two years due to Covid and cost of living crisis payments.

The Committee commended L Park on the glowing report, which had been received from auditors, on College systems, processes and the proactive approach being applied by the student funding team.

The Committee noted the report as presented.

L Park left the meeting at this point.

8. 2022-23 Business Growth Annual Review (*Paper 4*) (P)

A Cox introduced Paper 4 as presented, the 2022-23 Business Growth Annual Review. A Cox confirmed that during the previous year the College had effectively engaged with wide range of business and growing the programme offer. It was acknowledged that much of this was dependent on Flexible Workforce Development Funding, with a budget of £0.5M. An opportunity to make immediate savings from non-contracted staff was also noted if funding was not available.

The Committee noted:

- although course delivery exceeded forecasts, costs incurred were also in excess of those forecast.
- £77,000 of funding was rolled over from A/Y 2022-23 to A/Y 2023-24.
- Scottish Government Flexible Workforce Development funding was not in place for A/Y 2023-24, suggestions were that in future and funding would require to be match-funded by employers.
- the College offering must be agile and responsive to proactively compete with other course providers.
- report is positive but retrospective, the concerns raised for this academic year support the appointment of a Director to this area.

During discussion Committee members commended the positive report and went on to note the following points:

- it would be helpful for graphs to reflect this as a growing area.
- opportunities for the College to proactively offer courses in the workplace, for example on leadership in the hybrid world and project management.
- ongoing challenges to implementing a more flexible approach to programmes such as composite training.
- COSERA training software, as a more accessible option than LinkedIn.

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

Decision BRIC25-D03: The 2022-23 Business Growth Annual Review was recommended for approval to the Board on 31 October 2023

10. HR & Staff Learning and Development Report (*Paper 6*) (*P*)

G Brown introduced Paper 6, advising that this report provided members with an update for the reporting period May 2023 to July 2023. G Brown went on to report that College sickness absence figures were slightly above the public sector average at 10.8 days per employee. (CIPD Health and Wellbeing at Work Survey reported levels of staff sickness absence considerably higher in the public sector at 10.6 days per employee, than the private sector at 5.8 days per employee). Whilst the research data provided a valuable insight, workforce demographics were not included as part of the survey findings.

G Brown advised that mental ill health and musculoskeletal were the highest recorded categories for days lost due to staff illness. In addition, sickness periods were getting longer, largely due to a backlog and longer wait lists for treatment.

During discussion Committee members noted the following approaches being taken to promote and support staff wellbeing:

- trauma response and behaviour management workshops for College leadership aimed at raising awareness of best practice approaches to address challenges in relation to staff illness;
- a new employee assistance provider was appointed in February 2023, offering a more flexible and broader range of services;
- Occupational Health provision continues to be made available staff;

- HR team are available to support and offer managers advice and support. The key role of managers in promoting staff attendance was acknowledged.

J Moore welcomed the HR initiative for training and equipping managers, enabling them to take the right and consistent approach, supported by HR.

G Brown reported that HR are working alongside managers to increase rates for completion of mandatory training. G Brown explained that notifications are generated when renewals are due. As a result, during the reporting period, there was a peak in renewals rather than non-compliance. It was noted that measures were in place to review mandatory training completion during the PPDR process.

G Brown advised members that Charlotte Mitchell, Equalities and Inclusion Performance Lead would be a welcome addition to the HR team.

The Committee noted the report as presented.

11. Health, Safety and Wellbeing & Equality and Inclusion Report (*Paper 7*) (P)

M Hammond introduced Paper 9, advising that this report provided members with an update for the reporting period May 2023 to July 2023.

Committee members noted:

- 20 incidents were recorded during the reporting period (21 last year).
- one RIDDOR reportable incident took place, the student has since made full recovery and the Estates team have addressed equipment issues.
- One settlement was agreed, and other liability accepted with the claim expected to close in due course.
- 240 members of staff attended occupational health appointments.
- Wellbeing at Work Award to be taken forward 2023-24 into 2025.

Action BRIC25-A02: Committee members requested the rolling accident/incident table present a comparison over a 12-month period, to better convey improvement.

The Committee noted the report as presented.

12. Quarterly Complaints Report (Q3) (*Paper 8*) (P)

A Campbell introduced Paper 10 as presented, detailing the quarterly complaints report for Q3, February 2023 to April 2023. A Campbell went on to highlight key points and actions taken to support improvement.

Committee members noted:

- 45 issues were received, 41 complaints 3 of which were withdrawn resulting in 38 complaints in the reporting period.
- during 22-23 there were many more students on campus so the trend would be expected to increase.
- the direct correlation between complaints and behavioural issues.
- a focus on service improvement as a number of complaints related to assessment, exam and qualification issues.

The Committee noted the report as presented.

14. Lion & Gazelle Digital Infrastructure Report (Paper 10) (P)

A Cox presented the Lion and Gazelle consultancy report on Digital Infrastructure, for information.

Committee members noted:

- improved Connectivity and Cloud storage as the most critical, short-term aspects of the project, until additional funding was confirmed.
- the importance of understanding the interdependencies across all systems and the longer-term consequences or commitment of investing in new technology without robust governance.

The Committee noted the report as presented.

15. AOB

The Chair passed on congratulations to Lisa Keggans on her appointment as Estates Manager.

16. Date of Next Meeting: Tuesday 21 November 2023 at 4pm.

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RESERVED ITEMS ON THE NEXT PAGE

