

## Board Meeting

Date of Meeting	Monday 28 January 2019
Paper Title	Use of Delegated Authority
Agenda Item	20
Paper Number	BM2-Y
Responsible Officer	Robin Ashton, GCRB Executive Director
Status	Disclosable
Action	For Information

### 1. Report Purpose

- 1.1. Report on the exercise of delegated authority.

### 2. Recommendations

- 2.1. The Board is invited to **note** this report.

### 3. Background

- 3.1. The Scheme of Delegated Authority requires the Executive Director to report to the regular meetings of the Board any decisions he has made under the Scheme of Delegated Authority for amounts greater than £10,000 in relation to:

- committing funds within agreed budgets;
- revision of individual budgets for any one year up to a limit of £10,000 or 5%, whichever is the higher; and
- application of any discretionary budget controlled by the Executive Director.

### 4. Report

- 4.1. GCRB has contracted external communications support on a consultancy basis since April 2017. The purpose of this has been to receive strategic and operational advice and support on communications, marketing, copy writing and events. To date the total value of the contract is £35,875<sup>1</sup> and therefore the GCRB Executive Director is required to report this to the GCRB Board within the Scheme of Delegated Authority. Funds are set aside within the existing GCRB operating budget to meet these costs.
- 4.2. The contract will end on 31 January 2019 following the appointment of a part-time member of staff to undertake the role of Marketing and Communications Lead.

<sup>1</sup> This is total cost since 2017 and includes an accrual of £4,000 for the estimated costs to the end of the contract that have not yet been invoiced.

**5. Risk, legal, equalities, resources and strategic implications**

- 5.1.** The communications work supports engagement with external stakeholders with the objective of increasing public and political understanding of GCRB's strategic role and the positive impact of a regional approach to college education in Glasgow.