

**Meeting of the Business, Resources and Infrastructure Committee
To be held on Tuesday 09 September 2025 at 4.00pm
by Hybrid Attendance at Kilmarnock Campus and via Microsoft Teams**

AGENDA

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|-----------------------------------|--|------------------------|
| 1 | Welcome and Declarations of Interest | |
| 2 | Apologies | |
| 3 | Minutes of the meeting held 03 June 2025 | Paper 1 (C/P) |
| | • BRIC Action & Decision Tracker | Paper 1a (P) |
| 4 | Matters Arising | |
|
A) Governance | | |
| 5 | 2025-26 Terms of Reference & Workplan (1) | Paper 2 (R) (HD) |
|
B) People | | |
| 6 | liP Review Outcomes 2025 (5/6/7/10/11) | Presentation (R) (DD) |
| 7 | HR & HSW Update Report (May 2025 – July 2025) (5/7/8/9/10) | Paper 3 (R) (DD/GB/MH) |
| 8 | Ayrshire College Voluntary Severance Scheme 2025 | Paper 4 (R) (DD) |
|
C) Infrastructure | | |
| 9 | Digital Infrastructure Annual Report (2024-25) (3) | Paper 5 (R) (BJ) |
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D) Finance | | |
| 10 | Procurement Framework (2/4/22) | Paper 6 (P) (LW) |
| 11 | Management Accounts as at 31 July 2025 (18/20) | Paper 7 (R) (LW) |
| 12 | SFC Financial Forecast Return (FFR) (17) | Paper 8 (R) (ARi) |
| 13 | SAI Operations Update (2/3) | Paper 9 (R) (ARi) |
|
E) Risk Management | | |
| 14 | Strategic Risk Register (25) | Paper 10 (R) (ARi) |
|
F) For Information/AOB | | |
| 15 | AOB | |

Date of Next Meeting – Tuesday 18 November 2025 at 4.00pm Kilmarnock

(C/P) Confirmed minutes will be published; (P) Papers will be published on the College website; (R) Papers will not be published for reasons of commercial sensitivity or for reasons of personal data confidentiality

Minute of the Business, Resources and Infrastructure Committee
Hybrid meeting held at Kilmarnock Campus and via Microsoft Teams on
Tuesday 3 June 2025

Present:

(Paper 1)

Matthew Wilson	Chair
Michael Ross	Vice Chair
Tracey Dalling	Non-Executive Board Member
Angela Cox	Principal, Ex-Officio
Lisa Keggans	Elected Member, Service/Support Staff
Darcie Hamilton	Elected Student President
Janette Steel	Elected Member, Curriculum

In attendance:

Anne Campbell	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
Alistair Rodgers	Director of Enterprise Development
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.

There were no declarations of interest.

2. Apologies

Apologies were received from Barry Morton.

3. Minutes of the Previous Meeting held on 11 March 2025 *(Paper 1) (P)*

The minute was approved as an accurate account.

Proposed:

Seconded:

Michael Ross

Tracey Dalling

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

The Committee noted all previous decisions and completed actions.

4. Matters Arising

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

6. 2024-25 Financial Governance Compliance Report (Paper 3) (P)

L Walker introduced Paper 3.

The Committee noted:

- The report is to provide assurance to the Committee that the College is operating in compliance with the Scottish Funding Council Financial Memorandum and the Scottish Public Finance Manual.
- Based on this evidence the College was content to sign the annual SFC Assurance Certificate.
- Based on this assurance, the Board of Management can therefore look to sign off the year-end governance statement as part of the annual Financial Statements.

The Committee noted the report as presented.

13. AOB

No other items of business were noted.

Date of Next Meeting: Tuesday, 9 September 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

Business, Resources & Infrastructure Committee - Action and Decision Log
Meeting No 33 – 09 September 2025

(Paper 1(a))

Meeting Date	Agenda Item	Reference	Details	Action Owner	Due Date	Action Decision	Open Complete Approved Declined
03.06.25	2025-26 Budget	BRIC32: D01	The Committee recommended the 2025-26 budget to the Board of Management for approval.	N/A	19.06.25	Decision	Approved
03.06.25	2024-25 Financial Matters Update Report	BRIC32: D02	The Committee delegated the authority to the Principal to approve the contract for provision of the College managed security services, and the College finance system.	N/A	N/A	Decision	Approved
03.06.25	Human Resources and Health, Safety and Wellbeing Update Report (Feb 2025 to April 25)	BRIC32:A01	Provide follow-up to the Board of Management on the Supreme Court gender reassignment ruling and the approach which is being taken by the College to address the challenges this presents.	David Davidson	18.11.25	Action	
03.06.25	Human Resources and Health, Safety and Wellbeing Update Report (Feb 2025 to April 25)	BRIC32:A02	Provide further information to the Board of Management after the Scottish Government guidance on Martyn's Law has been issued.	David Davidson	18.11.25	Action	
03.06.25	Property Update	BRIC32: D03	The Committee noted the content of the report and the settlement of the Kilwinning PFI residual value as documented at section 5(c).	N/A	N/A	Decision	Approved
03.06.25	SAI Aerospace Training Ltd	BRIC32: D04	The Committee approved the Staff Handbook, the Contract of Employment for senior staff and delegated future appointments to the Company, subject to budget cover being available and the appointment of SAI auditors.	N/A	N/A	Decision	Approved
03.06.25	Management Accounts as at 30 April 2025	BRIC32: D05	The Committee recommended the Management Accounts as at 30 April 2025 to the Board of Management for approval.	N/A	19.06.25	Decision	Approved

Meeting Date	Agenda Item	Reference	Details	Action Owner	Due Date	Action Decision	Open Complete Approved Declined
03.06.25	2024-25 Strategic Risk Register	BRIC32: D06	The Committee approved the Strategic Risk Register for submission to the Board of Management.	N/A	19.06.25	Decision	Approved