

Title of Paper	Modern Slavery Statement
Presented by:	Joe Rafferty, Director of OD & HR
Recommendation:	To Approve
Status:	PUBLIC

Purpose / Executive Summary:

This paper is offered in line with our duty under the Modern Slavery Act 2015 to produce a Modern Slavery Statement. This paper represents a review of our statement which we undertake annually.

Recommendations:

Approve for submission to the Board of Management for final approval.

Implications: (to be updated as required)

Financial	None
Student Experience	Students can be confident that the work for an organisation which takes ethical and legal considerations seriously.
People	The College's employment checks help to ensure we do not employ staff who may have been part of a modern slavery scheme, or are being exploited in a similar way.
Legal	The statement is in compliance with the Modern Slavery Act 2015.
Reputational	This is an element to the College's commitment to Fair Work and protects the College's reputation with regard to the Modern slavery issue.
Community/ Partnership impact	In publishing this statement the College is contributing to ensuring that modern slavery in the community is eliminated as far as possible.
Environment	No applicable.
Equalities	This statement represents an important aspect of the College's commitment to equalities.

MODERN SLAVERY STATEMENT

The Modern Slavery Act 2015 requires the College to produce a statement setting out the steps they have taken to ensure that there is no modern slavery in their own organisation and in their supply chains.

This statement is made pursuant to section 54(1) of the Modern Slavery Act 2015 and constitutes our slavery and human trafficking statement for the financial year ending 31 July 2023. This statement was approved by the College Board of Management on (to be inserted). We will review this statement annually.

OUR COMMITMENT

West College Scotland (WCS) adopts a zero-tolerance approach to slavery and human trafficking and is committed to protecting human rights. We will act ethically and responsibly in all of our relationships by working with suppliers that share and adhere to this commitment. We will also put in place reasonable measures to ensure that slavery and human trafficking does not occur within our own organisation or our supply chains.




OUR POLICIES ON SLAVERY & HUMAN TRAFFICKING

We operate a number of policies which support our commitment to human rights and which set out ways that we will minimise the risk of slavery and human trafficking. These policies include our Sustainability and Social Responsibility Statement and Equal Opportunities Procedure.

OUR SUPPLY CHAINS

We are committed to ensuring that there is no modern slavery or human trafficking in our supply chains or in any part of our business. Our procedures reflect our commitment to acting ethically and with integrity in all our business relationships and to implementing and enforcing effective controls to ensure slavery and human trafficking is not taking place anywhere in our supply chains.

We purchase a wide range of goods and services from suppliers including:

-  ICT equipment and services
-  Professional services
-  Estates and facilities management goods and services
-  Food and catering supplies
-  Books and printing
-  Teaching supplies
-  Furniture and stationery
-  Waste and recycling services

Procuring goods and services from suppliers linked to supply chains across the world presents risks of slavery and human trafficking. We have put in place the following measures to mitigate this risk:

Advanced Procurement for Universities and Colleges (APUC)

The College utilises the services of APUC (of which WCS is a member) to procure goods and services. APUC requires all suppliers to commit to the Sustain Supply Chain Code of Conduct confirming that it does not use forced, involuntary or underage labour; provides suitable working conditions and treats employees fairly. APUC is a Founder Member of Electronics Watch, an independent monitoring organisation working to achieve respect for labour rights in the global electronics industry through socially responsible public purchasing in Europe.

WCS Procurement Team currently utilises and is committed to the Sustain Supply Chain Code of Code to underpin all tendering activity and supplier adoption.

Regulated Procurements

Every regulated procurement process conducted by the college requires tenderers to disclose whether the bidder or any member of their organisation with decision-making powers has been convicted in the last five years of any offence under Part 1 of the Human Trafficking and Exploitation (Scotland) Act 2015, or under any provision referred to in the Schedule to that Act. Tenderers that confirm such a conviction will be excluded from the process unless they can successfully demonstrate that they have self-cleansed. The Sustainable Public Procurement Prioritisation tool has been used to review high-risk categories including estates, food and catering, information and communication technology, laboratories and travel.

Modern Slavery Statement

For procurement that does not take place through the APUC or other purchasing organisation frameworks (exceeding £50,000 for goods and services and £2,000,000 for works), this statement is included with all tender documents and potential suppliers are required to complete and sign our modern slavery certificate. This certificate requires tendering suppliers to set out the measures that they take to ensure that slavery and human trafficking does not take place in their own organisation or supply chains

OUR PEOPLE

We have put in place the following measures to mitigate the risk of slavery or human trafficking taking place directly within our organisation:

Recruitment Practices

We carry out rigorous right-to-work checks for all new members of staff. When it is necessary to engage agency workers, we use recruitment agencies who have met our rigorous procurement procedures.

