

Title of Paper	Strategic Plan 2026-2030 (DRAFT)
Presented by:	Anne Campbell, Principal
Recommendation:	Discuss, Approve and Recommend to Board.
Status:	RESTRICTED until approved
Linked To:	
KPI(s)	All
Strategic Themes	All; People, Place, Performance, Partnerships
Strategic Risk	All

Purpose / Executive Summary:

To provide all Committees and Board with a draft of the proposed new Strategic Plan for 2026-2030 which sets out the vision, mission, values and strategic themes and objectives that will ensure a sustainable future in which our students, staff and the communities that we serve can all thrive.

Recommendations:

All Committees are being asked to review and discuss the draft Strategic Plan and provide any comment or feedback, and any additional areas that should be considered for inclusion.

The final Strategic Plan will be submitted to the Board meeting on 15 December 2025 for final approval.

Implications:

Financial	Consideration of all implications will be considered within the parameters of the underpinning operational frameworks and other subsidiary documents developed under this over-arching Strategic Plan for the organisation.
Student Experience	
People	
Legal	
Reputational	
Community/ Partnership impact	
Environment	
Equalities	

Title of Paper	Infrastructure Strategy 2026-2030 (DRAFT)
Presented by:	Nicola Connelly, Interim Vice Principal of Operations
Recommendation:	Discuss, Approve and Recommend to Board.
Status:	RESTRICTED until approved
Linked To:	
KPI(s)	All
Strategic Themes	All; People, Place, Performance, Partnerships
Strategic Risk	Failure to align our Infrastructure Strategy to the Strategic Plan could result in the College estate not being fit for purpose and have a detrimental impact on the ability to meet our strategic aims

Purpose / Executive Summary:

To provide the Committee with a draft of the proposed new Infrastructure Strategy for 2026-2030 which sets out the four-year plan to modernise and optimise West College Scotland's physical and digital infrastructure.

Recommendations:

The Committee is being asked to review and discuss the draft Infrastructure Strategy and provide any comment or feedback, and any additional areas that should be considered for inclusion.

The final Infrastructure Strategy will be submitted to the Board meeting on 15 December 2025 for final approval.

Implications:	
Financial	There are financial implications associated with this paper.
Student Experience	There are student experience implications directly associated with this paper.
People	There are human resource implications associated with this paper.
Legal	There are no legal implications associated with this paper.
Reputational	There are reputational implications associated with this paper.
Community/ Partnership impact	There are community implications associated with this paper.
Environment	There are no environmental implications associated with this paper.

Title of Paper	Employer Engagement Strategy (EES)
Presented by:	Jim McAllister, Assistant Principal Enterprise and Skills
Recommendation:	Discuss and Approve
Status:	RESTRICTED
Linked To:	
KPI(s)	Performance Measures are clearly framed against all aspects of employer activity.
Strategic Objective	All: Students, Sustainability, Partnerships, People and Future
Strategic Risk	Failure to establish our EES Strategy to meet rapidly changing regional requirements could lead to an unsupported vision and result in reputational damage.

Purpose / Executive Summary:

To provide a new Employer Engagement Strategy which supports enabling of the college overall vision. By exploring, understanding and connecting with our partners to meet their needs flexibly as they wish. Reshaping how we do this in a quality driven way whilst ensuring WCS is truly industry focused and the choice partner in our region.

Members are recommended to:

1. **Consider and discuss** the strategic content and the approaches taken to expand collaborations and connections, meet expectations and be flexible to needs of our partners and our futures together.
2. **Provide** strategic direction on any additional areas that should be considered for inclusion.

Implications:	
Financial	There are financial implications associated with this paper.
Student Experience	There are student experience implications directly associated with this paper.
People	There are human resource implications associated with this paper.
Legal	There are no legal implications associated with this paper.
Reputational	There are reputational implications associated with this paper.
Community/ Partnership impact	There are community implications associated with this paper.
Environment	There are no environmental implications associated with this paper.
Equalities	There are no equality implications associated with this paper.

Title of Paper	People Strategy
Presented by:	Joe Rafferty
Recommendation:	To Approve and Recommend to the Board
Status:	PUBLIC

Purpose / Executive Summary:

This draft strategy provides the guiding framework for how we will support, develop and lead our workforce so that we can achieve the ambitions of the 2026-2030 Strategic Plan and deliver meaningful impact for our students, communities and partners. It outlines how we will build a confident, capable, collaborative workforce, and how we will create a culture where people feel valued, connected and equipped for the future of work.

