

NOMINATIONS COMMITTEE

A meeting of the Nominations Committee will be held on Thursday, 18 August 2022 at 2pm. The meeting will be held remotely.

A G E N D A

22.01	Welcome and Apologies		D Newall
22.02	Declarations of Interests		D Newall
22.03	Draft Minute – 7 October 2021	P	D Newall
22.04	Action Grid	P	K Mavor
22.05	Co-opted Members – general discussion/approval of process	P	D Newall
22.06	Board Development Day – Agenda (for noting)	V	All
22.07	Any Other Business		D Newall

Date of Next meeting TBC

Process to Co-opt Members to GCC Board Committees

1. Co-opted Membership

The Nominations Committee approved the recommendation from the Board of Management's (the Board) external effectiveness review to co-opt members to the Board's Committees at its meeting on 17 October 2021.

As set out in paragraph 17 of the Board's Articles of Governance, co-opted members do not have voting rights.

2. Scope

This process will apply to all co-options to Committees.

The Board has the authority to approve all co-options but may choose to delegate approval to the Nominations Committee working in consultation with the relevant Chair of the Committee.

3. Role of the Nominations Committee

The Nominations Committee, in accordance with its own remit, will oversee the process of appointing co-opted members taking into account the following: -

- the specific needs of the relevant Committee.
- the overall skills balance on the Committee that is seeking to co-opt a member.
- the skills, knowledge, experience and attributes referred to in the Scottish Government's guidance on non-executive appointments.
- equality and diversity.
- succession planning.

4. Selection Process

Candidates for co-option may be selected the following ways: -

- candidates applying for appointment to the Board as a Non-Executive member may be recommended by the Nominations Committee as a candidate for co-option to a relevant Committee as an alternative to full Board membership.
- co-opted member vacancies may be advertised and recruited for once a specific skill sets need is identified by the Nominations Committee.

All potential candidates for co-option will be required to submit a CV and/or application form and will be interviewed by either an appointments panel, if applying for a role as Non-Executive member of the Board, or members of the Nominations Committee. Where a co-option is being considered for a specific Committee, the Chair of that Committee will be consulted and will attend the interview, where possible.

5. Appointment Process

On appointment co-opted members will be required to: -

- undergo appropriate checks (including PVG Scheme)
- sign a letter of appointment where they agree to abide by relevant legislation and regulation including the code of conduct, Code of Good Governance for Scotland's Colleges and the College's own policies, where these apply.

- complete an induction programme tailored to the work of the relevant Committee.

Co-opted Members will usually be appointed for an initial period of one year, and after completion of an annual review with the relevant Committee Chair, the Nominations Committee will decide whether the appointment should be extended further.

6. Role of the Co-opted Member

The co-opted member does not have voting rights. Co-opted members will usually have access to all relevant papers which will allow them to participate in Committee discussions.

Co-opt members will be expected to attend the majority of meetings of the Committee to which they have been co-opted to. They may also be asked to attend part or all of Board Development days and other ad hoc meetings/events, where appropriate.

History of changes

Revision	Description	Adopted	Authorised
0	First draft	August 2022	