

Title of Paper	Corporate Development Committee – Remit, Membership and Dates of Meetings for 2023/2024
Presented by:	John Leburn, Chair
Decision:	For Approval
Status:	PUBLIC

Purpose / Executive Summary:

The Membership of the Committee is attached for information.

Date of Committee meetings for 2024/2025 are also included to this document.

The Remit of the Corporate Development Committee is subject to annual review as per paragraph 6 of the Remit.

The main changes to the remit being proposed are:

- Inclusion of procurement contracts > £500k
- Inclusion of bad debt write off >£50k
- Review of Risks
- Review of Strategies
- Non-Executive membership

Recommendations:

The **Corporate Development Committee** is asked to consider and **approve** the Committee Remit and **note** the membership and dates of meetings.

Implications:

Financial	Not applicable for this report
Student Experience	Not applicable for this report
People	Not applicable for this report
Legal	Not applicable for this report
Reputational	As above
Community/ Partnership impact	Not applicable for this report
Equalities	Not applicable for this report
Environment	Not applicable for this report

Corporate Development Committee Membership – 2024/2025

John Leburn, Chair
Hilary Cameron, Member
Liz Connolly, Principal
Waiyin Hatton, (Ex Officio)
Linda Johnston, Member
Fiona McLaren, Staff Member
Daniel McMahan, Vice Chair
Jamie McNicol, Student President
John Scott, Member

In attendance:

Nicola Connelly, Director of Finance & Estates
Stephanie Gunn, Vice Principal, Educational Leadership
Susan McDonald, Governance Manager
Vacancy, Vice Principal Operations
Joe Rafferty, Director of OD & HR
Brian Stobbs, Director of IT & Digital
Nathan Tyler, Director of Marketing, Communication & Student Experience
Other Members of College SMT attend as required

Quorum: No less than 50% of Board Members on the Committee, with a minimum of two Board Members

Dates of Meetings 2024/2025

16 September 2024

19 November 2024 (followed by joint Audit & Risk and Corporate Development Committee)

4 March 2025

10 June 2025

Title of Paper	Sustainability Update Report
Presented by:	Nicola Connelly, Director of Finance & Estates
Recommendation:	To Note
Status:	PUBLIC

Purpose / Executive Summary:

This paper provides the Corporate Development Committee with an:

- a) Update on the implementation of the College Sustainability Strategy.
- b) Overview of activities undertaken in 2023-24
- c) Overview of sustainability projects planned for 2024-25

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 urgent and the College requires to play its part. The continued involvement of students is key to addressing these challenges. Limited impact on students at this stage.

People	No direct people impact because of this report. The staff and wider stakeholders will be impacted by the actions being taken by the College in the coming months.
Legal	The College has a commitment to become net zero by 2040 alongside the annual Scottish Government reporting requirements. The College will 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 will result in reputational damage and therefore the College must be seen to have taken all reasonable steps to assist in achieving this target.
Community/ Partnership impact	As above. In addition, the College must be seen to be playing its part in addressing climate change as part of the wider community efforts in this area.
Environment	See all above points.
Equalities	No direct impact from the content of this report.

1. SUSTAINABILITY STRATEGY

- 1.1 In October 2022 the Board of Management approved the College [Sustainability Strategy](#). The Board noted that the Strategy set out the intended direction of travel which the College planned to take in addressing the global climate challenge. The Board also noted that without significant investment by the Scottish Government several of the objectives within the Strategy would prove difficult, if not impossible, to achieve.
- 1.2 The Strategy contains five objectives with a high-level delivery plan for each objective being noted within the Strategy. The five objectives are:
- Leadership and Governance
 - Teaching and Learning
 - Estates and Operations
 - Partnerships and Engagement
 - Carbon reduction and data collection
- 1.3 The Sustainability Oversight Group met on three occasions during 2023-24. New actions and initiatives were created and are discussed and followed up at subsequent meetings.
- 1.4 The actions contained within the Sustainability Strategy have been transferred onto the Pentana management reporting system. Appendix 1 'SS03 Sustainability Strategy' provides an overview of the progress made by the College in implementing the Sustainability Strategy. As can be seen the College is making progress in achieving the objectives set out in the Strategy. There are several items in red. The College notes that some of these projects/ initiatives have moved on, however due to changes in staff responsible for several initiatives these have not been updated or progressed. This will be fully reviewed in the next quarter and shared with the Committee.

