

## Board of Management

### Meeting of the Development Committee

MINUTE OF 1<sup>st</sup> MEETING HELD ON WEDNESDAY 31 OCTOBER 2018 AT 1700 HRS (DC1)

Present	
George Black (GB) (Convener)	Karen Kelly (KK)
George Galloway (GG)	
In attendance	
Paul Clark (PC)	Carla Murray (CM)
Roy Gardner (RG)	
Sheila Lodge (SL) (Depute Principal)	Ann Butcher (Minute)
Apologies for absence	
Paul Little (PL)	Anne Peters (AP)

Item DC1-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Apologies were received from AP. S Patrick was not in attendance.	

Item DC1-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	GG declared an interest under Item 10.	

Item DC1-3	Minute of the Development Committee meeting held on 18 April 2018	
Paper No: DC1-A	Lead: Convener	Action requested: Approve
Decision/Noted	The minute was approved.	

Item DC1-4	Committee Annual Report 2017-18	
Paper No: DC1-B	Lead: P Clark	Action requested: Approve
Discussion/ Matters Arising	The Committee Annual Report 2017-18 which provides a high level review of activities was reviewed. GB suggested that an additional heading providing a summary of the ongoing review of performance against targets should be included. RG added that this should also demonstrate the overall year end performance and success story of commercial growth, which exceeded target. This was agreed.	

<b>Decision/Noted</b>	To approve the Report subject to agreed amendment.
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<b>Item DC1-5</b>	<b>Programme of Work 2018-19</b>	
<b>Paper No: DC1-C</b>	Lead: P Clark	Action requested: Approve
<b>Discussion/ Matters Arising</b>	The Programme of Work was considered. RG proposed that a standing item 'Innovation and Research Update' be added. This was agreed.	
<b>Decision/Noted</b>	To approve the Programme of Work 2018-19 as agreed.	

<b>Item DC1-6</b>	<b>Corporate Development Strategy</b>	
<b>Paper No: Verbal</b>	Lead: P Clark	Action requested: Discuss
<b>Discussion/ Matters Arising</b>	RG provided a presentation on the Corporate Development Strategy Aims and Initiatives. He informed the Committee that the initiatives would now need to be updated to accurately reflect the new structure. In some instances, they have now exceeded target and require to be made more relevant and ambitious.	
<b>Decision/Noted</b>	That relevant initiatives be updated for approval at the next meeting.	

<b>Item DC1-7</b>	<b>Corporate Development – Outturns Report 2017-18</b>	
<b>Paper No: DC1-D</b>	Lead: R Gardiner	Action requested: Discuss
<b>Discussion/ Matters Arising</b>	<p>The Outturns vs Targets to 2020 were considered. The Red RAG rated initiative to '<i>Further develop industry academies aligned to key economic growth sectors</i>' was highlighted. RG reported that due to various factors, only 3 new academies have been formed. The new staff structure is now in place and it is planned to increase this number. Additionally, the number of strategic partners will be further increased as agreed to 100 pa by 2020. GB considered that this would be difficult to manage however RG advised that this would be feasible as current terminology within the reporting model did not clearly define the term 'strategic partner'. This will be updated.</p> <p>RG referred to previous discussion, and indicated that as the Green RAG rated initiatives were not ambitious enough, these will be re-examined.</p>	
<b>Decision/Noted</b>	To note the report and revise in line with agreed new initiatives.	

<b>Item DC1-8</b>	<b>Performance against Targets (Commercial &amp; International)</b>	
<b>Paper No: DC1-E</b>	Lead: R Gardner	Action requested: Discuss
<b>Discussion/ Matters Arising</b>	RG provided a review on progress made towards Commercial and International income targets for the period of 1 August –	

September 2018.

