

Board of Management

Meeting of the Development Committee

MINUTE OF 2nd MEETING HELD ON WEDNESDAY 24 JANUARY 2018 AT 1700 HRS (DC2)

Present	
George Galloway (GG) (Convener)	Paul Little (PL)
In attendance	
Paul Clark (PC)	Douglas Morrison (DM) (Items 1-6 only)
Roy Gardner (RG)	Ann Butcher (Minute)
Apologies for absence	
George Black (GB)	Stuart Patrick (SP)
Karen Kelly (KK)	Anne Peters (AP)

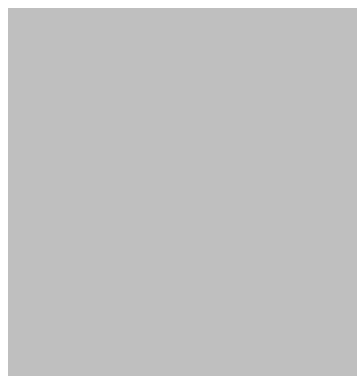
GG Chaired the meeting in the absence of GB.

Item DC2-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Apologies were received from GB and KK. SP and AP were not in attendance.	

Item DC2-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	None.	

Item DC2-3	Minute of the Development Committee meeting held on 1 November	
Paper No: DC2-A	Lead: Convener	Action requested: Approve
Decision/Noted	Subject to amendment, the minute was approved.	
	<p>MATTERS ARISING</p> <p>PL suggested that the overall contract value for each project should be included within the International Projects Report. RG will address this issue.</p>	

Item DC2-4	Strategic Risk Review	
Paper No: DC2-B	Lead: P Clark	Action requested: Discuss
Discussion/ Matters Arising	<p>The following risks relating to the Committee's remit were reviewed:</p> <p><i>Risk 6 – Negative impact upon College reputation. It was agreed</i></p>	



that the impact should remain high with the likelihood low therefore the risk score remained unchanged.

Risk 7 – Failure to achieve improved business development performance with stakeholders. It was noted that the impact was low amber however the continued need to minimise the likelihood would be necessary. Members were assured that the College would continue to procure new business and source opportunities for additional non-government income. It was agreed that the risk score would remain unchanged.

Decision/Noted

To agree the current risk scores.

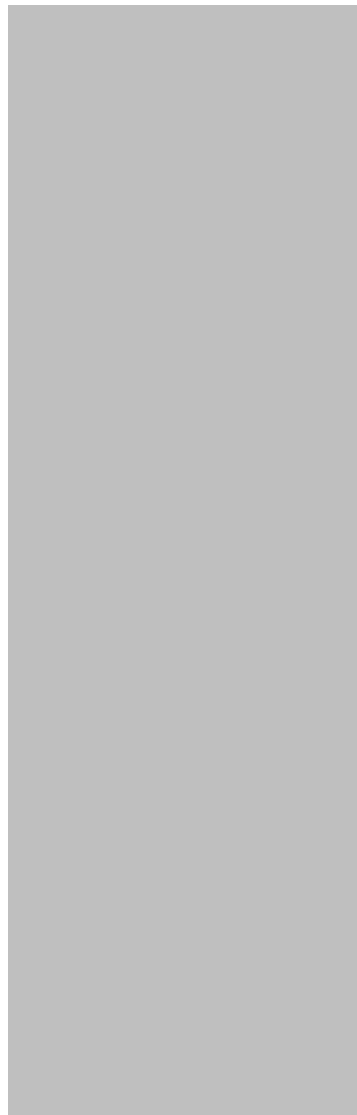
Item DC2-5		Committee Terms of Reference	
Paper No: DC2-C	Lead: P Clark	Action requested: Discuss	
Discussion/ Matters Arising	The Committee Terms of Reference were reviewed by members.		
Decision/Noted	To note that no changes were proposed and that the current Terms of Reference were approved.		

Item DC2-6		Innovation - Presentation	
Paper No: Presentation	Lead: D Morrison	Action requested: Discuss	
Discussion/ Matters Arising	<p>DM provided the Committee with a detailed update on innovation activity across the College over the last 18 months. He informed the committee that CoGC is Scotland's first and only College to invest in innovation and aims to introduce a programme of innovation particularly in relation to applying skills and research.</p> <p>The Scottish Government has invested in eight Innovation Centres (IC) which are mapped to Curriculum Centres. This College has engaged with ICs in a number of projects linked with the Faculty of Building, Engineering and Energy.</p> <p>DM provided specific project examples under each of the strategic innovation priorities.</p> <p>The next steps include further development of the Scottish Institution of Innovation and Knowledge Exchange, refreshing the College Innovation Strategy, expansion of innovation and applied research activity, delivery of existing project outputs and commitments and advancing the College's position within the innovation district.</p> <p>GG thanked DM for his presentation and suggested that absent members would benefit from the provision of details on related activity. He further proposed that an update on all projects should be provided later in the year.</p>		
Decision/Noted	<ul style="list-style-type: none"> To note the presentation To provide update information at a future meeting. 		

