

West College Scotland

**CORPORATE DEVELOPMENT COMMITTEE / ORGANISATIONAL
DEVELOPEMENT AND HUMAN RESOURCES COMMITTEE MERGER MEETING**

**TUESDAY 21 JANUARY 2020 at 4.00 p.m. in
Room 1, Abercorn Centre, Paisley Campus**

AGENDA

General Business

1. Apologies
2. Declaration of Interests

Main Items for Discussion

- | | | |
|--|---------|----|
| 3. Committee Title, Remit and Membership | Paper 3 | MN |
| 4. Schedule of Business | Paper 4 | MN |
| 5. Dates of Future Meetings | Paper 5 | MN |
| 6. Any other business | | |

Next meeting: To be confirmed (either Wed 12 February 2020 at 4pm which was pre-arranged for ODHRC or Tuesday 18 February at 4pm which was pre-arranged for CDC).

Shirley Gordon
Secretary to the Committee

TITLE: **Committee Title, Remit and Membership**

Background: Both Committee remits and memberships for session 2019/20 are attached for consideration and information.

At the Board meeting on 7 October 2019, there was a discussion about the possibility of these Committees merging, at least on a temporary basis. This proposal is being considered in light of the nature of the business conducted by both Committees as well as the departure of the Chair of the ODHR Committee and the need to find sufficient members to populate both Committees.

Both Committees have considered this proposal and agreed that this merger could be trialled during session 2019/20, with a review at the end of the session.

Some consideration now needs to be given to the **name of the new Committee, its remit and membership**. The current remits and memberships, in session 2019/20, for both Committees are attached.

Action: Members are asked to consider both current remits and memberships with a view to finalising the new merged Committee remit and membership (with a review at the end of the session) as well as agree its name.

Lead: Mark Newlands, Chair of the Committee

Status: Open

West College Scotland
Board of Management
Corporate Development Committee

Statement of Purpose

The Board provides the principal governance mechanism through which activities are managed in accordance with legislation and regulations, as well as ensuring that systems are in place to provide efficiency, effectiveness and economy. However, the Board has delegated some of its responsibilities to certain committees.

The main purpose of the Corporate Development Committee is to support the development of West College Scotland's vision, direction and objectives for corporate and sustainable development and growth, aligned with the needs of industry.

In addition to monitoring and approving activity from within the area of Corporate Development as appropriate, the Committee will be 'developmental' in nature with time spent considering new approaches and challenging and developing new ideas. The Committee will seek to include invited input from industry and sector experts to support its work.

1. Remit

- a) To ensure that the College builds its external reputation and is established as a preferred 'partner of choice'
- b) To ensure that the College builds appropriate strategic partnerships that support the delivery of the College's vision and business portfolio
- c) To ensure the College becomes a leader in the use of technology to enhance learning and the educational experience
- d) To ensure that the College manages and develops its strategy to maximise additional income and develop new opportunities for the College
- e) To receive regular reports on activity and income from Corporate Development
- f) To advise the College Executive and Managers on strategic issues
- g) To make recommendations to the Board on strategic issues relating to externally funded initiatives
- h) To receive reports on the risks associated with external funding and make appropriate recommendations to the Board
- i) To ensure the development and communication of the College Corporate Plan
- j) To consider risk relating to the matters that fall within the Committee's remit and to agree what mitigating factors/actions are in place and what further action, if any, needs to be taken to address such matters of risk.

Any other factors as required by the Board of Management.

2. Membership

Membership of the Committee will comprise:

The Principal and at least two members of the Board of Management, one of whom will Chair.

Attending;

Vice Principal Corporate Development
Corporate Development Directorate (Communications, Policy & Planning/Business & Enterprise/Technology & Innovation)

The Committee is empowered to invite other members of the Senior Management/Executive team to attend meetings of the Committee.

The Committee is empowered to invite external advisors and stakeholders as appropriate to contribute to discussions.

The Committee is empowered to co-opt additional members, subject to approval by the Nominations Committee.

Other Board members can attend the meetings, with the approval of the Chair of the Corporate Development Committee.

Committee members will be appointed to serve a four- year term, or for the period of their term of office.

