

## West College Scotland

### Corporate Development Committee

#### Minute of Meeting held on Monday 16 September, via Teams

<b>Present:</b> H Cameron [HC] L Connolly, Principal [LC] W Hatton [WH] (Ex Officio) J Leburn (Chair) [JL] D McMahon [DM]	<b>In Attendance:</b> N Connelly, Director of Finance & Estates [NC] S Gunn, Vice Principal, Educational Leadership [SG] J Rafferty, Director of HR&OD [JR] B Stobbs, Director of IT & Digital Transformation [BS] N Taylor, Director of Communications, Engagement and Student Experience [NT] S McDonald, Governance Manager [SM] (Minutes)
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#### CD280 Welcome & Apologies

The Chair welcomed everyone to the meeting, in particular, welcome and introductions were noted for Nicola Connelly, new Director of Finance & Estates.

Apologies were noted from L Johnston, F McLaren, J McNicol and J Scott.

The Chair noted the good standard of papers distributed for the meeting.

#### CD281 Declaration of Interests

The standing declarations of interests of members, as available on the [Register of Interests](#) on the College website, were noted as current.

#### CD282 Minute of Meeting held on 11 June 2024 and Actions

The Minute of the meeting held on 11 June 2024 was **approved** by the Committee. The ongoing actions were noted as follows:

- Estates Strategy – it was agreed this was awaiting the new Corporate Strategy and transformation plan, and then all under-pinning strategies would be reviewed and revised as appropriate, taking into account the challenging budget and timelines required for opportunities to drive savings.

LC advised that any opportunities coming forward on estates, either for sale or rent, would be brought to the Board for approval. Current expenditure on estates would be priority maintenance, to ensure buildings were wind and watertight and safe for students and staff, or any short-term opportunities for efficiencies and savings.

- Risk – Appetite session now arranged for 4 November 2024. This would also fall in line with the transformation plan and allow the Board to review additional associated risks with funding challenges.
- KPIs would be reviewed and put in place following the approval of the new Corporate Strategy and implementation of the transformation plan.

- IT / Digital – the Chair requested that a timeline be put in place for Cyber Resilience and Accreditation, taking into consideration that work was being prioritised to deliver better resilience.
- CIVICA to also be added as a standing item for ongoing review.

#### **CD283 Matters Arising**

No additional matters raised.

#### **CD284 Remit, Membership & Dates of Meeting**

The Committee noted the membership and dates of committee meetings. The revised remit was reviewed and the suggested amendments were **agreed** by the Committee.

#### **CD291 Financial Regulations**

The Committee **noted** the proposed changes, mainly to the procurement section, and in agreement with Audit & Risk Committee recommended it for approval to the Board of Management

#### **CD292 IT Administrative Security Policy**

BS advised that the policy had been re-written to conform with requests from recent assessments and audits to add more specifics, however, there had been no significant changes to working practices.

The Committee **noted** the revised policy having been approved at the Audit & Risk Committee.

**The following items were distributed for information.**

#### **CD298 Internal Audit Reports 2023/2024 – Communication & Marketing Strategy**

The Committee noted the report provided finalising the 2023/2024 Internal Audit Plan. The Audit Report would be added to the Board Library Teams Channel.

#### **CD299 Internal Audit Plan 2024/2025**

The Committee noted the report provided giving detail on areas for internal audit review during 2024/2025.

#### **CD300 Schedule of Business**

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

#### **CD301 Any Other Business**

No other business raised.

**CD302 Date of Next Meeting**

The date of the next meeting of the Corporate Development Committee was noted as Tues 19 November 2024, 2pm, followed by the joint meeting with ARC

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

approved