

## **CORPORATE DEVELOPMENT COMMITTEE TERMS OF REFERENCE**

### **1. PURPOSE**

- 1.1 To promote and retain oversight of stakeholder engagement, marketing and economic research, business development and partnerships, and international development at Edinburgh College.

### **2. AUTHORITY**

- 2.1 The Committee operates under the authority of, and reports to, the Board.

### **3. ROLE & REMIT**

- 3.1 To monitor, develop and advise the Board on the following matters:
  - 3.1.1 Commercial, International and Alternative Funding;
  - 3.1.2 Brand and Reputation;
  - 3.1.3 Relationships.
- 3.2 To consider and approve, where appropriate, the development and review of strategies relevant to the Committee's purpose.
- 3.3 To ensure that the College fulfils its statutory obligation under the 'Community Empowerment (Scotland) Act 2015', whereby the College: *'must co-operate with the other community planning partners in carrying out community planning' and 'contribute such funds, staff and other resources as the community planning partnership considers appropriate', with a view to improving, or contributing to an improvement in, the achievement of each local outcome'.*
- 3.4 To consider matters relating to community outreach and the participation of the college in the delivery of major partnership projects.
- 3.5 To consider beneficial links that may be made to advance the work of the Board and provide advice and support accordingly.
- 3.6 To keep under review the regional and national economy and market trends to help advise on the alignment of the curriculum.
- 3.7 To develop networks and support approaches that will grow non-SFC income for the College.

- 3.8 To monitor risks associated with commercial and international income and make appropriate recommendations to the Audit & Risk Assurance Committee.
- 3.9 To seek advice or make recommendations as appropriate to other Committees and the Board, in particular:
  - 3.9.1 To the Learning, Teaching & Student Experience Committee in respect of strategic commercial and international developments impacting on the curriculum.
  - 3.9.2 To the Nominations Committee in respect of brand and communications issues.
- 3.10 To review its operation annually and report any proposed changes to the Nominations Committee or the Board as appropriate.
- 3.11 To undertake other relevant duties as determined by the Board of Management.

#### **4. MEMBERSHIP**

- 4.1 There shall be at least five members of the Committee, three of whom must be Non-Executive Members (one of whom will act as Committee Chair), along with one Staff Member and one Student Member.
- 4.2 Additional Members may be co-opted but they shall not have voting rights.
- 4.3 The Vice Principal Corporate Development, the Director of Communications, Policy and Research, and the Director of Enterprise & Knowledge Exchange shall attend meetings of the Committee.
- 4.4 Members of the Senior Management Team shall be invited to attend meetings of the Committee as required.
- 4.5 The Principal and the Chair of the Board shall have the right of attendance at meetings.
- 4.6 The Board Secretary shall act as Clerk to the Committee.

#### **5. QUORUM**

- 5.1 The Committee will be quorate provided that at least three members of the Board, two of whom are Non-Executive Members, are in attendance.

#### **6. FREQUENCY OF MEETINGS**

- 6.1 Meetings of the Committee shall be held on a quarterly basis.