The Chair of the Board of Management will be an ex- officio member of the Committee

3. Frequency of Meetings

Normally will meet four times per year, but at least three times per year. Additional meetings will be convened as necessary.

4. Quorum

A quorum will be two members of the Board of Management.

5. Secretariat

Secretary to the Board of Management.

Papers for meetings will be sent out 7 days in advance of meeting.

The Committee will report to the Board of Management and the minutes of its meetings will be circulated to the Board for information.

6. Review

The Remit will be subject to review annually

Approved by Board 9 October 2017

Membership 2019/20

Mark Newlands (Chair)
Liz Connolly
Jim Hannigan
Jenifer Johnston
Keith McKellar (*ex officio*)

Attending Officers

Stephanie Graham, Vice Principal Educational Leadership
Sara Rae, Assistant Principal, Enterprise and Skills
Diarmid O'Hara, Director of Communications, Policy and Planning
Gwen McArthur, Secretary to the Board

Dates of Meetings in 2019/20

22 October 2019
18 February 2020
5 May 2020

All Tuesdays starting at 4.00 p.m.

GMcA/14.10.19

West College Scotland

Board of Management

Organisational Development and HR Committee

Statement of Purpose

The Board provides the principal governance mechanism through which activities are managed in accordance with legislation and regulations, as well as ensuring that systems are in place to provide efficiency, effectiveness and economy. However, the Board has delegated some of its responsibilities to certain committees.

The main purpose of the Organisational Development and HR Committee is to develop strategy and policy in all matters relating to the recruitment, reward, recognition, retention, motivation and development of the college's employees, taking account of accepted good practice and to ensure that the Organisational Development and HR strategy of the College is clearly derived from the College's Annual Regional Outcome Agreement.

1. Remit

- a) To agree an Organisational Development and HR Strategy for the College, for approval by the Board and to review progress against key milestones;
- b) To ensure that the College complies with all aspects of employment and health and safety legislation;
- c) To monitor effective and efficient use of the College's Human Resources;
- d) To ensure that the College operates effective policies, procedures, systems and administrative controls, including:
 - recruitment and selection
 - equality and diversity
 - continuous professional development
 - employee relations
 - health and safety
 - employee communications
 - payroll
 - Freedom of Information and Data Protection
- e) To agree College Senior Management's collective bargaining remit for discussions with senior staff outwith Recognition and Procedure agreements (with the exception of those covered under the remit of the Remuneration Committee) and in liaison with the Finance and General Purposes Committee;
- f) To consider the scope and terms of any voluntary severance scheme to be introduced and to make any recommendations to the Board accordingly; to receive regular monitoring reports from the group established by the Board to manage the voluntary severance

scheme for College staff (apart from those falling under the responsibility of the Remuneration Committee): these reports to provide information on the numbers applying, the number of cases approved, the total costs involved and the potential savings to be achieved; to report on a regular basis to the Board on the implementation of the voluntary severance scheme.

The Committee will also report to the Board on any cases that are approved outwith the voluntary severance scheme (e.g. settlement agreements).

- g) To receive regular reports on staff development and training activities;
- h) To manage the annual self-evaluation activities of the Board of Management and its standing committees;
- i) To consider risk relating to the matters that fall within the Committee's remit and to agree what mitigating factors/actions are in place and what further action, if any, needs to be taken to address such matters of risk.

2. Membership

The Principal and three non-executive members of the Board of Management, one of whom will Chair.

Attending: Director of Organisational Development and HR

The Committee is empowered to invite other members of the Executive and/or Senior Management team to attend meetings of the Committee. It may also invite other members of staff, as appropriate and following consultation with the Principal and/or the Director of Organisational Development and HR, to attend meetings to provide information to the Committee on their areas of expertise.

The Committee is empowered to co-opt additional members, subject to approval by the Nominations Committee.

Other Board members can attend the meetings, with the approval of the Chair of the Organisational Development and HR Committee.

Committee members will be appointed to serve for up to four years, or for the period of their term of office.

The Chair of the Board of Management will be an ex-officio member of the Committee.