All staff members and agency workers are required to be in Disclosure Scotland's PVG Scheme. A PVG certificate contains all unspent and certain spent conviction information. It also contains any other non-conviction information that the police or other government bodies think is relevant.

Pay

We comply with all pay related legislation and the College is a Real Living Wage Employer.

Working Conditions

Our Health and Safety Team oversee the College's compliance with health and safety legislation across our campuses. We are committed to fair working practices and publish a range of policies and procedures setting out our approach to health and safety, wellbeing at work and family friendly rights.

Whistleblowing

All employees are encouraged to raise concerns about possible wrongdoing or malpractice within the College and will be protected from any reprisals should they choose to make such a disclosure. This commitment is set out in the College's Public Interest Disclosure Policy.

ADDITIONAL INFORMATION

Training

The College requires all procurement and HR managers to complete training on modern slavery as a module. This training will include College purchasing practices, how to assess / identify the risk of slavery and human trafficking, what external assistance is available and what steps to take if a manager suspects human trafficking and slavery to be taking place.

Awareness Raising Programme

As well as training relevant staff, the College has raised awareness of modern slavery issues by advertising the issues it raises on the staff and student intranet sites.

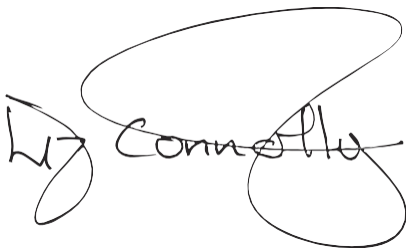
Breaches

Any alleged violations of human rights by our employees will be fully investigated and disciplinary action, up to and including dismissal, will be taken where appropriate. We will take action to address any human rights breaches identified in our supply chain, which may include terminating a supplier's contract where serious violations are discovered.

Our Effectiveness in Combatting Slavery and Human Trafficking

We will regularly review the effectiveness of the measures set out in this statement in combatting slavery and human trafficking.

This statement was approved on (date to be inserted) by the College's Board of Management who review and update it annually.

A handwritten signature in black ink that reads "Liz Connolly". The signature is fluid and cursive, with a large loop at the end of the word "Connolly".

Liz Connolly

Principal and Chief Executive

Wayin Hatton

Chair of the Board of Management

Title of Paper	Evaluation of Committee Terms of Reference
Presented by:	Susan McDonald, Governance Manager
Recommendation:	To Note
Status:	PUBLIC

Purpose / Executive Summary:

The purpose of this report is to provide a summary of the work of the Corporate Development Committee during 2023-24. The paper is presented in line with best practice, to give members assurance that West College Scotland Corporate Development Committee covers all aspects of its Terms of Reference: The main purpose of the Corporate Development Committee is to:

- Have strategic oversight of finance, procurement, information technology, human resources and organisational development, communications, marketing and matters of a general nature that do not fall to other standing Committees, ensuring solvency, sustainability, efficiency, and innovation.
- Advise on the strategic implementation, review, and development of required strategies and policies that reflect best practice and improve organisational performance, ensuring appropriate and effective controls and processes are in place.
- Ensure the College manages all assets and resources in accordance with Scottish Government and Scottish Funding Council requirements.

This report provides a summary of the items which the Committee has considered during 2023-24 in fulfilling the above requirement.

Recommendations:

The Corporate Development Committee are requested to consider the content of the report and whether it requires any further assurances to be provided.

Implications:	
Financial	There are no financial implications associated with this report
Student Experience	There are no student experience implications associated with this report
People	There are no people or HR implications associated with this report
Legal	There are no legal implications associated with this report
Reputational	There are no reputational implications associated with this report
Community/ Partnership impact	There are no community / partnership implications associated with this report
Environment	There are no environmental implications associated with this report
Equalities	There are no equality implications associated with this report.

