

Title of Paper	Financial Regulations
Presented by:	Mark Doyle, Director of Finance & Estates
Recommendation:	To Review and Recommend for Board Approval
Status:	PUBLIC

Purpose / Executive Summary:

The Corporate Development Committee remit includes the requirement to:

To review College Financial Regulations on an annual basis, or more frequently if required and recommend these to the Board of Management for approval.

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.

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.

Recommendations:

The Committee are asked to **review** the changes to the Financial Regulations and **recommend** to the Board of Management for approval.

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.

Overview

[Financial Regulations Policy](#)

On review the following changes are proposed:

- References to HR have been updated to People Team.
- Hyperlink to updated documents amended, namely; Public Interest Disclosure (Whistleblowing) Policy, Anti-Fraud, Bribery and Corruption, Procurement Strategy, Code of Conduct, College Risk Management.
- Job Title references amended were applicable; Director of Finance to Director of Finance and Estates

Title of Paper	Sustainability
Presented by:	Nicola Connelly, Vice Principal of Operations
Action:	FOR REVIEW
Status:	PUBLIC
Linked To:	
KPI(s)	Bus Effect. – Carbon
Strategic Theme	Place
Strategic Enabler	Infrastructure
Risk Category	Sustainability
Context:	

Purpose / Executive Summary:

- The College has made significant progress over the past three months in strengthening its sustainability strategy and governance arrangements. A comprehensive suite of sustainability documents has been developed to provide a clear, evidence-based framework for decision-making, risk management and future investment. Together, these documents establish a structured approach to improving environmental, social and economic sustainability performance, while ensuring alignment with national priorities and sector expectations.
- Key governance documents, including the Sustainability Framework, Sustainability Action Plan, College Road Map, Climate Risk Assessment Register and Adaptation Checklist, have now been completed and will be presented through the appropriate governance channels for review and approval. These documents provide clear objectives, measurable actions, realistic targets and enhanced oversight of climate-related risks, supporting the College's long-term resilience and sustainability ambitions.
- The College has also achieved external recognition for its sustainability efforts, with the Learning Development Department shortlisted as a finalist in the Green Gown Awards. This represents a significant achievement and demonstrates the positive impact of sustainability initiatives across the organisation.
- To strengthen engagement and awareness, a new sustainability communications programme has been launched for the academic year, ensuring regular updates and promotion of sustainability activities through College wide communications.
- These activities provide the College with a stronger foundation for achieving its sustainability objectives, improving climate resilience, supporting compliance with

reporting requirements and identifying opportunities for future carbon reduction. The work also enhances the College's reputation as a responsible and forward-looking institution while ensuring sustainability considerations are embedded within operational and strategic planning.

Recommendations:

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

Next Stages:

- Completion of the annual Public Bodies Climate Change Duties Report, including analysis of procurement emissions, travel data, utility consumption and sustainability projects undertaken across the College.
- Transition of the College's public electric vehicle charging infrastructure from Charge Place Scotland to a new private network provider ahead of the national December deadline, ensuring continuity of service and future operational sustainability.
- Evaluation and progression of replacement boiler projects at the Greenock and Paisley campuses, with sustainability objectives embedded within procurement and decision making processes.

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.
Regulatory	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. The College Sustainability Officer has been leading the work to strengthen and streamline the College's sustainability approach by updating the framework, completing essential assessments and putting in place clear, measurable actions. This work is intended to ensure the College has a coherent, evidence-based foundation for future decision-making and investment. The following documents have been finalised by the Head of Campus Operations for approval and will be presented through the appropriate governance and committee structures for consideration as applicable:

- Sustainability Framework – The document will clearly set out the College's core sustainability aims and objectives.
- Sustainability Action Plan - The document will set out how the College will improve its environmental, social, and economic sustainability performance over a defined period. It translates the sustainability aims and objectives into specific actions, responsibilities, timelines, and measurable targets.
- College Road Map - The Road Map will show progress, identify gaps and establish new, realistic targets that align with sector expectations and national requirements.
- Climate Risk Assessment Register - The register will identify areas of significant climate related risk, ensuring that appropriate mitigation and contingency plans are developed and embedded.
- Adaptation Checklist - The adaptation checklist will assess vulnerabilities, reduce exposure to potential risks and set out improvement actions that strengthen the College's long-term resilience.