DM left the meeting.

Item DC2-7	Performance against Targets (Commercial & International)	
Paper No: DC2-D	Lead: R Gardner	Action requested: Discussion
Discussion/ Matters Arising	<p>RG provided a review on progress made towards Commercial and International income targets for the period of August 2017 – December 2017.</p> <p>The planned commercial activity target is projected to achieve 97%. The current activity level stands at 85% however with existing secured income the College is expecting a 6% surplus of all commercial activity to the end of July 2018. Individual Faculty targets were reviewed in detail. It was noted that the initial target for City Enterprises was overestimated due to courses spanning over an 18 month period. The revised figures were noted.</p> <p>The shortfall of 265k (16% deficit) for international student recruitment income was highlighted. Various external factors have contributed to the reduction in forecast activity however additional demand in short course work from Saudi Arabia has recently been secured with the target income of £1.8m likely to be achieved.</p> <p>Total income from secured tenders currently stands at £361k with active valued activity standing at 297k.</p>	
Decision/Noted	To note the update report.	

Item DC2-8	International Projects Update	
Paper No: DC2-E	Lead: R Gardiner	Action requested: Discussion
Discussion/ Matters Arising	<p>RG updated the Committee on current international development activity. The following updates were highlighted:</p> <p>King Abdulaziz University, Kingdom of Saudi Arabia (KSA) Discussions on project operations management are ongoing, with a project timeframe of 5 years being considered.</p> <p>Kingdom of Saudi Arabia – Colleges of Excellence (National Maritime Academy) The College has been approached by Forth Valley College to submit a Request for Information (RFI) for a project in Saudi Arabia. The RFI will enable Colleges of Excellence to evaluate suitable bidders to receive the Request for Proposal for the scope of services for a National Maritime Academy. Senior teams from both Colleges have met with a delegation from Saudi Arabia to discuss this project with a follow up session planned at the end of January.</p> <p>China – Zhejiang Technical Institute of Economics (ZJTIE) The 7 year partnership with ZJTIE is ongoing.</p> <p>China – Beijing Shenqiao Education consulting Co Ltd (BSEC)</p>	



Ltd)

CoGC is currently negotiating with BSEC regarding recruitment of students to undertake short course programmes in Airport Operation and Maritime Studies at the College.

Singapore – Management Development Institute of Singapore (MDIS)

Vocational workshops are ongoing with additional models being considered.

Nigeria – Lagos Deep offshore Logistics Base (LADOL)

Initial discussions on proposed training programmes with Nigeria have been positive. Further engagement is being requested by the College and Scottish Development International.

Hong Kong – Vocational Training Centre (VTC)

The College has continued to explore possible collaboration with VTC. Four exchange programmes spanning across the curriculum are being considered.

NLNG Ship Management Limited - Nigeria

Further partnerships with NLNG are still being discussed.

United Arab Emirates (Dubai) – DP World (P&O Maritime)

The College has entered advanced negotiations with DP World regarding their maritime business. It has been proposed that the College undertake a Training Needs Analysis for their maritime operations.

United Arab Emirates (Dubai) – Etisalat Academy

Etisalat Academy has requested a quote from the College for the delivery of a range of maritime programmes.

Decision/Noted

- To note the update report.

Item DC2-9	Flexible Workforce Development Fund Update (FWDF)	
Paper No: DC2-F	Lead: R Gardner	Action requested: Note
Decision/Noted	<ul style="list-style-type: none"> • To note the Flexible Workforce Development Fund activity to date. 	

Item DC2-10	International Travel Costs v Benefits Update	
Paper No: DC2-G	Lead: R Gardner	Action requested: Note
Discussion/ Matters Arising	The report on international travel undertaken by College staff for between August 2016 – January 2018 was submitted for review. The costs against benefits were noted.	
Decision/Noted	<ul style="list-style-type: none"> • To note the report. 	

Item DC2-11	Any Other Notified Business	
Paper No:	Lead:	Action requested: Note

Decision/Noted	None.	
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Item DC2-12	Disclosability of Papers	
Paper No:	Lead:	Action requested: Note
Decision/Noted	It was agreed that the disclosability status of papers as described on respective cover sheets be retained.	

Item DC2-13	Date of Next Meeting	
Paper No:	Lead:	Action requested: Note
Decision/Noted	Wednesday 18 April 2018	

Meeting closed at 6.45 pm.

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
DC2-3	Matters Arising: Overall contract value to each project to be included within International Projects Report.	RG	Next Mtg 18 04 18
DC2-6	Innovation: Provide project update at a future meeting.	RG	Future Mtg

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
DC1-6	Strategic Risk Review: Review Risk 4 and circulate link supporting launch of Regional Board Strategy document.	PC	ASAP Complete
DC1-8	Flexible Workforce Development Update: Provide in-house marketing event.	RG/CG	ASAP Complete