Board of Management

Performance & Nominations Committee

Date of Meeting	**Monday 14 January 2019**
Paper No.	**PNC3-E**
Agenda Item	**8**
Subject of Paper	**Committee Terms of Reference Review**
FOISA Status	**Disclosable**
Primary Contact	**Paul Clark, College Secretary/Planning**
Date of production	**October 2018**
Action	**For Noting**

1. Recommendations

1. To note the amended Committee Terms of Reference which were agreed in October 2018.

2. Purpose of report

2.1 It is good practice for Board Committees to review their Terms of Reference on a regular basis.

3. Context

3.1 The Committee Terms of Reference were reviewed and agreed at the PNC meeting held on 1 October 2018 meeting.

3.2 The Committee Terms of Reference constitute the Committee's remit, and are included in the College's Articles of Governance, specifically referred to in the Scheme of delegation thus:

> " 2.3   Each Committee and Sub Committee shall have a clearly defined remit which shall clearly set out the duties and responsibilities delegated. The remit must be approved by the Board. The Committee may suggest amendments to the remit, but any amendments must be approved by the Board before they are implemented." (CoGC Scheme of Delegation, 2016).

3.3 All Committee Terms of Reference are published on the College website.

4. Impact and implications

4.1 Regular review of Committee Terms of Reference will ensure that this important aspect of governance is appropriate to the delegated responsibilities of Committees, and reflects Board and Board Committee practice.

4.2 All Board Committees will be reviewing their Terms of Reference during the current cycle of Committee meetings, prior to final approval by the Board.

Appendices:

Appendix 1: Committee Terms of Reference

CITY OF GLASGOW COLLEGE
Performance & Nominations Committee of the Board of Management

Terms of Reference

Note
In these terms of reference the words "senior staff" include the Principal, Depute Principal Vice Principals and all staff at Executive Director or Director level or equivalent.

Performance

1. To keep the College's Balanced Scorecard under review, to monitor its alignment with the College's Strategic Plan, and to review progress and outcomes.

2. To monitor overall College performance with reference to the College Strategic Plan and relevant quality indicators.

3. To evaluate the preparedness of the College to meet the challenge of achieving the aims and objectives of the Strategic Plan.

4. To consider the strategic viability, effectiveness and efficiency of any area of College activity, and to make recommendations to the Board of Management as appropriate.

Nominations

6. Within the context of applicable legislation and associated government guidance, the College Scheme of Delegation and Standing Orders, and relevant guidelines on standards in public life, to manage the process by which Members of the Board of Management are recruited, selected, and recommended for appointment.

7. To consider objectively, transparently and fairly candidates for Board Membership, and to make recommendations for appointment to the Glasgow Colleges' Regional Board.

8. To monitor and evaluate the composition, skills and experience base and representational balance of the Board of Management, taking account where relevant of the terms of office of Members, and of issues of diversity and equalities.

9. To receive and review evaluation reports on Board performance, and on the development of Members.

10. Where the Board of Management so determines, to provide assistance in identifying, selecting and recommending candidates for appointment to senior staff positions in the College, and to senior positions in College subsidiaries or any other body to which the College is entitled to make appointments.

General

11. To take decisions on behalf of the Board of Management in instances of emergency or high urgency where it is not feasible to convene a full Board meeting, and to inform all Board Members without delay of any decisions taken under this delegated authority.