2. PROGRESS IN 2023-24

- 2.1. The College continues to highlight its success in 'Westworld' which is available on the College intranet site.
- 2.2. In the last year the College has been involved in or delivered the following:
- Curriculum teams have engaged in two annual exercises to audit the curriculum against the Sustainable Development Goals (SDGs). An action plan has been created to drive areas for development forward and these are evaluated as part of the College self-evaluation and improvement activities. Engaging students in the sustainability agenda is important and green skills now feature as a mandatory part of the College's course design principles. In addition, two new programmes have recently been added to our portfolio – Retrofit and Sustainable Heating – to support industry to upskill their employees.
 - Collaborated with several key strategic partners such as EAAUC, Cycle Scotland and Home Energy Scotland to inform and support the wider College in the development of specific carbon saving/ energy reduction projects.
 - Implemented the Carbon Management Plan.

- Undertaken work at the Paisley campus to replace single glazed windows and insulation of exterior. This was following the receipt of a specific SFC grant and contribution to the project by the College from our own maintenance funds.
- Undertaken roof repair and stonework on the Paisley Abercorn building.
- All significant Estates work being taken forward considers primarily the College environmental impact and how this can be improved.
- Green rooms have been established at each campus allowing staff and students to donate unwanted goods and to assist address food poverty.
- Sustainability messaging is now built into overall key messages being communicated by the College.
- The College submitted its eighth Annual Public Bodies Climate Change Duties Report.

Future Activities

2.3. Noted below are some of the activities planned for the coming quarter:

- Work with partner agencies to build a plan on how to move away from the current dependency on fossil fuels to heat the College campuses.
- Introduce a Heating & Cooling Policy to reduce usage by £100,000.
- Incorporate climate responsibility and sustainability into all staff development programmes.
- Submission of the Colleges 2024-25 Public Bodies Climate Change Duties Report by 30 November 2024 deadline.

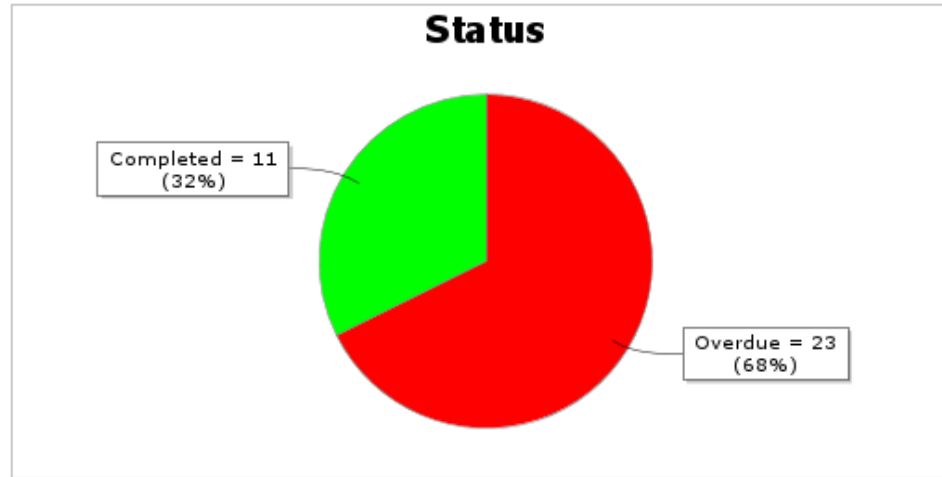
3. RECOMMENDATION

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



SS03 Sustainability Strategy - all actions in year 1 with milestones, sorted by due date (22-23)








Generated on: 03 September 2024

Rows are sorted by Due Date








Action Code & Title	Latest Note	Assigned To	Original Due Date	Due Date	Milestone	Due Date	Milestones Note	Milestone Complete
SSEO/022/22-23 Introduce a system for staff and students to donate unwanted goods to keep items in circulation	02-Feb-2023 Green rooms have now been set up on each campus. A list of items to be donated has been circulated.	Director Communications, Policy and Engagement	31-Oct-2022	31-Oct-2022				✓
SSLG/002/22-23 Establish an annual Sustainability Strategy budget		Director of Finance	31-Oct-2022	31-Oct-2022				⊘



