

## Board Meeting

Date of Meeting	Monday 26 March 2018
Paper Title	Use of Delegated Authority
Agenda Item	23
Paper Number	BM4-V
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 contracted work has cost £12,600 in total and therefore the GCRB Executive Director is required to report this to the GCRB Board within the Scheme of Delegated Authority.
- 4.2. Arrangements are being put in place to open a tender for GCRB communications work with a permanent contract expected to be agreed from start of May 2018.
- 4.3. Funds are set aside within the existing GCRB operating budget to meet these costs.

**5. Risk, legal financial and strategic implications**

- 5.1.** The communications work provided by these resources is to support 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.