

West College Scotland

Board of Management

Corporate Development Committee

Statement of Purpose

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

The main purpose of the Corporate Development Committee is to:

- Have strategic oversight of finance, procurement, human resources and organisational development, communications, marketing and matters of a general nature that do not fall to other standing Committees, ensuring solvency, sustainability, efficiency, and innovation.
- Advise on the strategic implementation, review and development of required strategies and policies that reflect best practice and improve organisational performance, ensuring appropriate and effective controls and processes are in place.
- Ensure the College manages all assets and resources in accordance with Scottish Government and Scottish Funding Council requirements.

1. Remit

- a) To have strategic oversight of the overall management of the College's resources – finance, people, procurement, information technology and property.
- b) To consider and advise the Board of Management on the development and implementation of College policy and strategy, including but not limited to the following areas:
 - Communication and Marketing
 - People
 - Health and Safety
 - Estate
 - Sustainability
 - Information Technology
 - Finance
 - Procurement

Ensuring progress is monitored in delivering strategic outcomes in these areas.

Finance

- c) To consider and advise the Board of Management on key strategic financial and management matters including:
 - solvency of the College
 - cashflow
 - effectiveness and appropriateness of the utilisation of College resources
 - financial strategy, budgeting, financial monitoring and forecasts
 - banking arrangements and approval of bank signatories

- investments and borrowing
 - taxation
 - pension arrangements
 - approval of contracts over the value of £500,000
- d) To consider and recommend the College's annual financial statements and associated reports for approval to the Board of Management at a joint meeting with the Audit Committee.
- e) To ensure adherence to statutory requirements related to the College's financial affairs and compliance with the Financial Memorandum, Scottish Public Finance Manual (SPFM) and related guidance (including Accounting Policies in the Financial Statements) and to provide the Board of management with assurance on these matters.
- f) To review College Financial Regulations on an annual basis, or more frequently if required and recommend these to the Board of Management for approval.

Human Resources and Organisational Development

- g) To have strategic responsibility for oversight of and compliance with employment, health and safety, data protection and freedom of information legislation, advising the Board of Management on the operation and implementation of effective and efficient policies and systems in the following areas, advising the Board of Management on these areas as required:
- equality, diversity and inclusion
 - learning and development
 - employee relations
 - health, safety and wellbeing
 - workforce planning
 - payroll
 - voluntary severance schemes
 - freedom of information and data protection

Assets and Infrastructure

- h) To consider and advise the Board of Management on key strategic infrastructure matters including:
- monitoring and review of the overall management and development of College property and information technology, ensuring that a comprehensive register of land, buildings and infrastructure assets is maintained and assurance is given to the Board of Management that the correct procedures are followed in respect of Exchequer funded assets.
 - maintenance of estate and information technology in an efficient and effective manner, in accordance with a planned maintenance programme which is consistent with approved strategy and associated financial projections.
 - the implementation and development of carbon management and sustainability plans to address Scottish Government climate change requirements and ensure awareness of local, national, and global environmental matters.
 - consideration and approval of information technology initiatives and innovations as required and the promotion of the effective and efficient use of IT services and assets.

Marketing and Communications

- i) To consider and advise the Board of Management on key strategic matters relating to marketing and communications including:
 - the implementation, development and review of marketing and communication strategies
 - policies which enable the College to build its reputation.
- 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.
- k) Any other matters as required by the Board of Management.
- l) The Committee can request representatives of other organisations to attend meetings if/as required.

2. Membership

Category

The Principal and a minimum of four members of the Board of Management, one of whom will Chair.

One Staff member (non-teaching)

One Student member

The Committee is empowered to co-opt additional members, subject to approval by the Nominations Committee. Such members will normally be appointed for one year, will be subject to annual review, and may be re-appointed annually up to a maximum of 8 years.

In Attendance

Vice Principal Operations

Secretary

Directors / Senior Management Team as Required

Director of Finance

Director of Infrastructure

Director of Communications, Policy & Planning

Director Organisational Development & HR

Internal Auditor (Wylie Bisset)

External Auditor (Mazars)

The Chair and Vice Chair of the Committee will be members of the Board of Management.

Chair, Vice Chair, and members appointments to the Committee will be between 3 to a maximum of 5 years, providing systematic opportunities for Committee members to serve on another Committee.

Members of the Audit, Corporate Development and Learning and Teaching Quality Committees can request to attend other Committees' meetings as observers, providing opportunities to gain more understanding of the respective Committees' issues.

The Committee is empowered to co-opt additional members, subject to approval by the Nominations Committee. Such members will normally be appointed for one year, will be

subject to an annual review, and may be re-appointed annually for up to a maximum of 8 years.

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

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

3. Frequency of Meetings

The Committee will meet at least four times per year.

4. Quorum

A quorum will be no less than 50% of Board members on the Committee.

5. Secretariat

The Secretary to the Board of Management.

Papers for meetings will be sent out electronically 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

The Remit will be subject to review annually.