Action Code & Title	Latest Note	Assigned To	Original Due Date	Due Date	Milestone	Due Date	Milestones Note	Milestone Complete
 SSLT/015/22-23 Audit the College curriculum against the United Nations sustainable development goals	24-Jan-2023 Audit complete - report and recommendations in progress.	Assistant Principal: Technology & Skills; Vice Principal Educational Leadership	31-Oct-2022	31-Oct-2022				
 SSPE/028/22-23 Create a sustainability communications strategy to engage with and inspire the college community to 'do their bit'	04-Apr-2023 A Sustainability Communications strategy has been created and implemented to encourage the College family to be active participants in helping us and our wider communities to achieve our goals. 18 monthly issues of Westworld the in-house virtual magazine (previously published as paper editions) from Oct 2022 are to feature a Sustainability section, updating our overall progress, ambitions and actions that staff/students can take. This ranges from highlighting where we can and do align with the UN's Sustainable Development Goals through to the current re-useable cup initiative that aims to help cut waste and costs. Poster campaigns etc are also in operation to complement the messaging throughout our campuses.	Director Communications, Policy and Engagement	31-Oct-2022	31-Oct-2022				





Action Code & Title	Latest Note	Assigned To	Original Due Date	Due Date	Milestone	Due Date	Milestones Note	Milestone Complete
 SSEO/020/22-23 Connection to Clydebank District Heating System		Vice Principal Operations	31-Dec-2022	31-Dec-2022	Liaise with council on costs	31-Oct-2022		No
					Investigate alternative funding opportunities including NDEE framework	30-Nov-2022		No
					Report on outcome of investigations	31-Dec-2022		No
 SSEO/023/22-23 Modify College Estates Strategy in-line with net zero target		Vice Principal Operations	31-Dec-2022	31-Dec-2022				
 SSEO/036/22-23 Introduce a Heating and Cooling Policy		Head of Estates	31-Dec-2022	31-Dec-2022				
 SSLG/001/22-23 Revise the corporate strategy to include the environmental ambitions of the College	01-Feb-2023 Plan in place for update of Corporate strategy. Board session planned for early March, completion planned for summer 2023	Chief Executive and Principal	31-Dec-2022	31-Dec-2022				
 SSLG/006/22-23 Issue statement of Sustainability Strategy intent		Chair of the Board of Management	31-Dec-2022	31-Dec-2022				
 SSLG/007/22-23 Introduce standing agenda item as part of the SMT/BoM meeting schedule	01-Feb-2023 Suggest this is coordinated with reports to CDC and covered by CDC Chair at Board meetings as part of his report with sustainability report attached to minute of CDC	Chief Executive and Principal	31-Dec-2022	31-Dec-2022				
 SSLG/008/22-23 Establish a College Sustainability Oversight Group	01-Feb-2023 Group established November 2022	Chief Executive and Principal	31-Dec-2022	31-Dec-2022				




Action Code & Title	Latest Note	Assigned To	Original Due Date	Due Date	Milestone	Due Date	Milestones Note	Milestone Complete
SSPE/031/22-23 College to review the sustainable nature of the food products it purchases	21-Dec-2022 Vegan options are provided every day across all campuses and include panini's sandwiches, sausage rolls and soups. The menu is under ongoing review to incorporate new options into meat-free options	Head of Estates	31-Dec-2022	31-Dec-2022				
SSEO/038/22-23 Establish a programme of potential retrofit projects identified through annual energy walk rounds		Head of Estates	31-Jan-2023	31-Jan-2023				
SSLG/010/22-23 Publish results of progress towards achieving the College's net zero target on the website	08-Aug-2023 Sustainability Newsletter 2023	Director Communications, Policy and Engagement	31-Jan-2023	31-Jan-2023				
SSLT/016/22-23 Develop curriculum action plan to promote UN Sustainable Development Goals		Assistant Principal: Technology & Skills; Vice Principal Educational Leadership	31-Jan-2023	31-Jan-2023				
SSLT/017/22-23 To review the curriculum portfolio and incorporate specific courses on sustainable practices		Assistant Principal: Technology & Skills; Vice Principal Educational Leadership	31-Jan-2023	31-Jan-2023	Conduct initial review of curriculum portfolio and identify options for inclusion of sustainability courses.	30-Nov-2022	<ul style="list-style-type: none"> Initial review completed as part of Portfolio Review and CPR process. (Oct 2022) 'Green' Skills webpage to be set-up as a single source of course info on green skills courses (10 Nov 22) 	No

