

West College Scotland – Board of Management

Corporate Development Committee – Terms of Reference for 2026/2027

Statement of Purpose

The Corporate Development Committee (CDC) supports the Board of Management by providing strategic oversight and assurance over the College's resources, infrastructure, people, financial sustainability, organisational development, information technology and digital and communications and marketing.

The Committee advises the Board on the development, implementation and effectiveness of strategies, policies and controls that support the achievement of the College's strategic objectives while ensuring compliance with relevant legislative, regulatory and funding requirements.

The Committee shall focus on strategic oversight within its remit and avoid duplication of responsibilities assigned to other Board Committees.

Remit

The Corporate Development Committee shall:

1. Monitor performance against strategic objectives relating to resources, people, infrastructure and sustainability.
2. Provide strategic oversight of the College's finances, people, assets, digital infrastructure, sustainability, communications and marketing functions.
3. Advise the Board on the development, implementation and review of strategies, policies and performance across its areas of responsibility.
4. Monitor delivery of strategic objectives, key performance indicators and organisational performance within its remit.
5. Oversee the College's financial sustainability, including budgets, forecasts, financial strategy, resource allocation and major procurement activity.
6. Recommend the annual financial statements to the Board and provide assurance regarding compliance with financial regulations and funding requirements.
7. Review strategic risks within its area of responsibility and monitor the effectiveness of mitigating actions, escalating significant concerns to the Audit & Risk Committee and Board as appropriate.
8. Receive assurance on the effectiveness of people policies, workforce planning, organisational development, employee wellbeing and compliance with relevant employment and information governance requirements.
9. Provide strategic oversight of workforce planning, organisational development, equality, diversity and inclusion, employee wellbeing, and health and safety.
10. Oversee the management and development of the College estate, digital infrastructure and information technology, including major capital investment and sustainability initiatives.

11. Ensure compliance with Scottish Government, Scottish Funding Council, QAA and other applicable statutory or regulatory requirements.
12. Provide assurance and recommendations to the Board that support effective governance, informed decision-making and delivery of the College's Strategic Plan.
13. Monitor the effectiveness of communications, marketing, partnership activity and reputation-building initiatives that support the College's strategic goals
14. Ensure that College assets and resources are managed effectively, sustainably and in accordance with legislative, regulatory and Scottish Funding Council requirements, and consider any additional matters referred by the Board.

Membership

The Principal

A minimum of four non-executive members of the Board of Management, one of whom will Chair.

One Staff member (non-teaching)

One Student member

Chair of the Board (ex officio)

Non-teaching TU Board Member

In Attendance

Vice Principal Operations

Director of Finance & Estates

Director of IT & Digital

Director of People

Director of Communications, Marketing & Student Experience

Other Members of the Senior Leadership Team as Required

Governance Manager

Internal Auditor (Wylie Bisset)

External Auditor (Azets)

- The Chair and Vice Chair of the Committee will be non-executive members and will be appointed by 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 all 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 4 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.

Frequency of Meetings

The Committee will meet at least four times per year. The Committee will hold an annual joint meeting with the Audit & Risk Committee to consider the Financial Statements and audit reports. Additional meetings will be convened as necessary.

Quorum

A quorum will be no less than 50% of Board members on the Committee, subject to a minimum of two non-executive Board Members.

Reporting Arrangements

The Chair of the Committee will provide an update on Committee discussions to the next Board Meeting following the Committee Meeting. Minutes of all Committee meetings will also be submitted to the Board for information.

Secretariat

- Secretariat will be provided by the Governance Manager.
- Papers for meetings will be sent out electronically 7 days in advance of the meeting.

Review

The Remit will be subject to review annually. Next review due by September 2027.