

West College Scotland
Corporate Development Committee

Minute of Meeting held on Monday 22 September 2025, 4pm, via Teams

Present:	A Barron [AB]	In	N Connelly, Vice Principal, Operations [NC]
	H Cameron [HC] (Chair)	Attendance:	M Doyle, Director of Finance & Estates [MD]
	A Campbell, Principal [AC]		J Rafferty, Director of HR&OD [JR]
	W Hatton [WH] (Ex Officio)		A Pignatelli, Vice Principal, Educational Leadership [ARP]
	F Qaderi [FQ]		B Stobbs, Director of IT & Digital Transformation [BS]
			N Taylor, Director of Communications, Engagement & Student Experience [NT]
			S McDonald, Governance Manager [SM] (Minutes)

CD363 Welcome & Apologies

In the absence of DM, Chair, HC, Vice Chair took the Chair for the meeting.

The Chair welcomed everyone to the meeting, in particular to Anne, Freshta and Mark who were all attending their first meeting of the Committee.

Apologies were noted from J Kerr, F McLaren, D McMahon and J Scott.

The Chair noted that the papers circulated would be taken as read and that key highlights, comments or issues would be addressed during the discussion of each agenda item.

CD364 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.

CD365 Minute of Meeting held on March 2025 and Actions & Matters Arising

The Minutes of the meetings held on 10 June 2025 were **approved** by the Committee. The completed actions were also noted and can now be removed from the list.

CD366 Remit, Membership and Dates of Meeting 2025/2026

The revised Remit was discussed, with one item noted to remain on the CDC remit (Community Planning Partnerships), the Committee **approved** the revisions and now recommend this to the Board for final approval. Membership of the Committee and dates of meetings for 2025/2026 were also noted.

CD368 Policies

Health & Safety

JR advised that the Health & Safety Policy had gone through a full review and update. He noted the addition of how to escalate issues. He advised that the Policy had also been discussed at ARC, who had requested a further review on formatting and flow, with more clarity on expectations regarding first aid and emergency numbers. The Policy would be brought back to next round of Committee and Board Meetings. **Action: JR**

The Chair asked if there were anything that Board Members should be more aware of or could do within their role. JR advised that it was the Board's role to hold College Officers to account on requirements. He noted that information was made available within the regular People updates as well as the HR&OD annual reports. He also noted the College's Health & Safety Committee and the roles and responsibilities therein.

Public Interest Disclosure

JR advised that the review of the Public Interest Disclosure has included updating of contacts. Following a recent audit recommendation, a whistleblowing form has been made available on the intranet and details have been added to the policy. A copy of the form will be uploaded to the CDC Teams Channel. **Action: SM**

It was noted that the aim was not to dissuade people from raising any concerns, however, it was suggested that an addition be made to note that vexatious claims may threaten disciplinary action. **Action: JR**

Financial Regulations

MD updated on the review of the Financial Regulations based upon current operations and best practice. As there has been no changes in the Scottish Public Finance Manual requirements and the Regulations are reviewed annually, there are a limited number of minor proposed changes and do not represent fundamental amendments.

Risk Management

NC advised that the Policy has now been updated to a Framework and has undergone a comprehensive review to ensure it clearly sets out the College's approach to identifying, assessing, and mitigating potential risks. It establishes a structured and systematic process for managing risk, with defined plans in place to minimise potential impacts. Following a recent audit recommendation, a section on 'risk escalation process' has been added.

The Committee **agreed** the Public Interest Disclosure Policy, Financial Regulations and Risk Management Framework and **recommended** these to the Board for approval. It was noted that the Health & Safety Policy would be resubmitted at the joint meeting in December.

CD369 HR &OD Annual Report

JR spoke to the report provided giving an update on a range of activities covered by the Organisational Development and HR Directorate from August 2024 to July 2025 and reviews several key performance indicators.

The Committee noted the following:

- The number of initiatives put in place to support staff and students, and the increased communication channels through this period of change.

- The injuries noted for students within coursework. JR advised that this was normally expected at the start of term due to the new use of tools across courses. Safety importance is highlighted on inductions. It was to be noted that any serious injuries were always fully investigated.
- How will we know there is a one college culture? JR advised this continues to be part of staff surveys. He noted that organisation changes being taken forward will increase cross campus working and help to create more of the one college culture.

The Committee approved the report and now recommends it to the Board of Management for approval to publish.

CD373 Procurement Strategy Update

MD spoke to the Procurement Strategy 2025-2030. He advised of the non-discriminatory and transparent processes in place before any contracts are awarded, with contracts published on the Procurement Portal and weighted before being awarded.

He highlighted the following:

- A spend of £10m last year, with £8m from frameworks, and £2m below thresholds.
- Strategic Objectives had been mapped against the Corporate Strategy and Public Procurement Strategic Plan.

The Committee noted the easy to read, fully comprehensive report showing several good projects going on within the College. The Committee **approved** the Procurement Strategy.

CD374 Sustainability Update

NC advised the paper gave Members an overview of activities over the last three months as well as projects planned for the rest of the year. She highlighted the following:

- Launch of the College Sustainability Newsletter (attached to the report for information) to spread awareness.
- Achievement of Campus Cycling Aware at Clydebank.
- Successful in securing funding for 10 new bikes to be offered on a shared bike scheme.
- EV charging points replacement at Paisley and Finnart campuses.
- Introduction of BMS for energy consumption and the associated reductions in costs.
- Automatic Meter Readings for water consumption. Audit being undertaken from analysis.
- Development of Sustainability Oversight Group and associated action plan, including measures to prioritise and progress, as well as increased scrutiny on performance. Action Plan and progress to be submitted to next meeting.

Action: NC

- Regular communications issued via the college intranet to encourage staff and students to play their part, including closing windows, turning off lights, unplugging electrics, etc.

The Committee **noted** the paper showing positive progress and the update provided. It was good to encourage staff and students to play their part in this area.

The following items were for information.

CD3580 Schedule of Business

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

CD381 Any Other Business

No other business raised.

CD382 Date of Next Meeting

The date of the next meeting of the Corporate Development Committee was noted as **Tuesday 25 November 2025**, at 4pm (and not 19 November as noted on Agenda).

The joint meeting of Audit & Risk and Corporate Development Committees is due to take place on Wednesday 2 December 2025 at 4pm.

The Chair noted good informative discussions and the high-quality papers provided.

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