

West College Scotland

Corporate Development Committee

Minute of Meeting held on Tuesday 11 June 2024, via Teams

Present: H Cameron [HC]
L Connolly, Principal [LC]
E Cselik [EC]
W Hatton [WH][Ex Officio}
J Leburn (Chair) [JL]
F McLaren [FM]
D McMahon [DM]

In J Gordon, Head of Campus Operations [JG]
Attendance: S Gunn, Vice Principal, Educational Leadership [SG]
J Rafferty, Director of HR&OD [JR]
B Stobbs, Director of IT & Digital Transformation [BS]
N Taylor, Director of Communications, Engagement and Student Experience [NT]
S McDonald, Governance Manager [SM] (Minutes)

CD259 Welcome & Apologies

The Chair welcomed everyone to the meeting and noted apologies from L Johnston [LJ], and K Perle [KP]. JL noted that AM was currently off sick and thanked LC and the SMT for preparation of the substantial papers for the meeting.

CD260 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.

CD261 Minute of Meeting held on 12 March 2024 and Actions

The Minute of the meeting held on 12 March 2024 was **approved** by the Committee. The ongoing actions were noted as follows:

- Estates Strategy – The Committee noted that this would be refreshed following the approval of the new Corporate Strategy and the Budget for 24/25.
- Risk – Appetite session to be arranged for the Board in advance of the 24/25 academic session. It was also noted that the Risk Register would be reviewed in line with the new Corporate Strategy. **Action: SM / Exec**
- KPIs – due to other higher priorities, this action to be postponed to the Nov 24 meeting.
- Estates – to be discussed later on agenda
- Social Media Strategy – to be submitted to the September 24 meeting.

CD262 Matters Arising

No additional matters raised.

CD269 Modern Slavery Statement

JR updated on the paper provided advising the Committee that the procurement arrangements in place at the College, through APUC and other recognised frameworks that ensures proper checks are required throughout the supply chain. Our own procedures in-

house for recruitment are also extremely robust. He noted that occasionally issues have been uncovered, which are then properly addressed.

The Committee noted the update provided and **agreed** for the annual Modern Slavery Statement to be recommended to the Board for final approval.

CD270 Evaluation of Committee

The Committee noted the useful report provided giving a summary of the items considered and the work undertaken by the Committee during 2023-2024 in fulfilling its terms of reference.

The following items were distributed for information.

CD275 External Audit Annual Plan 2023/2024

JL noting the paper being for information, however due to recent events and vacancies, asked how the college would ensure the year end audit is completed.

LC noted the current vacancies within the finance team. She noted that the new Director of Finance and Estates joins the college on 22 July. She further noted that offers of support had been given from other college Vice Principals (Edinburgh and Ayrshire). Alison Atkinson, Principal Accountant had also taken on additional responsibilities. LC conveyed her thanks to Alison Atkinson and all SMT for their support and efforts in taking things forward during this time. LC noted that all staff were working together to ensure all actions and requirements are in place for the audit to proceed. LC noted that herself and JR were meeting with a recruitment agency to look at some additional temporary resource, as well as to start the process to recruit to the Vice Principal position.

CD276 Internal Audit Reports 2023/2024

The Committee noted the report provided and the Internal Audit Reports were now available on the Board Library Teams Channel.

CD277 Schedule of Business

The Committee **noted** the rolling Schedule of Business issued for information that is reviewed and submitted to each meeting.

CD278 Any Other Business

No other business raised.

CD258 Date of Next Meeting

The proposed dates of meetings of the Corporate Development Committee were noted and agreed as follows, with two minor amendments noted in bold:

Tues **17** September 2024

Tues 19 November 2024, 2pm, followed by the joint meeting with ARC

Tues 4 March 2025

Tues 10 June 2025

A full schedule of committee and board dates for 2024/2025 will be submitted to the June Board for final approval.

With no further business being raised, the Chair thanked all contributors and closed the meeting.

approved