Recommendations:

Committee are asked to approve the strategy subject to any suggested revisions and recommend to the Board for final approval.

Implications:

Financial	There are no direct financial implications associated with this strategy although, the work that flows from the policy will potentially have financial implications.
Student Experience	There are student experience implications associated with the strategy as a major aspect of the policy themes is to improve standards, performance and the student experience.
People	There are significant people implications associated with this strategy as the core purpose is to build a confident, capable, collaborative workforce.
Legal	The strategy is designed to adhere to current legal instruments.
Reputational	There are positive reputational implications associated with this Strategy as it seeks to foster collaborative working to shape a sustainable, inclusive, high-performing College where all students and colleagues can thrive.
Community/ Partnership impact	There are community / partnership implications associated with this Strategy – a key theme is Our Partnerships, and the People Strategy seeks to enhance cross-College collaboration, strengthen engagement with our Student Association and build stronger relationships with external partners.
Environment	There are environmental implications associated with this Strategy. Modern workforce models – “working from anywhere” – affects our environmental footprint. We are also seeking to embed green skills, climate-conscious behaviours and environmentally responsible decision-making.
Equalities	A stated intention of the Strategy is to champion equality, diversity and inclusion in all our partnerships — internally and externally — ensuring that our workforce reflects the communities we serve.

Title of Paper	Updated Health and Safety Policy
Presented by:	Joe Rafferty
Recommendation:	To Approve and Recommend to the Board
Status:	PUBLIC

Purpose / Executive Summary:

The draft policy is being re-presented following revisions prompted feedback from CDC and ARC.

Recommendations:

The Corporate Development Committee are requested to consider the content of the policy and agree, if appropriate and recommend to the Board for approval.

Implications:

Financial	There are no direct financial implications associated with this policy.
Student Experience	There are no direct student experience implications associated with this policy, although the Health and Safety Policy will help set standards for health and safety to ensure students are not exposed to unnecessary risk.
People	There are people implications associated with this policy. They require people to act in response to concerns or to reduce or eliminate risk.
Legal	The policy is designed to adhere to current legal instruments.
Reputational	There are reputational implications associated with this policy, but the policy is designed to ensure adherence to legislative guidelines.
Community/ Partnership impact	There are no direct community / partnership implications associated with this report.
Environment	There are environmental implications associated with this report since the Health and Safety Policy deals with health, safety and environmental risks.
Equalities	There are few equality implications associated with this policy although the Health and Safety Policy does address risks which are particular to specific groups such as those with a disability or health condition, or new and expectant mothers.

Title of Paper	Sustainability Update Report
Presented by:	Nicola Connelly, Interim Vice Principal of Operations
Recommendation:	To Note
Status:	PUBLIC
Linked To:	
KPI(s)	
Strategic Objective	All – Sustainability
Strategic Risk	Reputational Risk

Purpose / Executive Summary:

This paper provides the Corporate Development Committee with an:

- a) Overview of activities undertaken since the previous Committee.
- b) Overview of sustainability projects planned for 2025-26.

The College has continued to embed the objectives set out in the overarching Sustainability Strategy and develop and implement the College sustainability action plan. The College considers that it is making progress on implementing the Sustainability Strategy but that in line with the overall public sector, any continuation of this upward trajectory will require more investment by the Scottish Government.

The paper is presented in line with Corporate Development Committee Terms of Reference:
'To consider and advise the Board of Management on the development and implementation of College policy and strategy, including but not limited to the following areas:

- *Estate*
- *Carbon management and sustainability*

Recommendations:

The Corporate Development Committee are asked to note the contents of the report.

Implications:	
Financial	The paper highlights the material investment required to be made by the College to address the challenges of climate change. External funding support is required to allow these investment opportunities to proceed.
Student Experience	The climate challenge faced by the College is recognised and it is known that increased sustainability measures are important to our students.
People	No direct people impact in this report. The staff and wider stakeholders will be supported by the actions being taken by the College in the coming months and years.
Legal	The College has a commitment to become net zero by 2040 alongside the annual Scottish Government reporting requirements. The College may not be able to achieve its net zero target without external funding support.
Reputational	As noted above the College has a net zero target. An inability to achieve this target could result in reputational damage and therefore the College must be seen to have taken all reasonable steps to assist in achieving this target, more so as it is legislative.
Community/ Partnership impact	The College must support Communities in addressing climate change.
Environment	Direct implications in moving towards 2040 zero carbon target.
Equalities	No direct impact from the content of this report.

