

NOMINATIONS COMMITTEE

A meeting of the Nominations Committee will be held on Wednesday, 9 November 2022 at 4:30pm. The meeting will be held remotely via teams.

A G E N D A

22.08	Welcome and Apologies		D Newall
22.09	Declarations of Interest		D Newall
22.10	Draft Minute – 18 August 2022	P	D Newall
22.11	Action Grid	P	K Mavor
22.12	Recruitment – Skills Matrix and Equality Diversity Monitoring	P	All
22.13	Board Development Plan	P	K Mavor
22.14	Committee’s Remit	P	K Mavor
22.15	Any Other Business		D Newall

Date of Next meeting TBC

NOMINATIONS COMMITTEE MEETING

Date of Meeting	9 November 2022
Agenda Item	22.13
Paper Title	Board Development Plan Update
Action	For Noting
Prepared by	Kirsty Mavor, Clerk to the Board
Status	Disclosable

1. PURPOSE OF THE REPORT

The purpose of this report is to ask the Committee to note the updates to the Board Development Plan for 2022/23 as contained in Appendix 1.

2. BACKGROUND

2.1 At the Board Development Day on 13 September 2022, the Board agreed a Development Plan for the session 2022/23. This Development plan has been shared with GCRB.

2.2 The Board agreed at its October meeting that the Nominations Committee will oversee progress of the development plan.

2.3 The plan is contained in Appendix 1 with updates noted in the right hand column.

3. ACTIONS FOR THE COMMITTEE

The Committee is asked to note the update.

4. RISKS

By ensuring that a Development Plan is in place and progressed the College will meet the governance expectations of external stakeholders.

5. HAS AN EQUALITY IMPACT ASSESSMENT BEEN CARRIED OUT

N/A

BOARD DEVELOPMENT PLAN 2022/23			
ACTION AREA	WHAT WE WILL DO	HOW WE WILL MEASURE SUCCESS	PROGRESS
LEADERSHIP AND STRATEGY			
1	Review approach to reporting to the Board to allow for more focussed, strategic discussion.	Short focussed papers setting out strategic position and what the Board is being asked to do. Detail to be provided in appendices to Report. Presenters to assume papers read, present high level points and then Board discussion follows.	Quality of discussions during Board Meetings, feedback at the end of each session and end of 2022/23 year.
QUALITY OF THE STUDENT EXPERIENCE			
2	Cost of Living Crisis	Paper on the College's response to the Cost of Living Crisis to be included in each Board Agenda. To include support for both staff and students.	Whether support provided by College has a positive impact on retention rates, credit targets and staff wellbeing
ACCOUNTABILITY/ RELATIONSHIPS AND COLLABORATION			

3	Transparency of SLT pay rises and salaries	Remuneration Committee will provide an Annual Report to the Board which will then be published.	Stakeholder response to publication.	To be progressed
EFFECTIVENESS				
4	Improving approach to recruitment and succession planning	Carry out a skills audit of existing board members and use this to inform recruitment approach/succession planning.	Success in recruiting diverse board members	Skills audit and diversity monitoring forms included on Nom Com Agenda for 9 November meeting.
		Understand the current Board diversity and carry out targeted recruitment to fill gaps.		
5	Improving governance	Approach Clerks of Glasgow City and Kelvin Colleges to exchange best practice.	Improvements incorporated into governance schedule and feedback from Board at end of 2022/23 session.	To be progressed
		Clerk will attend CDN Development Event to help develop best practice.		
6	Developing the Board	<p>Include Development items on the Agenda more regularly.</p> <p>Request Board Member input on what they would like to discuss prior to setting Agenda.</p>	Feedback from Board at end of each meeting and 2022/23 session	To be progressed prior to 9 December meeting and on an ongoing basis.

