WEST COLLEGE SCOTLAND

Corporate Development Committee

Monday 8 June 2026, 4pm by Teams

Agenda No: 11

Title of Paper	**Policies**
Presented by:	Mark Doyle, Director of Finance & Estates
Action:	
Status:	PUBLIC once approved
Linked To:	**Organisational Governance**
KPI(s)	n/a
Strategic Theme	All
Strategic Enabler	All
Risk Category	Finance / Staff / Students / Reputation / Infrastructure / Regulatory

Purpose / Executive Summary:
Three key policies have been reviewed and updated and are attached. These are:

- Fee Policy for 2026-2027
- Declaration & Management of Interests (This Policy has now been updated and combined to cover Board Members and Staff)
- Anti-Fraud, Bribery & Corruption Policy (This policy has been updated and replaces the previous separate Anti-Fraud and Anti-Bribery policies).

Recommendations:
The Corporate Development Committee are requested to consider the content of the policies noting that Audit & Risk have approved their recommendation to the Board for final approval.

Implications:	
Financial	There are no direct financial implications associated with these policies.
Student Experience	There are no direct student experience implications associated with these policies.
People	There are no significant people implications associated with these policies.
Legal	Policies are designed to adhere to current legal instruments.
Reputational	Lack of governance could lead to reputational damage.
Community/ Partnership impact	There are no direct community / partnership implications associated with these policies.
Environment	There are no direct environment implications associated with these policies
Equalities	There are no significant equalities implications associated with these policies.

Corporate Development Committee
08 June 2026, 4pm by Teams
Agenda No: 13

Title of Paper	**Sustainability Update Report**
Presented by:	Nicola Connelly, Interim Vice Principal of Operations
Recommendation:	To Note
Status:	**PUBLIC**
Linked To:	
KPI(s)	
Strategic Theme	People / Partnership / Place / Performance
Strategic Enabler	Strategic Plan, Infrastructure Strategy
Risk Category	Sustainability and Climate Emissions
Context:	

Purpose / Executive Summary:

This paper provides the Corporate Development Committee with an:

a) Overview of activities undertaken since the previous Committee
b) Overview of sustainability projects planned for 2025-26

This paper provides the Corporate Development Committee with an overview of the key activity undertaken since the previous meeting, alongside a forward look at the sustainability projects planned for 2025/26. It outlines the continued work to refresh the College's Sustainability Framework and the development and implementation of the associated sustainability action plan. The College considers that meaningful progress is being made against the requirements placed on the sector; however, as with the wider public sector, sustaining and accelerating this trajectory will require increased investment and support from the Scottish Government.

The paper is presented in line with the Committee's Terms of Reference, which task the Committee with advising the Board of Management on the development and implementation of College policy and strategy. This includes oversight of key strategic areas such as the estate, carbon management and the College's broader sustainability agenda. The information provided is intended to support the Committee's understanding of current progress, upcoming priorities and the strategic decisions that may be required to ensure the College continues to meet its sustainability obligations.

Recommendations:

The Corporate Development Committee are asked to **review** 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 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.
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 will be finalised for approval which 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 Director of Finance and Estates attended the Environmental Association for Universities and Colleges (EAUC) Annual Conference which covered the sector's key sustainability priorities, including progress on climate action, carbon and energy management, and the evolving policy landscape shaping institutional responsibilities. Sessions highlighted practical approaches to embedding sustainability across operations, estates, governance and the curriculum, alongside workshops on partnership working, student engagement and emerging best practice.

1.3. The Sustainability Officer has applied for funding and support from **Business Stream** to carry out comprehensive water efficiency audits across all four campuses. This work is already generating valuable insights.

1.4. Automated Meter Readers (AMRs) have now been installed at **Paisley** and **Finnart**, and early data shows continuous water flow at both sites, a strong indicator of leaks or inefficiencies. Initial analysis suggests that addressing these issues could deliver **annual savings of around £21,500**.

To build a complete picture, AMRs are currently being installed at **Clydebank** and **Waterfront**, which will allow us to identify further opportunities for savings and efficiency improvements.

1.9 The Sustainability Officer is working with the Learning Development Department at Paisley to help prepare an award submission to highlight the dedication and commitment to embedding sustainability within learning and teaching.

2. Future Events

2.1 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 31 of August deadline.

2.2 Evolt who currently support the EV back-office for Charge Place Scotland, has indicated that our EV charges at the College appear on the lower side compared with other, similar organisations. Evolt will be invited along to a future Sustainability Oversight Group to provide a case study of how other organisations operate their EV services along with pricing. The group will discuss and decide on whether to make charges more competitive whilst still encouraging and benefiting greener modes of travel.