1.2. The ongoing work to apply for the Green Gown Awards has been successful, with our Learning Development Department being shortlisted as a finalist. The second stage of the application process is due to be submitted in September, and the awards ceremony is scheduled to take place in November.

1.3. As part of our new Sustainability Action Plan, we have started the academic session by introducing a monthly sustainability communications plan. Sustainability updates

and initiatives will be featured regularly within the College-wide newsletter to help raise awareness and promote engagement across the organisation.

- 1.4. Attendance at the SSN Annual Conference, which focuses on delivering Scotland's climate priorities of resilience, emissions reduction, and transition. With the recent development of a new Sustainability Framework and the completion of the relevant supporting documents, the College is well positioned to take meaningful action in addressing these climate priorities.

2. Future Events

- 2.1 Work has begun on compiling and analysing data for the annual Public Bodies Report. This will include procurement data to calculate emissions based on annual expenditure, mileage claims across all campuses, details of projects undertaken during the reporting year, and utility consumption data, including energy and water usage. Key findings, highlights and areas of concern will be reported through the appropriate governance channels.
- 2.2 The EAUC Scotland autumn forum will take place during September. This forum will combine a summary of the updated statutory guidance and plans for reporting changes from 2027 onwards along with the annual PBCCD reporting sector peer review. It will be relevant for all Scottish college and university staff that have responsibility for submitting or signing off PBCCD reports.
- 2.3 Migration of all EV public charger operators to move from Charge Place Scotland, which will no longer be funded, to a private back-office network provider. Work is already underway and a preferred EV operator has been identified. Completion of plans and paperwork will take place over the coming weeks ahead of the December deadline.
- 2.4 Tender work and evaluation on the new boiler systems at Greenock and Paisley are being evaluated in line with sustainability targets and objectives.

3. RECOMMENDATION

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

Corporate Development	
Standing Items at every Meeting	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
Winter Meeting (24 November 2026)	
Governance:	IAs: Student Credits/Funding
Student	Compliance Report
Finance / Estate/Risk	Mgt Accounts to October
People:	updates to include internal communications
Annual Updates	H&S Annual Statement - CDC? Procurement Annual Report (CDC) Sustainability Update (gov Audit)
Policies:	Complaints Handling Public Interest Disclosure H&S (Annual Statement)
Strategies:	
Joint Meeting with ARC (1 December 2026)	
	Annual meeting with EA (no staff + ARC members only)
	Report from Audit Committee to Board
Governance:	External Auditor Annual Report & Letter of Rep Financial Statements for the year end & Annual report including IAs: Student Credits/Funding EA Reports on Student Activity & Student Funding Activity
Finance	Financial Year End Update Management Accounts to Oct
People:	Financial Forecast
Annual Updates	Compliance Report
Policies:	Complaints Handling
Strategies:	
Spring Meeting (23 February 2027)	
	Additional Items
Governance:	
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
Policies:	Equality Mainstreaming Report Dec & Mgt Interest (May 26) Records Mgt Policy (Mar 26) Data Protection (Mar 26)
Strategies:	Progress on Strategies / Action Plans
Summer Meeting (June)	
	Evaluation of Committee
Governance	Governance Compliance EA Plan (next year)
	IA Reports - Staff Utilisation
Finance / Estate/Risk	Mgt Accts to April Budget & Financial Forecast (next yr)
People:	
Annual Updates	Modern Slavery Statement
Policies:	
Strategies:	
Frameworks	
Autumn Meeting (September 2027)	
	Review of Remit / Membership / Dates of Mtings
Governance:	IA Reports
	Accounts Direction for SC / SFC Financial Forecast
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
	Recruitment & Admissions Safeguarding
Policies:	Financial Regulations IT Admin Sec Policy (Sept 27)
Strategies:	Progress on Strategies / Action Plans