Currently, the forecast for the planned commercial activity is projected to be exceeded by 27%. Due to the staff reorganisation, the next report will be presented under the four new Faculties however the current targets will remain, totalling £3.6 m. Income to September 2018 stands at £1.8 m with a projected year end income of £4.5 m. This increase is largely due the increase in income within the Faculties of Nautical and Education & Society. Income from international student recruitment is forecast to achieve a slight increase of 12%.

The value of tenders and proposals for secured, active and withdrawn business undertaken by the Corporate Development short course Team and Faculties to September 2018 show a total income from secured tenders at £176k.

CM confirmed that the Malta Tender has now been secured and the Programme is currently being delivered.

Decision/Noted

To note the update report.

Item DC1-9	International Projects Update	
Paper No: DC1-F	Lead: R Gardiner	Action requested: Discuss
Discussion/ Matters Arising	<p>The key international development activities were reviewed by the Committee.</p> <p>The first cohort of students from Saudi Arabia Port Authority have commenced their studies with further students expected later this session. Additional activity with BAE Systems Saudi Arabia is being investigated. A further teacher training visit with Zhejiang Technical Institute has also been secured.</p> <p>RG updated the Committee on a potential teacher training programme on Bonny Island, Nigeria. Discussion followed on the College risk assessment process particularly for staff travelling in high risk areas. RG reassured members that staff safety was of foremost concern, and that any training activity within areas considered dangerous would not be undertaken. It was agreed that a copy of the risk assessment for this particular training programme be circulated at the next meeting. GG also suggested that staff travelling internationally should receive appropriate training from ISOS. This will also be investigated.</p> <p>CM further provided members with an update on the international development activities in Singapore, Indonesia, Philippines, Malaysia and China.</p> <p>The issue of cash payments being made by ZJTIE, China was raised. Members requested specific assurance that adequate procedures were in place to allow for this process. This will be flagged via the Risk Register (Risk 6 – negative impact upon College reputation) at the next meeting of the Audit Committee.</p>	

Decision/Noted	<ul style="list-style-type: none"> <li>• To note the update report.</li> <li>• Consider appropriate international travel training from ISOS.</li> <li>• Raise cash handling/payment issue via the Risk Register.</li> </ul>
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<b>Item DC1-10</b>	<b>Flexible Workforce Development Fund Update (FWDF)</b>	
Paper No: DC1-G	Lead: R Gardner	Action requested: Discuss
Discussion/ Matters Arising	<p>RG updated members on the FWDF activity for the 2017-18 and 2018-19 funding allocations.</p> <p><b>2017-18</b> 53 applications were secured to the value of £494 250 (99% of the set College target).</p> <p><b>2018-19</b> 61 applications have been received with projections indicating that sufficient applications will be secured to achieve our funding allocation of £894 240.</p> <p>RG further reported that a new increased cap of up to £15k has been agreed for 2018-19. Additionally, employers also have the flexibility to pass funding benefits to their supply chain which includes SMEs.</p>	
Decision/Noted	To note the Flexible Workforce Development Fund progress to date.	

<b>Item DC1-11</b>	<b>International Travel Costs v Benefits Update</b>	
Paper No: DC1-H	Lead: R Gardner	Action requested: Note
Discussion/ Matters Arising	<p>The report on international travel undertaken by College staff from June – mid October 2018 was submitted for review. The total costs to date was noted as £14 331 with the expected conversion rate at £260 561. The wide ranging benefits including increasing the non-government revenue and student/staff experience were recognised.</p> <p>GB enquired on current Policy arrangements for overseas travel, in particular class of travel. He suggested than an agreed mileage radius for economy and business class travel should be considered. RG advised that as a broad rule, members of staff travel economy rate however business class travel may be justified if the income generated from the visit is significant, and taking account of the travel distances .</p>	
Decision/Noted	To note the update report.	

