West College Scotland

Corporate Development Committee

Minute of Meeting held on Tuesday 3 March 2026, 4pm, via Teams

Present:	H Cameron [HC] A Campbell, Principal [AC] W Hatton [WH] (Ex Officio) J Kerr [JK] D McMahon [DM], Chair F Qaderi [FQ] J Scott [JS]	**In Attendance:**	N Connelly, Vice Principal, Operations [NC] M Doyle, Director of Finance & Estates [MD] J Rafferty, Director of HR&OD [JR] B Stobbs, Director of IT & Digital Transformation [BS] N Taylor, Director of Communications, Engagement & Student Experience [NT] S McDonald, Governance Manager [SM] (Minutes)

CD404 Welcome & Apologies

The Chair welcomed everyone to the meeting.

Apologies were noted from F McLaren. NT updated on FMcL and the Committee wished her well for her recovery.

The Chair noted that this would be the last meeting for JK as she leaves WCS Board to take up a new employment opportunity. The Committee, on behalf of the Board, wished her well for the future and thanked her for her time and input to Board and Committee meetings.

The Chair noted that the papers circulated would be taken as read and that key highlights, comments or issues would be addressed during the discussion of each agenda item.

CD405 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.

CD406 Minute of Meeting held on 26 November 2025 and Actions & Matters Arising

Amendment to the Minute – J Kerr and J Scott were both present at the meeting.

Subject to the above amendment, the Minutes of the meetings held on 26 November 2025 were **approved** by the Committee. The completed and ongoing actions were also noted and can now be removed from the list.

CD413 Annual Carbon Emissions Return

The paper provided details of the College's carbon emissions for the last academic year. The report had previously been submitted to Scottish Government. The following points were highlighted:

- The 50% reduction since 2015 was noted as an incredible achievement considering current restraints.
- Once the new boiler system at Greenock was replaced, as well as reducing risk, this will also reduce emissions, however other estate issues (single glazing etc) will need to be factored in.
- Sustainability Officer in place and works through key findings and action plans.
- Benchmarking with other colleges to be considered.
- Sustainability paper has additional information**.**

The Committee **noted** the paper provided.

CD414 Policies

The Committee reviewed the policies below, noting they would be approved through ARC and the Board and gave the following comments:

Records Management
No comments or amendments suggested.

Data Protection
- Consider noting the GDPR requirement of 72 hrs for breach reporting.
- Include any Cloud based systems out with UK as data exports
- Data Protection Impact Assessments (DPIAs) may be mandatory for some checks, particularly vulnerable groups

JR advised that the College is aware of the points raised. He noted that only one breach had been reported previously. He advised that the College's Data Protection Officer provided advice on the policy. He noted that there was a separate process for DPIAs and would ensure link was made available in Policy.

BS noted that the 72hr requirement is noted in the Cyber Response Plan.

Business Continuity Policy & Business Continuity Plan
- Return time objective on how long it takes to return on critical systems to be included.
- IMT simulation exercises to be included.
- Sentence on informing Board to be added.

The Committee noting the recent temporary campus closure incident, welcomed the comprehensiveness of the operational management of the incident and noted the fairly robust procedures and processes in place.

All four policies and plans will be submitted to Audit & Risk and Board for final approval.

CD417 Sustainability Update

The paper provided the Committee with an overview of activities undertaken since the last meeting, as well as projects planned for remainder of 2025-2026. The following points were noted:

- Welcomed seeing the actions and focus for the Sustainability Oversight Group.
- Impact of getting sustainability in at procurement phase and the impact this has. It was noted this was a systematic part of process and embedded across procurement. Potential suppliers are asked to outline in tender returns and data is captured in action plans.
- Sustainability Newsletter a good addition.

The Committee **noted** the paper provided.

The following items were for information and papers were uploaded to the Teams Channel. No comments were raised on any of the documents.

CD419 Strategies – Final Versions

Strategic Plan 2026-2030
Employer Engagement Strategy
Infrastructure Strategy
Learning, Teaching & Student Experience Strategy
People Strategy

CD440 Internal Audit Reports

Staff Recruitment & Retention
Procurement & Contract Management
Financial Controls
Information Security & IT Cyber Risk
Business Continuity Planning (Finnart Campus)

CD441 Schedule of Business

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

CD442 Any Other Business

The Chair noted this would be the last meeting attended by Joanne Kerr as she leaves WCS Board to take up an employment opportunity [redacted].

On behalf of the Board of Management, the Committee thanked Joanne for her time and contributions to WCS Board and the Committee, congratulated her on her recent appointment and wished her well for the future.

CD443 Date of Next Meeting

The date of the next meeting of the Corporate Development Committee is scheduled to take place on **Tuesday 9 June 2026**, at 4pm.

The Chair noted good informative discussions and the high-quality papers provided.

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