Action Code & Title	Latest Note	Assigned To	Original Due Date	Due Date	Milestone	Due Date	Milestones Note	Milestone Complete
					Establish timeline and resources required for the introduction of planned course(s).	30-Dec-2022		No
					Promote and confirm availability of new course(s)	31-Jan-2023		No
 SSEO/039/22-23 Improve the level of College wide reporting on the impact of climate change	02-Mar-2023 Newsletter delayed at Marketing end and should be due to be published in the coming days. Sustainability Portal now has reporting tile and reports uploaded.	Sustainability Officer	31-Jan-2023	10-Mar-2023				
 SSLT/018/22-23 Participate in the Global Goals Teach In	03-Nov-2022 Planning for this has begun and staff notified of Global Teach In Week.	Assistant Principal: Technology & Skills; Vice Principal Educational Leadership	31-Mar-2023	31-Mar-2023				
 SSLT/040/22-23 Obtain Sustainability Module Developed by CDN/LFSS	28-Mar-2023 SMT to discuss CPD priorities	Sustainability Officer	28-Feb-2023	28-Apr-2023				
 SSCR/032/22-23 Acquire knowledge and skills on how to measure the college's carbon footprint		Sustainability Officer	31-Jul-2023	31-Jul-2023				
 SSCR/034/22-23 Record procurement purchases in line with the annual Public Bodies Climate Change Duties Reporting		Procurement Manager	31-Jul-2023	31-Jul-2023	Introduce HESCET tool/ APUC to record purchases and calculate the carbon footprint per order.	30-Nov-2022		Yes
					Implement measure to reduce and consolidate the number of frequent orders.	28-Feb-2023		No

Action Code & Title Latest Note	Assigned To	Original Due Date	Due Date	Milestone	Due Date	Milestones Note	Milestone Complete
				Review current suppliers and identify opportunities to increase the number of local suppliers used.	31-May-2023		No
				Document level of second hand purchasing and repairs.	31-Jul-2023		No
SSEO/021/22-23 Collate data on college recycling and waste reduction activities and devise a College Waste Policy to include future waste reduction targets	Vice Principal Operations	31-Jul-2023	31-Jul-2023	Estate Managers to check and confirm that recycling and food waste bins are available in all college buildings with appropriate signage detailing how these should be used.	31-Oct-2022		No
				Head of Estates to discontinue the purchase of single use plastics for catering use.	31-Dec-2022		No
				Director of Finance to collect data on the use and waste of plastic and paper.	31-Mar-2023		No
				Director of Finance to devise and submit College Waste Policy to SMT for approval.	31-Jul-2023		No
SSEO/024/22-23 Update Travel and Subsistence Procedure to reflect the college's net zero target	Director of Organisational Development and HR	31-Jul-2023	31-Jul-2023				
SSEO/026/22-23 Identify areas within the College estate to develop biodiversity	Head of Estates	31-Jul-2023	31-Jul-2023				
SSEO/035/22-23 Identify opportunities to reduce energy use	Head of Estates	31-Jul-2023	31-Jul-2023	Complete first 'walk-around' of all campuses and record findings.	30-Nov-2022		No
				Complete second 'walk-around' of all campuses and record findings.	31-Mar-2023		No

Action Code & Title	Latest Note	Assigned To	Original Due Date	Due Date	Milestone	Due Date	Milestones Note	Milestone Complete
					Report on data collected and any recommendations arising.	31-Jul-2023		No
 SSEO/037/22-23 Run continuous campaign to reduce electricity consumption	03-Aug-2023 Through end '22 and through '23 a WCS Sustainability and energy consumption awareness campaign has been running via West World (the College's monthly in-house magazine). This has been further complemented with email/intranet/physical poster prompts regarding energy usage/switch-off, particularly in the run-up to College holiday periods. Work around energy consumption has also taken place in conjunction with other projects, including the roll-out of 'Printer Light'. A further targeted campaign will be launched in conjunction with the Clydebank campus' connection to the WDC district heating system.	Director Communications, Policy and Engagement	31-Dec-2022	31-Jul-2023				
 SSLG/004/22-23 Provide Quarterly Sustainability Report to Corporate Development Committee		Director of Finance	31-Jul-2023	31-Jul-2023	Director of Finance to provide 1st Quarter Report.	31-Oct-2022		No
					Director of Finance to provide 2nd Quarter Report.	31-Jan-2023		No
					Director of Finance to provide 3rd Quarter Report.	30-Apr-2023		No
					Director of Finance to provide 4th Quarter Report.	31-Jul-2023		No