2.3 The College will begin compiling and analysing data for the annual Public Bodies Report which will include a procurement report to calculate emissions according to annual spend, mileage claims across each campus, projects that have taken place over the reporting year and energy data including water.

2.4 The College continues to engage with West Dunbartonshire Council regarding the potential connection to the District Heating Network. Energy consumption data has been provided to support the assessment, and the College has received indicative kWh pricing together with further technical information. The Head of Campus Operations and the Director of Finance and Estates are currently evaluating the proposal and preparing a business case, which will be presented through the appropriate governance and committee structures for consideration.

2.5 The work being undertaken to assess the District Heating Network proposal will also support the development of a funding application for grant assistance to meet the costs of early-stage implementation activities. Previous assessments indicate that capital investment of approximately £2 million would be required to deliver the project. Securing external capital funding will be critical, as the College would be unable to progress the scheme without upfront financial support. Subject to funding being secured, the project represents a significant opportunity to advance the

College’s sustainability objectives, reduce carbon emissions, and deliver long-term energy cost savings.

3. RECOMMENDATION

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

Corporate Development Committee
8 June 2026, 4pm by Teams
Agenda No: 1 4

Title of Paper	**College Pension Scheme Overview**
Presented by:	Joe Rafferty, Director OD and HR
Recommendation:	To Note
Status:	**PUBLIC**
Linked To:	
KPI(s)	n/a
Strategic Theme	People
Strategic Enabler	Strategic Plan
Risk Category	Reputational Risk
Context:	

Purpose / Executive Summary:

This paper provides the Corporate Development Committee with the annual overview of the College pension schemes.

The paper is presented in line with Corporate Development Committee Terms of Reference: *'To consider and advise the Board of Management on key strategic financial and management matters including: pension arrangements.'*

Recommendations:

The Corporate Development Committee is invited to note the report for information.

Implications: (to be updated as required)	
Financial	There are financial implications associated with this paper which are included within the 25/26 budget
Student Experience	There are no student experience implications associated with this report
People	There are no people or HR implications associated with this report
Legal	There are no legal implications associated with this report
Reputational	There are no reputational implications associated with this report
Community/ Partnership Impact	There are no community / partnership implications associated with this report
Environment	There are no environmental implications associated with this report
Equalities	There are no equality implications associated with this report.

Background

West College Scotland has two pension schemes in operation:

- Professional Services Staff - **Strathclyde Local Government Pension Scheme (LGPS)**
- Teaching Staff - **Scottish Public Pensions Agency Scheme (SPPA)**

Table 1 below shows the membership of each scheme over the last three years as of 31 March 2025:

	Headcount Pension Scheme Members	Headcount College Staff Eligible to Join	Uptake %
LGPS			
2024-25	403	469	**85.9%**
2023-24	413	486	**84.9%**
2022-23	428	503	**85.1%**
SPPA			
2024-25	477	495	**96.3%**
2023-24	511	526	**97.1%**
2022-23	551	562	**98.0%**
Total			
2024-25	880	964	**91.2%**
2023-24	925	1,012	**91.4%**
2022-23	979	1,065	**91.9%**

As can be seen from Table 1 above:

LGPS

- The average uptake for the scheme over the last three years has been 85.30% which has increased on the prior three-year average of 84.07%
- The number of staff who are members has decreased by 10 to 403, but at the same time the number of staff who are eligible to start membership has dropped by 17 to 469. This means that a total of 403 of 469 eligible staff (85.9%) have opted to start LGPS membership, an increase of 0.8% from 31 March 2022.

SPPA

- The average uptake for the scheme over the last three years has been 97.1% which is higher than the prior three-year average of 94.6%
- The number of staff opting to start membership has decreased by 34 from 511 to 477. This represents a total of 477 of 495 eligible staff (96.3%) who have opted to start SPPA membership.

There has been a decrease of 45 (5.1%) in the number of new members in the two College pension schemes. The College has 91.2% of its eligible staff enrolled with a pension scheme, a decrease of 0.2% compared to the previous year.

The Effect of Automatic Enrolment

Automatic enrolment is when an employee who meets certain requirements is made a member of a workplace pension scheme without needing to ask to be part of it. Since 2012 we have been required by law to automatically enroll staff in the pension schemes. In the past, it was up to staff to decide whether they wanted to join the pension schemes.