1. Sustainability Activities – Past Three Months

1.1. Public Bodies Climate Change Duties Reporting – This will be our 10th report which is due to be submitted by 30th of November 2025.

The key findings are:

- The College participated in a peer review session organised by the Environmental Association for Universities and Colleges. It was noted that only 50% of colleges are reporting on Procurement emissions. This will be our 3rd year reporting on Procurement emissions.
- We have reduced our gas consumption, which is our biggest emitter of CO₂, by 19% in comparison to the previous year.
- Our electricity emissions are down 25% from the previous year, however, partly to do with the grid becoming greener.
- Water consumption has increased by 18%, however previous figures were based on estimates. We plan to monitor water usage more closely along with gas and electricity.
- Procurement emissions have increased by 10%, however, the emissions are calculated based on spend which has included larger estate projects this year.

2. Planned Future Activities

2.1. The Sustainability Forum has welcomed new members this academic year and has developed a 2025–26 Sustainability Action Plan outlining initiatives across Estates, Curriculum, Procurement, and wider College activities (see Paper 09.4b). These initiatives are practical, time-bound, and measurable. The next step is to incorporate the executive summary, vision and objectives, baseline assessment and specific targets and KPIs to ensure the plan becomes a robust, structured framework that sets out how the College will reduce its environmental impact, meet sustainability goals, and embed responsible practices across all operations.

2.2. Working in partnership with Changeworks to deliver staff workshops on saving energy. To provide advice on becoming more energy efficient whilst saving money.

2.3. A college switch off campaign during December to remind staff and students of the importance of switching off, particularly over the festive break

3. RECOMMENDATION

3.1. The Corporate Development Committee are asked to note the contents of the report

Sustainability Group Draft Action Plan – 2025/26

Key Area	Proposed Initiative	Teams involved	Est Costs	Timescale	Lead
College Wide	College wide campaign on switching off. Turning down thermostats, keeping windows closed, putting more layers on. Monitor usage v comparison graphs. Proposed campus competition to encourage more engagement, measures to include total percentage reduction per campus.	Estates, marketing, Student Association. Sustainability Group	£0	In preparation for Christmas shut down and the quarter to follow	Marcelle McLaughlin
	EAUC to deliver Climate Change Duties Workshop: Leadership, Governance and Action. Climate Change Duties and the legal sustainability expectations of colleges	Part of the CPD week, Sustainability Group, the CLT team, Op Managers and CQL's	£0	Next Sustainability Group Meeting in Dec-25 – first workshop	Marcelle McLaughlin
	Digital Cleanse Campaign	IT, Marketing	£0	Jan 2026	Marcelle McLaughlin
Estates	Explore connection to District Heating System further at Clydebank liaising with WDC on reducing unit costs and exploring funding opportunities available	Head/Director of Estates	??	March 2026	Jason Gordon/Mark Doyle
	Explore Solar Panelling at Clydebank and available funding opportunities	Head of Estates/ Sustainability Officer	??	March 2026	Jason Gordon & Marcelle McLaughlin

Sustainability Group Draft Action Plan – 2025/26

Estates	Explore Rainwater Harvesting and funding opportunities	Head of Estates/Sustainability Officer	??	March 2026	Jason Gordon & Marcelle McLaughlin
Curriculum	EAUC to deliver workshop on Education for Sustainable Development	Angela Pignatelli, Heads, CQL's, EAUC	£0	During CPD weeks	Marcelle McLaughlin
	<p>Participate in Global Sustainability Teach in Week in March. A weeklong sustainability campaign to raise the profile across the College, embed sustainability within the curriculum & audit against SDG's(Sustainable Development Goals)</p> <p>To include information stalls at each campus:</p> <ul style="list-style-type: none"> • Enva to promote recycling • Home Energy Scotland – Energy Advice • Dr Bike Sessions • Mindful wellness workshop – Sandra and team • Student Association – Completion of sustainability survey in exchange for green friendly freebie, I,e water bottle, initiative promoting active travel/cycling via Dr Bike stall, mindful wellness • workshop, Student Association involvement/stall • Catering to offer vegan option on menu 	Angela Pignatelli, Heads, CQL's, Enva, Home Energy Scotland, Dr Bike, Wellbeing Manager, Student Association, Catering Manager, Marketing	£1500	March 2026	Marcelle McLaughlin