Corporate Development Committee	
Remit	
a) <i>To have strategic oversight of the overall management of the College's resources – finance, people, procurement, information technology and property.</i>	General Updates provided on all areas at all meetings.
<i>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:</i>	
<ul style="list-style-type: none"> • <i>Communication and Marketing</i> - Update report on activity 	Update at Each Meeting
<ul style="list-style-type: none"> • <i>People</i> - Update report including information on: <ul style="list-style-type: none"> • Lecturing/support union staff meetings • Equality, Diversity, and Inclusion Committee • National Bargaining • People Strategy 2022-2030 • Health & Safety • Annual review of Modern Slavery Statement • Annual HR Report 	Update at Each Meeting Submitted Annually (May) Submitted Annually (Nov)
<ul style="list-style-type: none"> • <i>Estates, Sustainability & Project</i> - update reports including information on: <ul style="list-style-type: none"> • Estate leasing arrangements • Estate Strategy 2016-2026 Refresh • Estate outline business case update • Estate maintenance and projects • Sustainability Updates <ul style="list-style-type: none"> • <i>Carbon management and sustainability</i> <ul style="list-style-type: none"> • Annual Scottish Government Sustainability Report 	Update at Each Meeting Submitted Annually (March)
<ul style="list-style-type: none"> • <i>Information Technology</i> <ul style="list-style-type: none"> • Update report including information on: <ul style="list-style-type: none"> • Demand • Project Spend • Security • Key Projects • Implications • IT Risk Register 	Update at Each Meeting Actions now included in Strategic Risk Register
<ul style="list-style-type: none"> • <i>Finance</i> <ul style="list-style-type: none"> • Update of Financial Forecast • SFC Funding Update • Annual budget and medium-term financial forecast • Update report including information on: <ul style="list-style-type: none"> • SFC engagement and returns • Finance system developments • Student funding • Procurement • Management Accounts 	Update at Each Meeting Mgt Accts to Oct/Jan/April
<ul style="list-style-type: none"> • <i>Procurement</i> <ul style="list-style-type: none"> • Ongoing reporting of procurement matters through the Finance Update Report • Procurement Annual Report including future year plan • PCIP Audit Report (every 2 years) 	Update at Each Meeting Procurement Approvals as required Annual Report (Nov) PCIP Audit (March 24)
<i>To consider and advise the Board of Management on key strategic financial and management matters including:</i>	

Corporate Development Committee	
Remit	
<ul style="list-style-type: none"> • <i>Cashflow</i> • <i>solvency of the College</i> 	Management Accounts
<ul style="list-style-type: none"> • <i>effectiveness and appropriateness of the utilisation of College resources</i> <ul style="list-style-type: none"> ○ Update on year-end financial position ○ Internal Audit Reports 	Internal Audit reports from 2023/2024 now available on Board Library. Recommendations monitored through ARC
<ul style="list-style-type: none"> • <i>financial strategy, budgeting, financial monitoring, and forecasts</i> <ul style="list-style-type: none"> ○ Management Accounts ○ Update of Financial Forecast ○ Update on SFC Funding ○ Annual budget and medium-term forecasts ○ Internal Audit Report – Budget and Financial Monitoring 	Covered in the updates provided at each meeting and at the joint meeting of the ARC/CDC
<ul style="list-style-type: none"> • <i>banking arrangements and approval of bank signatories</i> • <i>investments and borrowing</i> <ul style="list-style-type: none"> ○ Annual review of banking arrangements 	Annual Review (Sept)
<ul style="list-style-type: none"> • <i>taxation</i> <ul style="list-style-type: none"> ○ Annual update report on taxation matters ○ Reports will be provided on any material changes as required 	Annual Review (Sept)
<ul style="list-style-type: none"> • <i>pension arrangements - College pension schemes overview</i> 	Annual Review (May)
<ul style="list-style-type: none"> • <i>approval of contracts between the values of £250,000 and £500,000</i> <ul style="list-style-type: none"> ○ Oakshaw Building – new windows; external works and refurbishment ○ Solar Panels & Air Source Heat Pumps (Paisley & Clydebank) ○ Mobile Client Services ○ Supply of grocery, frozen and chilled foods ○ CITB 	As required (Sept and Nov) Nov Nov March May
<p>b) <i>To consider and recommend the College’s annual financial statements and associated reports for approval to the Board of Management at a joint meeting with the Audit Committee.</i></p> <ul style="list-style-type: none"> ○ External Audit Management Letter ○ Corporate Governance Statement ○ Financial Statements ○ Annual Internal Audit Report ○ Internal Audit Annual Plan 2022-23 ○ External Audit Planning Memorandum 	Joint Meeting with ARC/CDC (Nov)
<p>c) <i>To ensure adherence to statutory requirements related to the College’s financial affairs and compliance with the Financial Memorandum, Scottish Public Finance Manual (SPFM) and related guidance (including Accounting Policies in the Financial Statements) and to provide the Board of management with assurance on these matters.</i></p> <ul style="list-style-type: none"> ○ Internal Audit Annual Report ○ External Audit Management Letter ○ Corporate Governance Compliance Report 	Joint Meeting with ARC/CDC (Nov) and Compliance report submitted 2ce yearly to Board for monitoring
<ul style="list-style-type: none"> ○ <i>To review College Financial Regulations on an annual basis, or more frequently if required and recommend these to the Board of Management for approval.</i> <ul style="list-style-type: none"> ○ Review of Financial Regulations ○ Corporate Governance Compliance Report 	Annual Update (Sept) Joint ARC/CDC
<p>d) <i>To oversee significant risks to the overall organisational objectives on a six monthly basis</i></p>	Updates 2ce per year