Action Code & Title	Latest Note	Assigned To	Original Due Date	Due Date	Milestone	Due Date	Milestones Note	Milestone Complete
 SSLG/009/22-23 Gather College views on climate change and sustainability challenges	<p>08-Aug-2023 Decision taken in early August to publish a College-wide (Student/Staff) Sustainability Questionnaire in late September '23, to coincide with Climate Action Week. The multiple choice format survey will consider people's wider habits and attitudes as well as question specific to aiding the College's sustainability goals and cultural change.</p> <p>Discussions are underway with HR/OD as to whether it will be suitable to include questions within the My Voice annual Staff Survey to capture some of this information or whether we need to conduct separate polling.</p>	Director Communications, Policy and Engagement	31-Dec-2027	31-Jul-2023	To undertake annual survey of staff and students on sustainability issues	31-Dec-2022	Survey undertaken Autumn '23. Results to be collated Jan '24 and shared with SMT, Sustainability Group and wider College.	Yes
 SSLG/011/22-23 Establish an annual calendar of events schedule		Sustainability Officer	31-Jul-2027	31-Jul-2023				
 SSLG/012/22-23 Incorporate climate responsibility and sustainability into staff development programme		Director of Organisational Development and HR	31-Jul-2023	31-Jul-2023				
 SSLT/013/22-23 Implement online sustainability module for staff to		Director of Organisational Development and HR	31-Jul-2023	31-Jul-2023	Make Sustainability Module available to staff.	30-Apr-2023		No
					Build the Sustainability Module into the annual staff	31-Jul-2023		No

Action Code & Title Latest Note	Assigned To	Original Due Date	Due Date	Milestone	Due Date	Milestones Note	Milestone Complete
undertake				development plan/mandatory training.			
 SSPE/027/22-23 Establish climate action network with local councils / chambers of commerce	Director of Finance	31-Jul-2027	31-Jul-2023	Make contact with key stakeholders to establish climate action network.	31-Dec-2022		No
				Establish key initiatives.	30-Apr-2023		No
				Provide annual report to Sustainability Oversight Group on actions taken to develop local network to address climate change.	31-Jul-2023		No
 SSPE/029/22-23 Increase visibility of college commitment to the sustainability challenge	Chief Executive and Principal	31-Jul-2023	31-Jul-2023	Explore opportunities to apply for Green Gown Award(s), CDN etc which recognise exceptional sustainability initiatives in colleges and universities.	31-Jan-2023		No
				Sustainability Oversight Group to oversee award application process and to put forward awards to be considered.	31-Jul-2023		No
 SSPE/030/22-23 Sign the Sustainable Development Goals Accord	Chief Executive and Principal	01-Aug-2023	31-Jul-2023				

Title of Paper	Financial Regulations
Presented by:	Nicola Connelly, Director of Finance & Estates
Recommendation:	To Note
Status:	PUBLIC

Purpose / Executive Summary:

The College Financial Regulations are reviewed on an annual basis, or more frequently if required.

The College has undertaken a review of the Financial Regulations based upon current operations and best practice. As there has been no changes in the Scottish Public Finance Manual (monitored monthly by the College) requirements and the Regulations have been reviewed annually, there are a limited number of proposed changes, mainly to the procurement section 17 (pages 54-64). Hyperlinks have also been updated to more recent documents.

These proposed changes do not represent fundamental amendments to the Regulations. Following approval, the updated Financial Regulations will be published on the College website and made available on the Board Library.

Audit & Risk have reviewed these changes at their meeting on 11 September 2024 are recommending them to the Board of Management for approval.

Recommendations:

The Corporate Development Committee are asked to **note** the changes to the Financial Regulations.

Implications:

Financial	There are no financial implications from the proposed changes to the Regulations. The changes are administrative in nature and do not impact thresholds or authorisation levels.
Student Experience	Not applicable for this report.
People	Not applicable for this report.
Legal	Review of Regulations required annually, therefore having undertaken the review complied with Corporate Development remit.
Reputational	Not applicable for this report.
Community/ Partnership impact	Not applicable for this report.
Environment	Not applicable for this report.
Equalities	Not applicable for this report.

Background

On review of the procurement section of the Financial Regulations, the following changes are proposed:

17.5 Procurement policy, in conjunction with APUC, has been reviewed and the following amendments are required to be included:

The procurement department will create a procurement strategy for all tendering activities above £50,000 total contract value', amended from £25,000, in line with previous instruction and in line with common practice in the College sector.

The note on procurement strategies for contracts £25,000 - £50,000 requiring authorisation from Budget Holder and Head of Finance and Student Funding removed.