Sustainability Group Draft Action Plan – 2025/26

Curriculum	Recruit Sustainability Champions via Student Association and EAUC workshops	EAUC & Student Association team, class reps.	£0	Nov 2026	Student President
Procurement	Procurement to influence supplier behaviour through procurement criteria that mandate carbon reduction and support the development of circular economy solutions where this is possible, proportionate and relevant. This would involve integrating climate considerations into procurement strategies, engaging with suppliers on their carbon impact, and promoting the use of reusable and low-carbon products and services to achieve overall net zero goals.	Procurement Manager, Sustainability Officer, College departments	£0	March 2026	Claire Earnshaw
	Ensure the use of Sustainable Procurement Tools in all regulated procurements (Sustainability Test, Life Cycle Impact Mapping (includes considerations to re-use/buy or hire) to maximise sustainability opportunities. This would also include roll-out of sustainability training across the College to all staff.	Procurement Manager, Sustainability Officer, College Departments & Organisational Development	£0	March 2026	Claire Earnshaw

Title of Paper	2024-25 Procurement Annual Report and Strategy
Presented by:	Mark Doyle, Interim Director of Finance & Estates
Recommendation:	Approve
Status:	PUBLIC

Purpose / Executive Summary:

The report provides the Committee with the 2024-25 Procurement Annual Report for approval prior to its submission to Scottish Government and its publication on the College website.

The purpose of this document is to explain how West College Scotland managed and carried out its procurement activity during the 2024-25 year. It shows how the College spent its non-pay budget, how it complied with procurement rules, and how it used contracts and frameworks to achieve value for money. The document also highlights the community benefits delivered by suppliers, the College's support for Fair Work practices and sustainability, and the steps being taken to improve procurement processes and contract management. Overall, it provides a transparent account of how the College buys goods and services and how it plans to continue strengthening its approach.

This report gives an overview of the College's procurement activity for 2024-25. During the year, the College spent £14.22 million on goods and services, with £11.15 million of this being influenceable, meaning it could be managed through procurement. Of this, £10.06 million was regulated spend, and 82% of those purchases were made through formal contracts-an improvement on the previous year. The College continued to make strong use of national and sector-wide framework agreements, with 53% of total spend going through collaborative contracts.

A total of 16 regulated procurements were completed, covering areas such as estates, professional services, and curriculum support. The College remained compliant with procurement legislation and continued to use Public Contracts Scotland to ensure open and transparent processes. Community benefits were delivered across several contracts, including apprenticeships, industry talks, donations, and work-experience opportunities. The College also continued its engagement with supported businesses, including WEEE Scotland for IT recycling.

The report also outlines planned regulated procurement activity for the next two years and highlights improvements made to procurement procedures, digital tools, and staff training. These developments support better contract management, greater compliance, and improved value for money across the College.

The paper is presented in line with Corporate Development Committee Terms of Reference:

‘To have strategic oversight of the overall management of the College’s resources – finance, people, procurement, information technology and property.’

Recommendations:

The Corporate Development Committee is requested to **approve** the 2024-25 Procurement Annual Report for submission to Scottish Government and for publication.

Implications: (to be updated as required)	
Financial	As per paper.
Student Experience	Very much supporting the student experience and journey.
People	No direct implications.
Legal	No direct implications.
Reputational	Procurement legislation compliance is necessary.
Community/ Partnership impact	None
Environment	None
Equalities	None

Background

1.1 In accordance with the Procurement Reform (Scotland) Act 2014, all public sector contracting authorities are required to prepare and publish an Annual Procurement Report. This report must summarise regulated procurement activity undertaken during the reporting period and outline how such activity contributes to the delivery of the organisation’s Procurement Strategy.

1.2 Appendix 1 presents West College Scotland’s Annual Procurement Report for the period 1 August 2024 to 31 July 2025. The report details the College’s regulated procurement activity during the year and outlines planned procurement initiatives for the forthcoming period, demonstrating alignment with the strategic objectives set out in the College’s Procurement Strategy.

1.3 The 2024-25 Annual Procurement Report evidences continued progress in enhancing procurement compliance, embedding good practice, and increasing awareness of procurement processes across the organisation.