NOMINATIONS COMMITTEE MEETING

Date of Meeting	9 November 2022
Paper Title	Committee Remit
Action	For Approval
Prepared by	Kirsty Mavor, Clerk to the Board
Agenda Item	22.14
Status	Disclosable

1 PURPOSE OF THE REPORT

The purpose of this report is to ask the Committee to consider and approve the proposed changes to its own remit – see Appendix 1 (tracked changes).

2. BACKGROUND

3.1 In accordance with the College’s Articles of Governance, each Committee must act in accordance with detailed Terms of Reference. The Nominations Committee’s current Remit is attached at Appendix 1.

3.2 It is good governance practice to regularly review Committee’ remits. Attached at appendix 1 is the current remit for this Committee with proposed changes (marked as tracked) to: -

- record that the Nominations Committee has delegated authority to appoint co-opted members to the Board’s Committees in line with the recently approved process.
- record that the Nominations Committee has delegated responsibility for overseeing and monitoring the Board Development Plan.
- To allow flexibility in when the Nominations Committee meets (at least once annually).

4. ACTION FOR THE COMMITTEE

The Committee is asked approve the remit.

5. NEXT STEPS

The approved remit will be shared with the Board for ratification.

6. RISKS

Ensuring that the Committee remit is accurate is essential to ensure competency of decisions.

7. ANY OTHER SIGNIFICANT IMPACT

e.g. **STUDENT EXPERIENCE/LEGAL/FINANCIAL/EQUALITY & DIVERSITY**

N/A

Appendix 1

NOMINATIONS COMMITTEE

REMIT OF COMMITTEE

These functions are delegated by the Board of Management to the Nominations Committee

REMIT

1. To be responsible for selecting and nominating candidates for the approval of Glasgow Colleges Regional Board (GCRB) to fill any vacancies which arise from time to time in the membership of the Board of Management. To follow the recruitment procedure in accordance with Ministerial Guidance to College Boards and to take cognisance of equality and diversity in seeking candidates with a variety of backgrounds and skills or experience.

The process will include interviewing, assessing against specified criteria set by the Committee and recommending candidates to GCRB for membership of the Board of Management.

Note: in respect of the selection and appointment of the Chair of the Board of Management or the Principal, there will be a separate procedure governed through GCRB and any such appointment would be subject to separate reporting to the Board of Management.

2. To make recommendations to the Board of Management on the chairing of Committees of the Board.
- 2-3. To be responsible for selecting candidates for co-option to the Committees of the Board in accordance with the 'Process to co-opt members to GCC Board Committees'.
- 3-4. To give full consideration to succession planning for members of the Board, taking into account the challenges and opportunities which face the College.
- 4-5. To have regard to the desire of the Board to have a diverse membership reflecting the communities which it serves.
6. To consider the governance framework within which the Board of Management operates and make any recommendations for change to the Board of Management for approval;
- 5-7. To oversee and monitor progress of the Board's Development plan
- 6-8. To consider applications for appointments as Trustee to the Glasgow Clyde Education Foundation (GCEF) and to make recommendations for appointments to GCEF to the Board of Management.

MEETINGS

1. The Nominations Committee will meet formally once each year ~~in February or March~~ and otherwise as required.
2. The business of the Nominations Committee shall be reported to the next available Board of Management meeting.

MEMBERSHIP

1. The membership of the Committee is not more than five members of the Board of Management. The Committee will be chaired by the Chair of the Board of Management. The Board may appoint a Vice Chair of the Committee having regard to succession.
2. Any selection panel which is involved in the recruitment process for Board Members will include two members of the Nominations Committee and an Independent Person to be appointed for that purpose. The panel may also include any other Board Member with relevant skills and experience.
3. By invitation of the Chair, others may attend the Committee to provide advice and information to assist the Committee in its deliberations. Individuals attending on this basis may not vote on any decision made by the Committee.

QUORUM

1. The Quorum set by the Committee is three members.

REVIEWED ~~OCTOBER 2022~~DECEMBER 2020₁