17.7 Reference to 'Goods and Services' amended to read 'Supplies and Services.'

Within Tendering Procedures, the following notes to be added within the responsibility columns:

- For Contracts < £5,000 and £5,001 to £25,000 - 'The relevant Framework/ College's Terms and Conditions are to be in place and agreed by the supplier.'
- Contracts £25,001 to £50,000 - 'Where a suitable procurement framework exists, a mini competition or direct award may be carried out.'
- Contracts £50,001 to £500,000 - 'If no suitable framework is available, it will be necessary to carry out an open tender exercise 'Open Tender Procurement falling into this category must be advertised as per the current relevant Procurement Regulations.'
- Contracts > £500,000. As above.

For Works of the Public Contracts the minimum contracts value that require at least 3 written quotations where no current contract/ framework is in place to be amended from <£25,000 to < £100,000. In line with previous direction.

As above Contract Value £25,001 > £500,000 amended to £100,001 > £500,000.

For Works of the Public Contracts, the following notes to be added within the Action columns:

- Total Contract Value £100,001 > £500,000 – remove the notes referring to written quotations via PCS/PS-T or where a tender is not conducted a minimum of 5 suppliers will be invited to attend and amend to 'Open tender via PCS/ PCS – T (endeavouring to obtain at least 3 responses) where no current contracts/ framework is in place.'
- Total Contract Value > £500,000 - As above.

For Works of the Public Contracts, the following notes to be added within the Responsibility/ Notes columns:

- Contract Value < £100,000 - 'The relevant Framework/ College's Terms and Conditions are to be in place and agreed by the supplier.'

- Contracts Value £100,001 to £500,000 - add 'Where a suitable procurement framework exists, a mini competition may be carried out where it is expected that a minimum of 5 suppliers will be invited to response and that a minimum of 3 bids will be assessed. If no suitable framework is available, it will be necessary to carry out an open tender exercise.'
- Contracts Value > £500,001 - remove the notes referring to an open tender exercise above a total value of £4m must include provision for achieving Community and replaced with 'Open Tender Procurements falling into this category, above £2,000,000 must be advertised as per the current relevant Procurement Regulations.'

Overarching comment to all procedures to be added 'The exercises should also be carried out in a manner that will allow any resulting contract to be formed on the relevant Framework/Colleges' terms and conditions.'

Title of Paper	IT Administrative Security Policy (Revised)
Presented by:	Brian Stobbs, Director of IT and Digital Transformation
Decision:	To note
Status	PUBLIC

Purpose / Executive Summary:

The purpose of this paper is to propose a revised IT Administrative Security Policy that reflects current operations.

The main objectives of the Policy have not changed, and it is intended that the proposed revisions will provide clarity on requirements in relation to Systems Administration and Management of the College’s IT Resources.

The updated Policy does not represent significant changes in operational practises. Amendments and additions to the Policy aim to document practises already in place and have arisen during Audit, assessments, or in standards (e.g. Cyber Essentials +, Jisc Digital Elevation Tool)

The paper has also been presented to the Audit & Risk Committee

Recommendations:

The Corporate Development Committee is asked to consider the IT Administrative Security Policy and agree with the Audit & Risk Committee, for this to be submitted to the Board for approval.

Implications:	
Financial	No financial implications associated with this paper.
Student Experience	No student experience implications associated with this paper.
People	No people implications associated with this paper
Legal	The legal implications associated with this paper relate to the requirement on the College to have in place effective Cyber Security controls. The revised policy ensures that the College complies with this requirement.
Reputational	No potential reputational implications associated with this paper.
Community/ Partnership impact	No community/partnership implications associated with this paper.
Equalities	No equality implications associated with this paper.
Environment	No environment implications associated with this paper.

Policy & Procedure	IT Administrative Security Policy
Policy Area	Information Technology (IT)
Version Number	02
Approving Committee	Audit and Risk
Date of Approval	11 September 2024
Date of Equality Impact Assessment	26 August 2024
Date of Review	11 September 2025
Responsible Senior Manager	Director of IT and Digital Transformation

History of Amendments

Date	Version/Pages/Sections Affected	Summary of changes
08/05/2018	1.0	Initial release
13/08/2024	2.0	Updated to reflect current work practices and College structure

Policy Statement

Within Information Technology (IT) and other departments, staff at different grades may need to use specific software tools and / or work with elevated systems access levels.

This situation is necessary in order that staff can configure, troubleshoot, and administer the systems and applications that the College operates and controls in order to deliver curricular and support activities.

Access at this level, or to these systems and tools, is provided to staff on the basis that it is appropriate, sufficient, and relative to the individuals' allocated responsibility within their department or the College. Access is provided on the basis of the least level of elevated privilege required to use the specific systems.