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Remit	
<p>e) <i>To ensure the mitigating actions for such risks are addressing the risk factors and work to mitigate risk is progressing with agreed timelines.</i></p> <p>f) <i>To advise Audit & Risk Committee and the Board of Management on the adequacy of risk management.</i></p> <ul style="list-style-type: none"> ○ Review of Strategic Risk Register 	<p>Risk Management Framework been fully reviewed during 23/24. Risk Appetite session for Board being arranged for Aug/Sept.</p> <p>Risk Management and Monitoring of Risk Register will be done 2ce annually at Committees and updates given at each Board meeting going forward.</p>
<p><i>To have strategic responsibility for oversight of and compliance with employment, health and safety, data protection and freedom of information legislation, advising the Board of Management on the operation and implementation of effective and efficient policies and systems in the following areas, advising the Board of Management on these areas as required:</i></p>	
<ul style="list-style-type: none"> • <i>equality, diversity, and inclusion</i> • <i>learning and development</i> • <i>employee relations</i> • <i>health, safety, and wellbeing</i> • <i>workforce planning</i> 	<p>People Update each meeting</p>
<ul style="list-style-type: none"> • <i>payroll</i> <ul style="list-style-type: none"> ○ Overview of College pension schemes 	<p>People Update Annual (May)</p>
<ul style="list-style-type: none"> • <i>voluntary severance schemes</i> 	<p>People Update Management Accounts</p>
<ul style="list-style-type: none"> • <i>freedom of information and data protection</i> 	<p>Annual Report (Sept)</p>
<p><i>To consider and advise the Board of Management on key strategic infrastructure matters including:</i></p>	
<ul style="list-style-type: none"> • <i>monitoring and review of the overall management and development of College property and information technology, ensuring that a comprehensive register of land, buildings and infrastructure assets is maintained and assurance is given to the Board of Management that the correct procedures are followed in respect of Exchequer funded assets. Update report including information on:</i> <ul style="list-style-type: none"> ▪ Estate leasing arrangements ▪ Estate Strategy 2016-2026 Refresh ▪ Estate outline business case update ▪ Estate maintenance and projects ▪ Sustainability 	<p>Estates, Sustainability & Projects Report and IT Update submitted to each meeting</p>
<ul style="list-style-type: none"> • <i>maintenance of estate and information technology in an efficient and effective manner, in accordance with a planned maintenance programme which is consistent with approved strategy and associated financial projections.</i> 	<p>Estates, Sustainability & Projects Report and IT Update submitted to each meeting</p>
<ul style="list-style-type: none"> • <i>the implementation and development of carbon management and sustainability plans to address Scottish Government climate change requirements and ensure awareness of local, national, and global environmental matters.</i> <ul style="list-style-type: none"> ○ Sustainability Strategy ○ Annual Scottish Government Sustainability Reporting Requirements Update 	<p>Estates, Sustainability & Projects Report at each meeting</p> <p>Annual Carbon Management Report submitted (March)</p>
<ul style="list-style-type: none"> • <i>consideration and approval of information technology initiatives and innovations as required and the promotion of the effective and efficient use of IT services and assets.</i> 	<p>IT & Digital update at each meeting</p>

Corporate Development Committee**Remit**

To consider and advise the Board of Management on key strategic matters relating to marketing and communications including:

<ul style="list-style-type: none"><i>the implementation, development and review of marketing and communication strategies</i>	Marketing & Communications Update at each meeting
<ul style="list-style-type: none"><i>policies which enable the College to build its reputation.</i>	As required

Any other matters as required by the Board of Management.

The Committee can request representatives of other organisations to attend meetings if/as required.