1.4 The current West College Scotland Procurement Strategy **2021–2025** was formally approved by the Corporate Development Committee on 22 September 2025 and is publicly available on the College website.



2024-2025

Procurement Report



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1. Introduction

1.1 This Report details procurement activities undertaken as follows:

- Section 2: Summary of Completed Regulated Procurement
- Section 3: Review of Regulated Procurement Compliance
- Section 4: Summary of Community Benefits Summary
- Section 5: Summary of Supported Businesses Summary
- Section 6: Summary of Future Regulated Procurement Summary
- Section 7: Other Considerations - this provides an overview of some of the key procurement developments being undertaken by the College.

1.2 The categorisations of procurement expenditure referred to within this Report are defined as follows:

- **Non-Pay Expenditure** – all College expenditure – both influenceable and non-influenceable – that does not include remuneration costs.
- **Non-Influenceable Spend** – expenditure that relates to fixed and statutory requirements – such as irrecoverable VAT, property rent, rates and examination fees.
- **Influenceable Spend** – all expenditure that the College has an ability to influence.
- **Framework Category A** - commodities used across the public sector, such as utility contracts / insurance / IT supplies, which are negotiated under collaborative contracts at national level.
- **Framework Category B** - commodities such as food/cooking supplies and curriculum support materials, with the procurement being undertaken through framework arrangements with Advanced Procurement for Universities and Colleges (APUC), Scotland Excel (the Centre of Procurement Expertise for the local government sector) and other similar centres of procurement expertise.
- **Contract Category C** - those supplies and services sourced through procurement exercises undertaken by the College (WCS Local) and not associated with any collaborative framework agreement.
- **Regulated and Non-Regulated Procurement** – under the Procurement Reform (Scotland) Act 2014 the definition of regulated procurement is contracts valued at £50,000 or above, excluding VAT for goods and services and £2,000,000 for works. Non-regulated procurements are those contracts below these thresholds.

1.3 The annual expenditure profile of West College Scotland continues to be monitored on a supplier basis to identify areas for efficiency, improvement, and collaborative procurement.

The College's non-pay expenditure for 2024-25 totalled **£14.22 million** of which **£3.07 million** (22%) was non-influenceable spend. Therefore, £11.15 million (78%) of College expenditure was influenceable.

The Colleges annual influenceable procurement spend of circa £11.15 million was made up of:

- **£10.06 million** of regulated spend (above threshold and framework agreements)
- **£1.09 million** of non-regulated spend (below threshold).

1.4 The College continues to increase the number and value of contracts it has in place; 82% (£8.26 million) of the £10.06 million regulated spend have contracts in place. This is due to the increasing levels of procurement engagement with stakeholders. This has increased from 79% in 2023-2024.

1.5 The College has been optimising use of national, sectoral, local or regional C1 collaborative contracts and framework agreements. As well as bringing leverage-based savings, the burdens of risk, contract and supplier management are shared and the number of resource-intensive formal local tenders that need to take place is reduced significantly. 47% of the College's regulated spend went through collaborative agreements in 2024/25.

2. Summary of Completed Regulated Procurements

2.1 The Procurement Report is required to focus upon regulated procurements. These are defined as goods and services worth more than £50,000 excluding VAT and works contracts worth more than £2,000,000 excluding VAT.

2.2 The College conducted 16 regulated procurements for goods and services during the year, which totalled £3.3 million.

2.3 These are set out in Appendix 1 and relate to a variety of contracts for Estates, Professional Services and the Curriculum.

Categories and Nature of Procurement

Regulated Contracts

2.4 The College conducts all procurement activities in an open and transparent manner in accordance with best practice and legislative requirements.

2.5 The work plan included at Appendix 1 provides details of the description and category of regulated procurement tendering activity that the College progressed during 2024-25. The information provided shows the following:

- the description of the contract;
- date of award;
- category of contract;
- the contract start date;
- the contract end date; and
- the estimated total value over the contract period, including any extension periods

2.6 This information, in conjunction with the publication of the College Contracts Register and use of Public Contracts Scotland (PCS) for all procurement activity over the reporting period, provides complete transparency of the College's 2024-25 procurement activities.

3. Review of Regulated Procurement Compliance

Regulated Procurement Compliance

3.1 The College conducted a total of 16 regulated procurement exercises during 2024-25. These are detailed in Appendix 1.