Equality Statement

The College is committed to providing equal opportunities to ensure its students, staff, customers, and visitors are treated equally regardless of gender reassignment, race, religion or belief; disability; age; marriage and civil partnerships; pregnancy and maternity; sexual orientation; sex.

Please note this document is available in other formats, to request another format please email info@wcs.ac.uk

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1. Purpose

This policy details the College's regulations in respect to administration of the College's Information Technology (IT) Systems. This policy is part of a suite of documents that govern the College's IT systems. Other documents in the suite include, Cyber Incident Response Plan (CIRP), Password Policy, and Acceptable Use Policy, which can be found in the 'IT' section of the ['Policies and Procedures' page of the staff intranet.](#)

2. Scope

This policy applies to all staff that are required to use any of the software tools needed to administer College systems and those who are provided with elevated access rights to the College's applications or systems.

This policy covers elevated access or specific software tools associated with any IT, hardware and / or software (both server and client-side applications), infrastructure, databases, business applications, systems, services, remote access, and user accounts.

3. Policy

The aim of the policy, is to:

- A. Recognise that staff must operate in a particular way to administer applications and systems.
- B. Ensure that staff with elevated privileges or access to specific administrative software tools perform their duties both effectively and responsibly.
- C. Ensure that staff do not deliberately, or unintentionally, expose the College to a higher level of risk (including cyber security risk) than is appropriate or necessary.
- D. Ensure that no third party is granted access to College systems or the network without proper authorisation and use of agreed protocols.

This policy provides direction and guidance on specific areas. However, the policy cannot and does not attempt to cover all tools, privilege levels or administrative situations. Staff must observe a high level of self-evaluation and risk awareness in all administrative activities performed both in day-to-day operations and during project working, and if in any doubt, must seek specific guidance from the IT Management Team.

4. Provision of Elevated Accounts

Where necessary to perform their role within the College, staff will be provided with appropriate elevated access to College IT systems. It is important that use of elevated access is relevant and proportionate, and only the specific access required to perform the duties and responsibilities of the College role is provided. Elevated access will be made available through the provision of system administrator accounts in addition to the standard user account that is provided to all staff.

For systems administered and managed centrally by the IT Team, only IT staff are provided with administrator accounts, and the provision of these administrator accounts must be approved by the IT Solutions and Development Manager. For business systems that have an element of administration and management responsibilities sitting out with the IT Team, provision of these administrator accounts is the responsibility of a manager of the department responsible for the business system.

Where a member of staff moves within the College to a post where special access privileges held are no longer required, these will be removed.

5. Use of Elevated Accounts

Staff who have System Administration responsibilities will be provided with at least two user accounts (further user accounts may be required where elevated access is required to multiple systems that use different authentication setups):

- A standard user account for day-to-day activities (including web browsing and use of email).
- An administrator account for use only for tasks that require an escalated permission set.

Administrator accounts do not have an email mailbox associated with them, and use of administrator account for web browsing is strictly prohibited.

6. Access to College Systems by External Partners

Arrangements are in place for several College IT systems that involve an element of support or development provision by external partners (in addition to support and development provided by the College IT Team).

From time-to-time, support or development tasks are performed remotely, and require external access to College IT systems in a way that is not possible during standard operations.

Specific guidance on providing this sort of access to College systems is covered in separate documentation held by the IT Team, which will be provided on request for staff to refer to.

7. Change Control

When performing a task that will implement a change to a College IT system it is required that the change is:

- Planned - including scheduling any 'downtime' with relevant parties.
- Understood – adequate testing (including security testing where applicable) and analysis performed where required.
- Authorised – ensure approval has been sought and granted by holders of appropriate management position(s).
- Recorded – relevant change logs or documentation should be updated and provided.

Tasks that make changes to College IT systems vary between those that are routine and are required regularly such as system updates, to those that are less frequent such as amending firewall rules. The requirements relating to the points above also vary and will be covered by specific guidance and documentation for which staff making changes should refer to. This guidance is located in a secure storage area that only specific staff - those who perform the related tasks – have access to.

8. Project Handover

When a new IT solution is introduced to the College, or an existing solution is enhanced or adjusted – it is imperative that when the solution is being made available for general use (as opposed to pilot use), that adequate 'handover' is provided to staff that are representative of (or are tasked with relaying information to) all areas of the College that will hold responsibilities relating to the support or administration of the solution.

These 'handovers' will be provided by:

- Documentation.
- Demonstration sessions.

