West College Scotland

Corporate Development Committee

Minute of Meeting held on Tuesday 10 June 2025, 4pm, via Teams

Present:	H Cameron [HC] L Connolly, Principal [LC] W Hatton [WH] (Ex Officio) J Kerr [JK] F McLaren [FM] D McMahon [DM] (Chair) K Mohamed [KM] J Scott [JS]	**In Attendance:**	A Campbell, Principal Designate N Connelly, Director of Finance & Estates [NC] D Lees, Vice Principal, Operations [DL] J Rafferty, Director of HR&OD [JR] A Pignatelli, Vice Principal, Educational Leadership [ARP] B Stobbs, Director of IT & Digital Transformation [BS] N Taylor, Director of Communications, Engagement & Student Experience [NT] S McDonald, Governance Manager [SM] (Minutes) W Collins (Item CD347) P Ferguson (ItemCD353)

CD339 Welcome & Apologies

The Chair welcomed everyone to the meeting. Apologies were noted from A Barron.

CD340 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.

CD341 Minute of Meeting held on March 2025 and Actions & Matters Arising

The Minutes of the meetings held on 4 March 2025 were **approved** by the Committee. The completed actions were also noted.

CD346 College Pensions Overview

JR advised that the paper submitted was annual overview of the College pension schemes. He noted the employer contribution rate to LGPS was currently at a reduced rate of 6.5%, and that this is set to increase back to 17.5% from 1 April 2026. The SPPA contribution rate of 26% continues to March 2027. The expected overall employers pension contributions for the College for 2025-2026 is approximately £6.5m.

The Committee **noted** the paper and update provided.

CD351 External Auditors Plan

NC noted there were no major changes to their approach since last year, with financial sustainability continuing to remain as a significant risk area. The treatment of RDEL/CDEL remains as is and discussions are ongoing with SG.

The Committee **noted** the paper and update provided.

CD352 Policy Review:
Freedom of Information
JR advised this was a new policy put in place following recommendation from the internal audit recently undertaken. It was noted, however, that this policy was not a legal requirement.

Organisational Change
JR advised this was also a new policy and had been developed as a strategy to manage change effectively and the methods employed.

The Committee considered and **approved** both policies noted above.

CD355 Modern Slavery Statement
The Committee **approved** the annual statement on Modern Slavery for external publication.

CD357 Sustainability Update

Taking the paper as read, the following was raised:

- The use of automated meter readings to be used as a baseline for the Heating and Cooling Policy.
- The College continues to review and bid for additional sources of funding for projects.

The Committee **noted** the paper and update provided.

CD358 Evaluation of Committee Remit

The Committee **noted** the paper submitted, providing a summary of the work undertaken by the Committee during 2024-2025, giving assurance on the fulfilment of its terms of reference.

The following items were for information.

CD359 Schedule of Business
The Committee **noted** the rolling Schedule of Business issued for information that is reviewed and submitted to each meeting.

CD360 Internal Audit Reports
Copy of the recent Internal Audit Reports on Risk Management and Freedom of Information have been uploaded to the Board Teams Library for information.

CD361 Any Other Business
The Chair noted good informative discussions taken place at the meeting and the high-quality papers provided. He thanked Members for the extra time spent on the meeting and noted that due to the breadth of the remit Committee, meetings may take longer than the two hours normally allocated. He thanked all involved in development of the papers.

CD362 Date of Next Meeting

The date of the next meeting of the Corporate Development Committee was noted as **Monday** 22 September 2025, at 4pm.

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