Against that background we would expect, over time, that the proportion of staff enrolled in the pension schemes would gradually increase and, indeed, that is what we have been seeing until 2023-24 when we have seen a slight decline.

Pension Scheme Costs – An Overview

The table below shows the level of employer pension contributions made by the College over the last three years for the year ending 31 March 2025.

	Headcount of Pension Scheme Members	Pension Contributions £m
LGPS		
2024-25	403	**0.90**
2023-24	413	**2.00**
2022-23	428	**2.16**
SPPA		
2024-25	477	**5.40**
2023-24	511	**4.30**
2022-23	551	**4.54**
Total		
2024-25	480	**6.30**
2023-24	925	**6.30**
2022-23	979	**6.70**

LGPS

The employer contribution rate remained at 6.5% and based upon the last actuarial valuation this rate will be applicable to at least 31 March 2026 (set 3-year rate, from Strathclyde Pension Fund Actuarial valuation report as of 31 March 2023). As of 01 April 2026 the contribution rate will be increasing to 17.5%

Based upon the employer's contribution rate increasing, the 2025-26 budget for LGPS contributions would be set at £1.56m to meet the cost of employer pension contributions.

SPPA

The SPPA employer contribution rate changed to 26% for the period April 2024 and will continue to March 2027. Under existing legislation, the next valuation will be based on scheme data as at 31st

March 2024 and will set the employer contribution for the period 01 April 2027 to 31st March 2031.

Based upon the employer's contribution rate remaining static until March 2026 and the expected level of college membership, the 2025-26 financial year budget for SPPA contributions will be set at £4.9m to meet the cost of employer pension contributions.

Summary

For the 2025-26 financial year, it is expected that budgeted employer pension contributions for the College will be approximately £6.5m (SPPA 4.9m, LGPS £1.6m) based on current membership levels and employer contribution rates.

Unfunded Pension Provision

In addition to the ongoing annual cost of employer pension contributions to the SPPA and LGPS, the College requires to meet the cost of any unfunded pension liabilities in relation to 165 former employees (2021-22: 174). This legacy arrangement costs the College £0.6m per annum and continues until the death of the pensioner or their spouse.

LGPS Annual Valuation

For the LGPS pension scheme, the College is also required to undertake an annual valuation in accordance with the requirements of FRS 102. This is an accounting standard used to assess the balance sheet impact and pension costs associated with the operation of occupational pension schemes. For defined benefit arrangements the balance sheet asset or liability for the College is calculated as the surplus or deficit of the scheme assessed in accordance with appropriate accounting assumptions. The pension cost is a combination of the cost to the College of providing benefits built up over the past year and an interest charge applied to the liabilities built up in the past, offset by a credit in respect of the expected return on the scheme assets. It is worth remembering that the assumptions used for valuation purposes are no more than assumptions.

For the 2021-22 financial year, the College was required to recognise a pension cost of £3.4m (2020-21: £3.1m) in relation to the LGPS scheme. A further valuation will be undertaken for the 2022-23 financial statements.

Corporate Development Committee
8 June 2026, 4pm by Teams
Agenda No: 15

Title of Paper	**Modern Slavery Annual Statement**
Presented by:	Joe Rafferty
Recommendation:	To Approve
Status:	**PUBLIC**
Linked To:	
KPI(s)	Staff and Student Satisfaction
Strategic Theme	People
Strategic Enabler	Strategic Plan
Risk Category	9
Context:	

Purpose / Executive Summary:

This paper is offered in line with our duty under the Modern Slavery Act 2015 to produce a Modern Slavery Statement. This paper represents a review of our statement which we undertake annually.

Statement attached. Once approved and signed it will be reformatted for external publication.

Recommendations:

Approve for submission to the Board of Management for final approval.

Implications:	
Financial	Students can be confident that the work for an organisation which takes ethical and legal considerations seriously.
Student Experience	The College's employment checks help to ensure we do not employ staff who may have been part of a modern slavery scheme, or are being exploited in a similar way.
People	The statement complies with the Modern Savery Act 2015.
Legal	This is an element to the College's commitment to Fair Work and protects the College's reputation with regard to the Modern slavery issue.
Reputational	In publishing this statement the College is contributing to ensuring that modern slavery in the community is eliminated as far as possible.
Community/ Partnership impact	Not applicable.
Environment	Thid statement represents an important aspect of the College's commitment to equalities.
Equalities	Students can be confident that the work for an organisation which takes ethical and legal considerations seriously.