3. Quorum

A quorum will be two Members of the Board of Management

4. Frequency of Meetings

The Committee will meet at least three times per year.

5. Secretariat

Secretary to the Board of Management.

Papers for the meeting will be sent out 7 days in advance of the meeting

The Committee will report to the Board of Management and the minutes of its meetings will be circulated to the Board for information.

6. Review

This remit will be subject to review annually.

Approved by the Board 9 October 2017

Membership 2019/20

Keith McKellar (Interim Chair)

Liz Connolly

Linda Johnston

David Mark (Co-opted)

Attending Officers

David Gunn, Director, Organisational Development and HR

Gwen McArthur, Secretary

Dates of Meetings in 2019/20

18 September 2019

6 November 2019

12 February 2020

13 May 2020

All Wednesdays starting at 4.00 p.m. on the Paisley Campus.

GMcA/10.09.19

TITLE: SCHEDULE OF BUSINESS 2019/20

Background: As the Corporate Development Committee and the Organisational Development and HR Committee merge, **consideration must be given to the new Committee's schedule of business for the remainder of the academic year.** Enclosed are agenda items that both Committees considered in 2018/19 or planned to consider in 2019/20 which may be useful in determining business going forward.

Action: The Committee is asked to consider the enclosed agenda items with a view of **discussing and finalising the new Committee's schedule of business for the remainder of 2019/20.**

Lead: Mark Newlands, Chair of the Committee

Status: Open

Corporate Development		Organisational Development & HR	
2018/19			
October 2018	<ul style="list-style-type: none"> • Customer Relationship Management System • Flexible Workforce Development Fund • Skills Survey Report • Statement on Ethical Approach to Business • Awards Central • Alternative Income 	September 2018	<ul style="list-style-type: none"> • Health And Safety Matters • College Improvement Plan • National Bargaining • People Strategy: Progress Report • Workforce Planning • Voluntary Severance Scheme • GDPR • Building Our Collective Future
February 2019	<ul style="list-style-type: none"> • Economic Data Update • International Strategy • Internal Audit Report: Internal Communications • Alternative Income 	November 2018	<ul style="list-style-type: none"> • National Bargaining • Workforce Planning: Draft Strategic Workforce Plan • Voluntary Severance Scheme • Fire Safety
May 2019	<ul style="list-style-type: none"> • Homecare App • International Action Plan • Modern Slavery Statement • Alternative Income 	February 2019	<ul style="list-style-type: none"> • National Bargaining • Employee Health and Wellbeing Strategy • HR Annual Report 2018 • People Strategy: Progress Report
		May 2019	<ul style="list-style-type: none"> • Annual Effectiveness Review of the Board • Finnart Street Building • Employee Health and Wellbeing Strategy • National Bargaining • Voluntary Severance: Update • HR Annual Report 2018 • Modern Slavery Statement • Workforce Planning • Freedom of Information: Internal Audit Report

Corporate Development		Organisational Development & HR	
2019/20			
October 2019	<ul style="list-style-type: none"> • Internal Communications Staff Survey • Graduation Feedback • International Strategy • Renfrewshire Economic Strategy • Alternative Income Report 		

February 2019	<ul style="list-style-type: none">• Competitor Analysis• Curriculum Planning Reports• Modern Apprenticeships• Alternative Income Report		
May 2019	<ul style="list-style-type: none">• Approach to Social Media• Approach to Commercial Activity and FWDF• Alternative Income Report		

TITLE: **Dates of Future Meetings**

Background: Both Committees dates of meeting for session 2019/20 are attached for consideration and information.

Some consideration now needs to be given to the **dates of the new Committee meetings in session 2019/20.**

Action: The Committee is asked to agree dates of meetings for the remainder of the session 2019/20 (possibly based on those already arranged as noted below).

Lead: Mark Newlands, Chair of the Committee

Status: Open

CDC – Pre-arranged Dates of Meetings in 2019/20

Tuesday 18 February 2020 at 4pm

Tuesday 5 May 2020 at 4pm

ODHRC – Pre-arranged Dates of Meetings in 2019/20

Wednesday 12 February 2020

Wednesday 13 May 2020