

## EXTERNAL ENGAGEMENT COMMITTEE

### AGENDA

A meeting of the External Engagement Committee will be held at 14:00hrs on 19 January 2016 in the Boardroom, Milton Road Campus.

		<b>Lead Speaker</b>	<b>Paper</b>
1	WELCOME & APOLOGIES	Chair	
2	DECLARATIONS OF INTEREST	Chair	
3	<a href="#">MINUTES OF PREVIOUS MEETING</a> <i>for approval</i>	Chair	A
4	MATTERS ARISING	Chair	B
5	BRAND DEVELOPMENT REPORT	D Robertson	C
<i>Item 5 is presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 33, Commercial Interests and the Economy.</i>			
6	CRISIS COMMUNICATION PLAN UPDATE	D Robertson	D
7	EMPLOYER COUNCILS REPORT	R McCowan	E
<i>Item 7 is presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 33, Commercial Interests and the Economy.</i>			
8	EXTERNAL ENGAGEMENT SUB-GROUPS		
	8.1 Commercial & International Sub-Group <b>attached</b>	Chair	F
	8.2 Board Engagement Sub-Group	I Young	Verbal
9	ANY OTHER COMPETENT BUSINESS		
10	DATE OF NEXT MEETING: Tuesday, 22 March 2016		



## **COMMERCIAL & INTERNATIONAL SUB-GROUP**

### **Purpose of the Report**

To External Engagement Committee is required to monitor, develop and advise the Board on commercial and international development. The Commercial & International Sub-Group met for the second time on 14 December 2015 to consider a range of development matters.

### **Action Required**

Members are asked to NOTE actions arising from the Commercial & International Sub-Group.

### **Strategic Implications**

<b>Risk</b>	<b>Yes \ No</b>	<b>Details</b>
Governance \ legal	Yes	The Committee is required to monitor, develop and advise the Board on commercial and international development matters.
Financial	Yes	Commercial and international development is a key aspect of the College's finances.
<b>Executive Approval</b>	<b>Yes \ No</b>	<b>Details</b>
Reviewed by Executive	No	
<b>Other</b>	<b>Yes \ No</b>	<b>Details</b>
Equality Impact	No	



**COMMERCIAL & INTERNATIONAL SUB-GROUP**  
**14 December 2015**  
**Milton Road, Room M4-02**

<b>Members:</b>	A Johnston (Chair)	E Lee	N McKenzie	
<b>In Attendance:</b>	E Meredith	J Thompson	M Walker (Clerk)	C Wilson

Item	Action by
<p><b>1. Welcome and apologies</b></p> <ul style="list-style-type: none"> <li>• No apologies were received.</li> </ul>	
<p><b>2. Minutes and Actions of previous meeting</b></p> <ul style="list-style-type: none"> <li>• The Sub-Group APPROVED the minutes of the Commercial &amp; International Sub-Group on 06 October.</li> </ul>	
<p><b>3. International Development Report</b></p> <p><b>3.1 Year-end Income and Expenditure Forecast 2015/16</b></p> <ul style="list-style-type: none"> <li>• The Sub-Group NOTED an overview of International Development's year-end income and expenditure forecast 2015/16.</li> <li>• Members DISCUSSED the presentation of information in the summary table, and AGREED that the Head of International Development should provide an updated report to the next meeting which included the following: <ul style="list-style-type: none"> <li>○ a list of current proposals/tenders;</li> <li>○ an outline of where international opportunities are/were, to provide the Members with a wider perspective;</li> <li>○ a refined template, which outlines business 'won', 'nearly won' and 'prospective' bids;</li> <li>○ the reconciling of the information provided by International with the College's Management Accounts.</li> </ul> </li> <li>• The Sub-Group DISCUSSED the importance of raising the profile of Commercial and International's work across the College, and AGREED to endorse the advancement of both areas through the new Business Transformation Plan.</li> <li>• The Sub-Group DISCUSSED the development of external links/contacts through Scottish Enterprise, SDI, Santander grants and the College's former alumni. A recommendation to reach out to local MBA students was also suggested, in order to undertake small research projects through individual dissertations.</li> <li>• The Sub-Group Chair commended the achievements and progress of the International and Commercial Development Teams.</li> </ul> <p><b>3.2 UK Immigration Tier 4 Status</b></p> <ul style="list-style-type: none"> <li>• The Sub-Group NOTED that the College submitted its representations to UKVI on 16 November, in response to UKVI's letter (dated 08 October) announcing its intention to revoke the institution's Tier 4 licence.</li> <li>• The Sub-Group NOTED the robustness of the College's appeal, which emphasised its track-record of compliance and asked UKVI to reinstate its sponsor licence or, at a minimum, allow the 19 Tier 4 students at the College to complete their studies through to June 2016.</li> <li>• The Sub-Group NOTED that a response would be received from UKVI by 08 January.</li> </ul>	<p style="text-align: center;">EM</p> <p style="text-align: center;">AJ/MW</p>