3.2 Of these regulated procurements, 6 were WTO GPA regulated procurements [goods and services worth more than £179,087 (exc 20% VAT)]. 5 of these were procured through framework agreements.

3.3 The College continues to seek to access to and utilises collaborative procurement approaches wherever possible, including the use of procurement framework agreements with APUC and other centres of procurement expertise.

3.4 The College has where possible, consolidated procurement opportunities into combined tender packages and will always seek opportunities for cross campus collaboration on an ongoing basis.

Low Value / Low Risk Purchases

3.5 The College utilises Public Contracts Scotland (PCS) electronic portal to conduct procurement exercises including sourcing competitive quotes for non-regulated procurement via the Quick Quote system in line with College Financial Regulations, and to issue Prior Information Notices and Contract Notices for procurement exercises over the regulated thresholds.

3.6 Continued use of this approach has resulted in the inclusion of local suppliers wherever possible during the tendering of Category C local contracts. The adoption of the PCS portal systems as the default method to conduct procurement exercises across the College ensures compliance and transparency in the processes adopted.

3.7 The increased usage of further competition via framework agreements demonstrates the College's commitment to participating in collaborative procurement at a national and sectoral level.

3.8 The College Procurement Strategy will continue with a mix of further competition using framework agreements, direct awards, open tenders, and quick quotes. This will be informed by intelligence on the overall College expenditure allied with the market knowledge to match this data to appropriate procurement routes wherever possible.

4. Community Benefit and Fair Work Practices Summary

4.1 The provision of Community Benefits is obligatory under the terms of the Procurement Reform (Scotland) Act 2014 for contracts with a total value over £4,000,000. The College is committed to maximising any opportunities to obtain Community Benefits from procurement activities.

4.2 The general College Procurement Policy on identifying community benefit requirements is to conduct risk and opportunities assessments through stakeholder consultation and engagement. On a case by-case basis the question is asked, '*could a community benefit clause be usefully included*'? Part of this assessment process takes into consideration any negative effect on choice or value for money that seeking Community Benefits may have on a contract below the mandatory Community Benefits level of £4,000,000.

4.3 Where relevant and proportionate to the subject matter of the procurement, the requirement is then built into the procurement specification and into the standard quotation documentation which includes a section inviting bidders to provide Community Benefits.

4.4 Tender documentation for regulated procurements includes a method statement response on Community Benefits that may be provided specific to the contract, where appropriate.

4.5 Relevant Community Benefits may include but are not restricted to:

- The provision of supplies and/or services to support College curriculum activities and student welfare.
- Upskilling opportunities for students and staff.
- Student workplace and vocational training opportunities.
- Direct involvement in College schemes or programmes.
- Educational support initiatives.
- Presentations for staff and students.

4.6 In the reporting period, the College has engaged with suppliers who provide Community Benefits via contractual commitments. These are detailed as follows:

Company	Community Benefits offered
Competence Matters Ltd	<ul style="list-style-type: none">- Apprenticeship programme- School talks
Softcat (HP Inc)	<ul style="list-style-type: none">- Planned network review- Access to free MC Licensing Specialists/technical support on new MS projects

Heales Health Services Ltd	<ul style="list-style-type: none"> - Curriculum support for schools – delivery of CV workshops - Educational opportunities for students (e.g. work experience placement)
Dalia Operations Limited	<ul style="list-style-type: none"> - Assistance with a community/college project - Work experience opportunity for student - Sponsorship of an award at student's Graduation
MKM Building Supplies (Holdings) Limited	<ul style="list-style-type: none"> - Donation to the College for students completing active travel surveys - Talks on new developments in the industry
Dalkia Scotshield Limited	<ul style="list-style-type: none"> - 4 apprenticeships (1 for each year of the contract) - 4 Careers events (1 for each year of the contract)
Rentokil Initial UK Ltd	<ul style="list-style-type: none"> - 4 x support with career events - 4 x volunteer time to assist with College projects
Imperial Chemical Industries Limited	<ul style="list-style-type: none"> - 10 x Apprentice training packs
MKM Building Supplies (Holdings) Limited	<ul style="list-style-type: none"> - Donation to the College for students completing active travel surveys - Talks on new developments in the industry
Decco Limited	<ul style="list-style-type: none"> - Talks on new developments in the industry
Campbells Prime Meat Ltd	<ul style="list-style-type: none"> - Industry talk - Apprenticeship scheme in Butchery & Fishmongery
Bright Digital Marketing Ltd (t/a Bright Signals)	<ul style="list-style-type: none"> - Delivery of talks on industry developments (covering marketing, UX design, the role of AI in digital marketing, etc) - Provision of pro-bono creative services to a local charity - Sponsorship of elements of the College's Graduation day
The British Electrical & Manufacturing Company Limited	<ul style="list-style-type: none"> - Donation of electrical equipment
D. McGhee & Sons	<ul style="list-style-type: none"> - Donations of bakery items
Central Laundry	<ul style="list-style-type: none"> - Donations of towels and clothes for the College's Green Room

