

West College Scotland
Corporate Development Committee

Minute of Meeting held on Tuesday 19 November 2024, 2pm, via Teams

Present: H Cameron [HC]
L Connolly, Principal [LC]
L Johnston,
J Leburn (Chair) [JL]
F McLaren

In Attendance: 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)

CD303 Welcome & Apologies

The Chair welcomed everyone to the meeting. Apologies were noted from, D McMahon, J McNicol and W Hatton (Ex Officio).

The Chair noted the good standard of papers distributed for the meeting and highlighted the following key points for discussion:

- The forecast of a financial deficit in 24/25 and to ensure the Committee is content with this and the reasons for it.
- The External Auditors report notes more than a 27% reduction in the workforce and the transformation process required to maintain the SFC credit level.
- To review the Risk Register closely with particular reference to strong mitigating actions.
- The impact of the required changes to RDEL/CDEL.
- The HR & OD Annual Report which would be published following approval at the Board.
- For presenters to ensure any concerns on operational capability are raised due to the proposed budget cuts.

CD304 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.

The Chair noted the business work undertaken with organisations to which Board Members have an association are now published in the Annual Report.

CD305 Minute of Meeting held on 16 September 2024 and Actions

The Minute of the meeting held on 16 September 2024 was **approved** by the Committee.

The main ongoing action was in relation to KPIs. The College produced a set of 17 KPI's for inclusion within the annual report at 31 July 2024, it was noted the College should consider reporting these to Board until such times as the Board and SMT have finalised measures.

Action: NC

CD309 Procurement Approvals

NC spoke to the paper provided noting that the budget was previously approved at the Extraordinary Board of Management meeting, Monday 13th May 2024 to carry out the roof covering replacement works following the completion of the RAAC project.

Phase 1 is now complete, and the Committee were asked to approve proceeding with a tender process for Phase 2 to replace the existing roof insulation, roof covering and roof windows at the WCS Finnart Street campus work block at a cost of around £2.5 million.

The Committee **approved** the tender process.

CD312 Procurement Annual Report

CD313 Procurement Strategy Update

JL noted the £2m spend that is currently not within the framework structure and the savings to be made therein.

NC advised that the team were reviewing the Procurement Strategy covering all aspects of purchasing to ensure best value for money. Training is in development that will be offered to staff by March 2025. This will also look at scheme of delegation authorities and the integration of finance systems. Ensuring that the cataloguing option within PECOS is fully up to date and utilised by the College as a whole

The Committee **approved** the Procurement Annual Report and the Procurement Strategy update.

CD314 HR & OD Annual Report 2023/2024

JR spoke to the report which provided the Committee with an update on a range of activities covered by the Organisational Development and HR Directorate from August 2023 to July 2024 and a review of several key performance indicators. He noted the new format of the report with lots of dashboard information and less narrative. The following was highlighted and noted:

- WCS better in terms of gender pay gap against the benchmark, still improvements to be made.
- A Fair Work Statement has now been agreed with recognised Trade Unions, which was noted as rare across the sector.
- Headcount reducing in line with voluntary severance.
- Further work to be done and actions to be put in place to cover the lower scoring questions from the My Voice survey. **Action: JR**
- Power BI dashboards being launched for managers to provide accurate and timely data to assist decision making.
- Leadership Development Programme in development.

The Committee **noted** the excellent report that covers all areas and will be used to benchmark going forward and thanked the HR & OD teams for their work in developing the report and **recommended** this be submitted to the Board of Management for approval.

The following items were distributed for information.

CD318 Schedule of Business

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

CD319 Any Other Business

LC noted that this would be the last Corporate Development Committee meeting for both John Leburn and Linda Johnston, and on behalf of the Committee and wider Board, thanked them both for their counsel, support and huge contributions over the years, particularly leading through the current challenging issues. Both will be sorely missed from Committee and Board.

LJ noted her time on the Board had been an amazing experience and working alongside many individuals.

JL thanked everyone for their support and the production of good quality reports and noted he would be available for any input or contribution going forward.

It was noted that their final date would be at the Board Meeting and Dinner on 9 December 2024.

CD320 Date of Next Meeting

The date of the next meeting of the Corporate Development Committee was noted as Tues 4 March 2025, 4pm.

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