

West College Scotland
Corporate Development Committee

Minute of Meeting held on Tuesday 26 September 2023, via Teams

Present: L Connolly, Principal [LC]
J Leburn (Chair) [JL]
D McMahon [DM]

In Attendance: A McDonald, Vice Principal Operations [AM]
A Ritchie, Director of Finance [AR]
J Rafferty, Director of HR&OD [JR]
V Mulholland, Head of Finance & Student Funding [VM],
N Taylor, Director of Communication [NT]
B Stobbs, Head of IT [BS]
S McDonald, Governance Manager [SM]
(Minutes)

CD207 Welcome & Apologies

The Chair welcomed everyone to the meeting and noted apologies from L Johnston, J McKie and W Hatton (ex officio).

CD208 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.

CD209 Minute of Meeting held on 30 May 2023 and Actions

The Minute of the meeting held on 30 May were **approved** by the Committee.

The outstanding actions were noted and the following updates provided for items not already on agenda:

Estates Strategy – an update on the Strategy, to include priorities and focus of spends to be brought to the next meeting. **Action: AM**

Risk Session – Risk session for Board to be arranged, linked to College Strategic Plan. **Action: LC**

CD210 Matters Arising

The Chair advised that going forward it would be useful for Members to receive a summary page on key areas for discussion as well as the context for each area.

Action: JL / SM

JL advised members of the ongoing reviews and reports on the future of tertiary education and the uncertainty this created for the College, with this being the main reason for the delay on the revised College Corporate Strategy. LC updated on a recent session attended with the Ministers and noted that there was no overall timeline in place for the reform of the skills system, however, the Ministers were currently looking at the coherence of all the reviews to form a joined-up approach.

JL further noted the level of Scottish Government funding cuts affecting the Sector that are requiring significant changes to current operating models with no investment provided for this. He noted the difficult environment faced, and the need for these changes to be managed gradually.

JL further noted the opportunities available for funding sustainability projects to upgrade infrastructure. It was noted that this was an area of target for the College, with several bids in progress.

CD211 Remit, Membership and Dates of Meeting

JL advised of the updated remit of the Committee, with the main change being an enhancement to overview of risk.

AR noted that as raised at the earlier Audit Committee, it was suggested to include IT and Sustainability in the first bullet point of the remit.

Subject to the additional amendment above, the Committee **approved** the changes to the remit (noting the change on the tenure of co-opted members, following approval by the Board). The membership and 2023/24 meeting dates were noted. The Remit would now be submitted to the Board for final approval.

CD213 Sustainability Update Report

JL raised the concern that in the current funding environment, the sustainability actions required may create an overload for the SMT.

AR advised that the more significant projects were to be covered under procurement (Item CD216). He noted that the sector is awaiting the SFC infrastructure strategy which will have implications on how the College / sector achieve on NetZero by 2040. AM advised that the SFC steering group, of which she is a member, continues to review requirements for colleges to deliver in this area going forward.

AM further noted that all substantive projects were dependent on the receipt of external funds before being advanced.

AR noted that the College continues to embed the objectives set out in the Sustainability Strategy and make good progress on implementing the associated action plan.

The Committee **noted** the update provided.

CD215 Financial Regulations

VM spoke to the paper provided which indicated limited changes to the Financial Regulations. These included: name changes, updating of hyperlinks, structure of finance department, removal of the issuing of cheques and the requirement to review banking arrangements.

The Committee **approved** the changes to the Financial Regulations.

CD222 Schedule of Business

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

CD223 Any Other Business

AM noted that this would be the last meeting of the Committee attended by AR. She noted his professionalism and attention to detail would be missed. She thanked Alan for his hard work and dedication to the College over the years. The Chair, on behalf of the Committee, noted his thanks for Alan's diligence and hard work and congratulated AR on his move to Ayrshire College.

CD224 Date of Next Meeting

The next meeting of the Corporate Development Committee is scheduled to take place at **2pm on Tuesday 21 November 2023**, by Teams. This will be followed by the Joint Audit & Corporate Development Committee at **4pm**.

With no further business being raised, the Chair closed the meeting.

Approved