4.7 The College will ensure that, where suppliers have committed to provide Community Benefits as part of a contract, they will prepare a report on the delivery of these benefits on a six-monthly basis as part of the Contract Management programme as appropriate.

4.8 The College has achieved Living Wage Accreditation and will continue to promote payment of the Living Wage and Fair Work Practices for all relevant procurements.

5. Supported Businesses Summary

5.1 A Supported Business is defined as one where at least 30% of their workforce are classed as disabled or disadvantaged. (The Public Procurement Directive allows public bodies to make the decision to reserve public contracts for Supported Businesses. This is enacted in Scotland by Regulation 21 of the Public Contracts

(Scotland) Regulation 2015 and as a public body, you can make use of these regulations to restrict the tendering process for goods or services to Supported Businesses only.)

5.2 Higher-value procurements, regulated procurements (between £50,000 and financial threshold and those equal to and above the financial thresholds) are conducted in line with Routes 2 and 3 respectively of the Scottish Government Procurement Journey. Both Routes 2 and 3 mandate the use of the Single Procurement Document (SPD). The SPD covers exclusion, selection and award criteria and includes questions relating to companies self-certifying themselves in terms of size (micro, small or medium), or whether they are Supported Businesses.

5.3 The College reviews each procurement to determine whether it could be fulfilled by a Supported Business, whilst remaining compliant with relevant Procurement Legislation and ensuring value for money for the institution (using the only Supported Business register currently available and published by Ready for Business).

5.4 During the reporting period, the College had an agreed arrangement with WEEE Scotland to recycle IT hardware. WEEE Scotland is a Supported Business. This enables the College to recycle IT hardware in a compliant manner and contribute to the College's aims to meet its sustainable obligations and work with local Support Businesses.

5.5 It is anticipated that opportunities for engagement with Supported Businesses will continue to increase going forward. External bodies such as APUC and Scotland Excel continue to promote opportunities for Supported Businesses along with small and medium enterprises (SMEs) and micro business. The College will continue to engage with businesses via this route as well as in its own local contracting arrangements.

6. Future Regulated Procurement Summary

6.1 The College has prepared a summary of the anticipated regulated procurement schedule over the next two years – for the period covering 2025-26 to 2026-27 as shown in *Appendix 2*. This is estimated as the College receives funding on an annual basis and the level of purchasing requirement cannot therefore be predicted with certainty.

6.2 The College will continue to publish Prior Information and Contract Notices via Public Contracts Scotland to alert the supply base to tender opportunities.

6.3 Significant capital work on the College estate and ad hoc procurement requirements may arise in-year which have not been included, and it is anticipated that further regulated procurement exercises will be identified throughout the next year.

7. Other Considerations

7.1 In this section, the College is highlighting procurement/process improvements that support better procurement. These improvements support the achievement of the Procurement Strategy objectives and promote improved compliance.

Procurement Influenced Spend

7.2 Procurement spend information has had greater analysis, leading to the forward plan to reduce non-compliant spend. Short, medium and longer-term tasks have been set and stakeholders are engaged in the reduction of non-compliant spends. The procurement department is committed to increasing engagement across the College to actively promote the use of compliant contracts and reduce non-compliant activity.

7.3 Development of digital tools has enabled procurement to include more compliant suppliers onto ordering platforms with digital catalogues. This is aimed to increase end user experience and encourage compliant spend. Further work is being done to increase the number of suppliers available on a digital ordering platform (PECOS).