And should cover:

- Functionality available for the end-user.
- How users can perform specific tasks.
- Set-up and administration.
- Issue resolution.

9. Commissioning of New Equipment

When introducing new equipment / hardware onto the College network, it is important that this is done in an appropriate manner.

For Servers, Computers, Laptops, Tablets:

- All devices deployed on the college network are imaged 'in-house'.
- No unnecessary accounts or software are included in the images.
- Build sheets are produced, or standard baseline configurations adhered to.
- The Assets Register is updated.

For network kit, routers, firewalls, switches:

- Default logons are removed or disabled.
 - Where this is not possible default passwords are changed.
- No administration/configuration functionality available directly over internet
 - Without use of secure remote connection such as a VPN.

10. Cyber Security and Resilience

The College follows, Scottish Government, FE Sector, and specific expert advice in relation to cyber security, and where appropriate sets out to be certified against recommended standards.

These standards include the Scottish Government Cyber Resilience Framework and Cyber Essentials Plus accreditation. Staff holding elevated IT systems access are required to:

- Understand the standards
- Advise the College it is adhering to and applying the requirements of those standards.
- Provide advice based on those standards on all activities undertaken.
- Be involved in regular testing to evaluate the effectiveness of security measures, including

virus and malware scanning, vulnerability scanning and penetration testing.

- Ensure cyber security and resilience is a consideration in all projects.

11. System Documentation

All staff who administer or provide technical support for College IT systems have a shared responsibility for keeping adequate documentation up to date for the purposes of:

- Systems administration.
- Issue resolution.
- Incident response.
- Recovery or rebuild.

The documentation should consist of items such as:

- Build/Configuration sheets.
- Setups.
- Processes.
- How to guides.
- Manuals.
- Drawings.

12. Knowledge and Skills

Staff are encouraged to participate in training to keep the knowledge and skills up to date and are also required to play a part in 'Skill Spreading' by sharing knowledge and skills they have acquired with their colleagues.

Access to specific training and funding to facilitate this (whether in-house or externally) may also be available and this should be discussed with your line manager.

IT staff in particular, and other staff where relevant, are required to keep up to date with new, emerging, and changing technologies.

Staff who administer or provide technical support for College IT systems are also required to keep up to date with documentation detailed in the sections above, as well as operational processes related to the systems they administer or support, such as:

- Backup arrangements.
- Cyber Incident Response Plan.
- Password Policy.

- Acceptable Use Policy.

13. Communication

It is essential that information regarding incidents and other situations are shared with colleagues and management. Staff administering or supporting College IT systems should escalate issues that they are unable to resolve, and inform their line manager of any situation (even those they feel they can resolve) relating to:

- Security breaches.
- Data loss.
- Outages.
- Unavailability of system functionality.

14. Abuse

Deliberate abuse of the regulations set out in this policy will be managed under the College's staff disciplinary policy and procedure.

Equality Impact Assessment

Name of policy/procedure/decision: IT Administrative Security Policy

Provide a brief summary of the aims of the policy/procedure/decision and main activities:

This Policy sets out which staff can configure, troubleshoot and administer the systems and applications that the College runs and controls in order to deliver curricular and support activities. It regulates how the systems will be used, and an overarching aim of the Policy is to reduce the risk that the College is exposed to a higher level of cyber security risk than is necessary.

Assessed By: Brian Stobbs, Dir IT & Digital **Date:** 26 August 2024

This stage establishes whether a policy, procedure or decision will have a differential impact from an equality perspective on people who share protected characteristics or whether it is “equality neutral” (i.e., have no effect either positive or negative).

The protected characteristics are age, disability, gender reassignment, pregnancy or maternity, race, religion or belief, sex and sexual orientation.

1. Who will benefit from this (students/staff/stakeholders)? Is there likely to be a positive impact on people who share protected characteristics, and if so, how? Or is it clear at this stage that it will be equality “neutral”? i.e., will not have a differential impact on any equality group/s?

Maintaining high levels of administrative security should benefit all stakeholders of WCS. An indirectly beneficial impact may be evident on some protected groups. For example, information about disability and/or health conditions is highly sensitive and it is hoped that this Policy will mitigate the risk that such sensitive information is accessed improperly.

2. Is there likely to be an adverse impact on people who share protected characteristics? If so, who may be affected and why? Or is it clear at this stage that it will be equality “neutral”?

There is no indication that this Policy will result in an adverse impact on people who share protected characteristics.

3. What action will you take to ensure that you are monitoring the impact of this policy?

Any complaints about breaches of administrative security will be monitored.