<b>Item DC1-12</b>	<b>STEM and Innovation</b>	
Paper No: DC1-I	Lead: R Gardner	Action requested: Note

<b>Discussion/ Matters Arising</b>	<p>Members noted the overview of Innovation and Applied Research activity being undertaken during 2018-19. RG particularly highlighted the Innovation Voucher Activity. The College has successfully secured three (potentially 4) Innovation Vouchers in partnership with local SME businesses.</p> <p>Members commended the report.</p>
<b>Decision/Noted</b>	<ul style="list-style-type: none"> <li>To note the report.</li> <li>To include an update report as a standing item.</li> </ul>

<b>Item DC1-13</b>	<b>Internal Audit Report – Business Development/International Activities</b>	
<b>Paper No: DC1-J</b>	Lead: R Gardner	Action requested: Note
<b>Discussion/ Matters Arising</b>	<p>The summary of the key findings following the review of Business Development and International Activities ie 8 ‘Satisfactory’ levels of assurance and 1 level set at ‘Good’ were noted. A total of 13 Low Level Priority 3 recommendations were raised and are being addressed.</p> <p>The overall level of assurance was noted as ‘Satisfactory’ with some weaknesses present.</p> <p>KK asked if the course participant variance analysis within commercial Faculty income targets would be provided in future reports. RG assured that this would be provided.</p>	
<b>Decision/Noted</b>	<ul style="list-style-type: none"> <li>To note the report.</li> <li>To provide course participant variance analysis within future reports.</li> </ul>	

<b>Item DC1-14</b>	<b>Strategic Risk Review</b>	
<b>Paper No: DC1-K</b>	Lead: P Clark	Action requested: Discuss
<b>Discussion/ Matters Arising</b>	<p>PC highlighted earlier discussions regarding personal safety of staff travelling overseas and cash handling which will be incorporated within relevant Risk Management Action Plans as necessary.</p>	
<b>Decision/Noted</b>	To update relevant risks as agreed.	

<b>Item DC1-15</b>	<b>Any Other Notified Business</b>	
<b>Paper No:</b>	Lead:	Action requested: Note
<b>Decision/Noted</b>	None.	

<b>Item DC1-16</b>	<b>Disclosability of Papers</b>	
<b>Paper No:</b>	Lead:	Action requested: Note

**Decision/Noted**

It was agreed that the disclosability status of papers as described on respective cover sheets be retained.

**Item DC1-17****Date of Next Meeting**

Paper No:

Lead:

Action requested: Note

**Decision/Noted**

Wednesday 23 January 2019

*Meeting closed at 6.25 pm.*

## ANNEX TO THE MINUTE

### ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
DC1-6	<b>Corporate Development Strategy:</b> Update initiatives for approval at next meeting.	RG	23 01 19
DC1-7	<b>Corporate Development Outturns Report 2017-18:</b> Update in line with agreed initiatives.	RG	23 01 19
DC1-9	<b>International Project Update:</b> Consider international travel training from ISOS.	RG	ASAP
DC1-9	<b>International Project Update:</b> Raise cash payment issue via Risk MAP.	RG/PC	ASAP
DC1-12	<b>STEM and Innovation:</b> Include as a standing item.	RG	Ongoing
DC1-13	<b>IA Report – Business Development/International Activities:</b> Include course participant variance analysis within a future report.	RG	ASAP
DC1-14	<b>Strategic Risk Review:</b> Update risks as agreed.	PC	ASAP

### ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
DC3-4	<b>Strategic Risk Review:</b> Consider at end of all future meetings.	PC	Ongoing <b>Complete</b>
DC3-7	<b>International Projects Update:</b> Consider additional international projects discussion session.	PC/RG	To be agreed
DC3-7	<b>International Projects Update:</b> Provide an outline international activity business case.	RG	ASAP
DC3-7	<b>International Projects Update:</b> Provide an international activity brochure/leaflet.	RG	ASAP
DC3-10	<b>International Travel Costs v Benefits Update:</b> Provide an account of current and planned trips at each meeting with an additional annual breakdown of costs, income received and anticipated income. Accurate predictions of potential benefits to be included.	RG	Ongoing