<p><b>4. Commercial Development Report</b></p> <ul style="list-style-type: none"> <li>The Sub-Group NOTED a report on Commercial KPI Reporting, with an accompanying overview by the Head of Commercial Development.</li> <li>The Sub-Group DISCUSSED the information provided and AGREED that the graphics provided should be developed further to illustrate targets against actuals and movements per person/per line of business. The Sub-Group Chair also recommended that the same graphics were provided by International Development.</li> <li>The Sub-Group AGREED that the 'company visits information' should include a column outlining each client's industry/sector, and a template of their 'ideal company' – to allow the Sub-Group to understand the Commercial Development Team's focus.</li> </ul>	<p>JT/EM</p> <p>JT</p>
<p><b>5. Internal Audit: Non-SFC Income Report</b></p> <ul style="list-style-type: none"> <li>The Sub-Group NOTED a Non-SFC Income Report, as reviewed by the Audit &amp; Risk Assurance Committee.</li> </ul>	
<p><b>6. AOCB</b></p> <p><b>6.1 Delegated Financial Authority Proforma</b></p> <ul style="list-style-type: none"> <li>The Sub-Group DISCUSSED a proforma for future cases of delegated financial authority.</li> <li>Members AGREED that a template which included a staff/resource cost, estimated staffing hours and a brief risk profile would be circulated prior to the next meeting of the Sub-Group.</li> </ul> <p><b>6.2 Sub-Group Membership</b></p> <ul style="list-style-type: none"> <li>The Sub-Group NOTED a request from the External Engagement Committee to consider its membership, in line with good practice.</li> <li>The Sub-Group AGREED that whilst it welcomed and valued the input of ECSA, it was felt that student representation on the External Engagement Committee provided an appropriate mechanism for feedback and discussion.</li> <li>The Sub-Group AGREED that a one paragraph remit, outlining the focus of the Sub-Group, should be presented at the next meeting.</li> </ul> <p><b>6.3 Next Meeting</b></p> <ul style="list-style-type: none"> <li>The Sub-Group AGREED that a meeting of its members should be scheduled for early March 2016.</li> </ul>	<p>CW/EM/ JT</p> <p>MW</p> <p>AJ/MW</p> <p>MW</p>
<p><b>Next Meeting:</b> Thursday, 10 March 2016 (Milton Rd)</p>	

**ACTION POINTS / DECISION LOG**

No.	Owner	Action	Open/ Closed
<b>ACTIONS FROM MEETING</b>			
1.	EM	Template to outline each International measure - indicating status and targets [02.10.15]	Open
2.	EM	International 'tactics' to be considered further at future meeting [02.10.15]	Open
3.	EM	To provide an updated International Report with information highlighted to next meeting	Open
4.	JT/EM	Updated graphics to be provided in future commercial and international reports	Open
5.	CW/EM/JT	Delegated Financial Authority Proforma to be circulated to Members.	Open
6.	AJ/MW	Sub-Group remit to be considered at next meeting	Open