As at November 2025, 21 live catalogues are currently available on PECOS (ranging from e-market place/punch-out to local catalogues). Training has been delivered to staff across the following departments on using PECOS for ordering and receipting (including the use of catalogues);

- Construction Curriculum
- ICT
- Hair & Beauty Department
- Health & Safety
- Print Room/College Admin
- Estates Department

Procurement Procedures

7.4 Procurement procedures are in place to provide best practice information, reflect legislative requirements and to ensure meeting the requirements of the Procurement Strategy 2025-2030.

A procurement e-learning module has been rolled out for all staff with ordering and budget approving responsibilities to complete. This is being further consolidated by in-person training to ensure the College's Financial Regulations are fully complied with.

The Procurement procedures are sited on a Procurement Hub on the College Intranet site and cover a range of procurement subjects to enhance communication, engagement, competence, and compliance. These procedures are aligned to the Scottish Government Procurement Journey, support the College Strategic Plan 2025-2030 and are reflected in the College Financial Regulations.

7.5 The Procurement procedures also includes a Contract and Supplier Management (CSM) Strategy which identifies the following;

- Key roles and responsibilities of staff involved in CSM;
- CSM Categories to establish the level of Contract and Supplier Management required; and
- Summary of the CSM process (including monitoring of contracts using Management Information and KPI's)

This Strategy is supported by a CSM contract dashboard and standard CSM meeting agenda to ensure all of the College's awarded contracts are monitored effectively.

7.6 Procurement are also aligning to the College's digital strategy with further use of the Intranet for procurement information and the digitisation of the New Supplier Request form.

Summary

This report outlines the College's commitment to compliant, proactive, and best practice procurement. The College continues to actively engage with the aims of the Procurement Reform (Scotland) Act 2014 and maintains an ethos of continuous improvement for both current procurement activities and future planned work. The College seeks to continue to expand the already increased awareness and engagement with procurement by staff, students, and the supply base to achieve further improvement in the period 2025-26.

Standing Items at every Meeting	Corporate Development
	Minutes of Previous Meeting
	Schedule of Business
	Internal Audit (Updates/Reports)
	Comms & Mkting Update
	IT & Digital Update
	Finance Update
	Estates & Projects Update
	Sustainability Update
	Procurement Approvals
	People OD & HR Update
	Risk Register
	KPIs
	SOFT updates

Spring Meeting (March)	
	Additional Items
Governance:	IA reports: Staff Rec & Ret; Procurement & Contract Mgt; Financial Controls: Info Sec & IT Cyber Risk
Corporate Reporting	
Students	
Learning & Teaching	
Finance / Estate/Risk	Management Accounts to January
	Budget 2024/2025 and Financial Forecast Update (draft)
	Sustainability Update
	Purchase Orders > £50
People:	
Annual Updates	Annual Carbon Emissions Return
	Equality Mainstreaming Report
Policies:	Dec & Mgt Interest (May 26)
	Records Mgt Policy (Mar 26)
	Data Protection (Mar 26)
Strategies:	Underpinning Frameworks

Summer Meeting (June)	
	Evaluation of Committee
	Governance Compliance
	EA Plan (next year)
	IA Reports - Staff Utilisation
Corporate Reporting	
Student	
Learning & Teaching	
Finance / Estate/Risk	Mgt Accts to April
	Budget & Financial Forecast (next yr)
People:	
Annual Updates	Modern Slavery Statement
Policies:	
Strategies:	Progress on Strategies?
Frameworks	

Autumn Meeting (September)	
	Review of Remit / Membership / Dates of Mtngs
Governance:	IA Reports
	Accounts Direction for SC / SFC Financial Forecast
Student	
Learning & Teaching	IT Security / Controls Report (risks?)

Finance / Estate/Risk

Finance Update - including - year end position, Annual Review
Banking & Tax Arrangements, Budget & Financial Forecast Update

People:

HR & OD Annual Report

Annual Updates

Policies:

Financial Regulations (ARC/CDC)
Health & Safety Policy
Public Interest Disclosure Policy (Sept 25)

IT Admin Sec Policy (Sept 27)

Strategies:

Procurement Strategy

Winter Meeting (Nov / Dec)

Governance:

IAs: Student Credits/Funding

Corporate Reporting
Student

Compliance Report

Learning & Teaching

Finance / Estate/Risk

Mgt Accounts to October

People:

Annual Updates

H&S Annual Statement - CDC?
Procurement Annual Report (CDC)
Sustainability Update (gov Audit)

Policies:

Strategies:

Corporate Strategy
Procurement Strategy
Infrastructure Strategy
People Strategy