

West College Scotland
Corporate Development Committee

Minute of Meeting held on Tuesday 21 November 2023, via Teams

Present: H Cameron [HC] W Hatton [WH] (ex officio) L Johnston [LJ] J Leburn (Chair) [JL] J McKie [JM] F McLaren [FM] D McMahon [DM] K Perle [KP]	In Attendance: S Gunn, Vice Principal, Education Leadership [SG] A McDonald, Vice Principal Operations [AM] J Rafferty, Director of HR&OD [JR] N Taylor, Director of Communication [NT] S Whitehead, Procurement Manager (SW) S McDonald, Governance Manager [SM] (Minutes)
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CD225 Welcome & Apologies

The Chair welcomed everyone to the meeting and noted apologies from L Connolly, Principal [LC].

CD226 Declaration of Interests

The standing declarations of interests of members, as available on the [Register of Interests](#) on the College website, were noted as current.

CD227 Minute of Meeting held on 26 September 2023 and Actions

With one amendment: L Connolly should be noted as present and not in attendance; the Minute of the meeting held on 26 September 2023 was **approved** by the Committee.

The ongoing actions were noted, with Estates being an item for discussion at the next meeting on 17 January 2024.

CD228 Matters Arising

The Chair provided Members with a context summary to take into consideration during discussions. This included:

- The continued pressure in Scottish Government spending levels reflected by cancelling and rephasing funding available for capital projects. In respect of operational/programme spend, he further noted that large discretionary spends of previous years had been repurposed into pay settlements, leaving little or no headroom for helping organisation experiencing funding shortfalls.
- The future of tertiary education in Scotland remains unclear, with the government still considering a number of reports on the subject, making it difficult for the College to upgrade its College Corporate Strategy.
- Audit Scotland review on financial sustainability of the public sector and the predicaments of the College sector highlight the scale of funding reductions required to deliver that lasts Scottish Government targets.

CD230 Sustainability Strategy Annual Report

JL asked for an update on the actions where deadlines had been extended. AM advised that a full review on estates was being undertaken to re-shape and embed sustainability actions across our infrastructure.

AM advised that the College continues to embed the objectives set out in the current Strategy and implement the action plan. She noted that future reports would concentrate on actions to address climate change, on net Zero and carbon reduction. Work will continue as outlined in estates projects on heating systems, improvements to glazing, adding solar panels, etc. Collaboration with stakeholders and partners will reinforce and strengthen plans.

WH noted the good work being undertaken, however, highlighted the ongoing pressures due to some vacant posts (Director of IT, Head of Estates, Director of Finance, etc) and asked if there was a timeframe for this recruitment. AM advised that the recruitment process had started on a number of vacancies, and it was planned that the advert for Directors and the Head would be out before the Christmas holidays.

Action: AM

The Committee, being aware of the good work, **noted** the update provided.

CD232 Procurement Annual Report 2022/2023

Sam Whitehead, Procurement Manager was in attendance to update the Committee on the 2022-23 Procurement Report provided for approval prior to its submission to Scottish Government and its publication on the College website. This sets out the procurement activities undertaken in the year to 31 July 2023 and those which College plans to implement in the following year towards addressing the College Procurement Strategy objectives. SW noted a lot of work undertaken during the year to improve non-pay expenditure ensuring efficiencies and value for money.

The Committee noted and raised the following:

- The need to increase expenditure within the Contract Category C (services procured through local College sources). SW advised that analysis by cost centre and college department continued year on year to review and improve in this area.
- The use of national frameworks to reduce the time spent by staff to get quotes etc. SW advised that work continues with staff to ensure awareness.
- The need to ensure how the procurement process can strive sustainability. SW advised that there was nothing specific at the moment, however Scottish Government was looking to change their template to add a section on sustainability and this should be in place next year.
- The report noted the College being on target within the five key areas noted. Discussions continue with Sustainability Officers at the College on the sustainability scope.

AM noted the great work undertaken by SW and the Team. The Committee further commended the work undertaken and focus in this area.

The Committee **approved** the Annual Report demonstrating the College's continuous improvements across overall procurement compliance and awareness of processes.

CD238 Schedule of Business

The Committee **noted** the 2023-24 Schedule of Business that would be brought to each meeting.

CD239 Any Other Business

No other business raised.

CD240 Date of Next Meeting

The next meeting of the Corporate Development Committee is scheduled to take place at 2pm on Tuesday 12 March 2024, by Teams.

With no further business being raised, the Chair thanked contributors, particularly AM, in covering a lot of business, and closed the meeting.

Approved