Modern Slavery and Human Trafficking Statement

Financial Year Ending 31 July 2026

Issued Pursuant to Section 54(1), Modern Slavery Act 2015

Introduction

This statement is made in accordance with Section 54(1) of the Modern Slavery Act 2015 and outlines the steps taken by West College Scotland (WCS) during the financial year ending 31 July 2026 to prevent modern slavery and human trafficking within our organisation and supply chains. It is reviewed and approved annually by the College's Board of Management.

Our Commitment

West College Scotland adopts a zero-tolerance approach to all forms of modern slavery and human trafficking. We are committed to acting ethically, transparently, and responsibly in all our operations and supply relationships. We work only with partners and suppliers who share and uphold this commitment to human rights, dignity, and fair treatment.

Our Policies

To support our commitment, we operate several policies and procedures that mitigate the risk of modern slavery. These include:

- Sustainability and Social Responsibility Statement

- Equal Opportunities Procedure

- Public Interest Disclosure (Whistleblowing) Policy

- Recruitment and Selection Policy

- Safeguarding and Prevent Procedures

These policies are reviewed regularly to ensure they remain effective and aligned with evolving legislation and best practice.

Supply Chains and Procurement Controls

Our supply chains cover a diverse range of goods and services, including:

- ICT equipment and services

- Professional services

- Estates and facilities management

- Food and catering

- Books, teaching materials, and printing

- Furniture and stationery

- Waste and recycling services

We recognise that some supply chains, particularly those linked to global manufacturing and raw materials, may present higher risks of forced labour or human exploitation.

Risk Management and Due Diligence

To mitigate these risks, we have implemented the following controls:

- Membership of APUC

We work closely with Advanced Procurement for Universities and Colleges (APUC), which requires suppliers to adhere to the Sustain Supply Chain Code of Conduct—prohibiting forced, involuntary, or underage labour and requiring safe, fair working conditions.

APUC is a founder member of Electronics Watch, which independently monitors working conditions in the electronics industry.

- Regulated Procurement Practices

All regulated procurements require suppliers to declare any convictions under the Human Trafficking and Exploitation (Scotland) Act 2015 or related legislation. Where a conviction exists, suppliers must demonstrate evidence of ‘self-cleansing’ or they will be excluded from the process.

- High-Risk Categories

We use the Sustainable Public Procurement Prioritisation Tool to assess risk in categories such as ICT, estates, catering, laboratories, and travel.

- Modern Slavery Certificate

For procurements outside of framework agreements (above £50,000 for goods/services and £2 million for works), suppliers must complete a Modern Slavery Certificate outlining the steps they take to prevent human trafficking and forced labour.

- New Suppliers

For any new supplier to be onboarded onto our procurement systems, a New Supplier Request Form is required to be submitted (regardless of value). This form requires a Letterheaded statement wherein the supplier agrees to the Colleges Terms and Conditions or those set out in a Framework Agreement. Those terms and conditions set out the requirements relating to Anti-Slavery and Human Trafficking, including the obligation to comply with modern slavery legislation.

Our People

- Recruitment and Vetting

All new staff undergo rigorous right-to-work checks, and where agency staff are used, we contract only with vetted agencies. All staff and contractors working with vulnerable individuals are required to be members of the Disclosure Scotland PVG Scheme, which discloses any relevant convictions or concerns.

- Pay and Working Conditions

WCS is a Living Wage Employer. We fully comply with UK employment and health and safety legislation. Our internal policies promote fair, safe, and supportive working environments, including wellbeing and family-friendly practices.

Whistleblowing

Employees are encouraged to raise concerns without fear of reprisal. Reports are treated seriously and investigated under our Public Interest Disclosure Policy.

Training and Awareness

- All procurement and HR staff are required to complete modern slavery training which includes identifying risk, understanding College procedures, and knowing what to do if exploitation is suspected.

- Awareness is promoted across the organisation via internal communications and information shared on staff and student intranet platforms.

Breaches and Accountability

Allegations of human rights breaches by WCS staff will be investigated thoroughly and may result in disciplinary action, up to and including dismissal. Where violations are found within supply chains, we will take corrective action, which may include contract termination for serious or unremedied breaches.

Monitoring Effectiveness

We are committed to continuously improving our processes. The College will monitor and review the effectiveness of its actions and update this statement annually to reflect progress and any changes in law, guidance, or organisational practice.

Approval

This statement was approved by the Board of Management of West College Scotland on [insert date once approved] and is published in accordance with the requirements of the Modern Slavery Act 2015.

Anne Campbell

Principal and Chief Executive