

Board of Management

Performance & Nominations Committee

Date of Meeting	Monday 23 September 2019
Paper No.	PNC1-C
Agenda Item	3.3
Subject of Paper	Committee Programme of Work 2019-20
FOISA Status	Disclosable
Primary Contact	Paul Clark, College Secretary/Planning
Date of production	September 2019
Action	For Approval

1. Recommendations

1. That the Committee reviews and approves the attached Programme of Work draft subject to ongoing development.

2. Purpose of report

The purpose of this report is to provide the Committee with a draft schedule of approvals and other work for 2019-20, for discussion and further development.

3. Context

3.1 The Programme of Work is intended to ensure that the Committee plans essential work and approvals to ensure that these key responsibilities are not overlooked, and that they are visible in the interests of good governance practice, transparency, and communication.

3.2 The attached draft Programme of Work includes the terms of reference for the Committee, together with the required approvals as recorded in the Board Schedule of Approvals, and will also include any additional report submissions, performance information, and other assurances required by each Committee on behalf of the Board of Management.

4. Impact and implications

4.1 In adopting the Programmes, the responsibilities and requirements of each Committee is made clear. This enables effective work planning and timetabling to be undertaken, as well as providing a transparent indication to all of the work being done by the Board and its Committees.

4.2 This also provides clear information, relating to their responsibilities, to other Board members, prospective Committee members and conveners, as well as new Board and Committee members.

Appendices:

Appendix 1: Performance & Nominations Committee Programme of Work 2019-20

**BOARD OF MANAGEMENT – PERFORMANCE & NOMINATIONS
COMMITTEE**

CONVENER: Lesley Woolfries

VICE CONVENER:

MEMBERS: Alisdair Barron, Jim Gallacher, George Galloway, Karen Kelly,
Graham Mitchell

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 review senior staff performance regularly against agreed targets.
5. 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.

PROGRAMME OF WORK			
Task	Presented for Consideration	Task Completed	Commentary
STANDING ITEMS			
Strategic Risk Review (every 2 nd meeting)			
Committee Self-Evaluation (once per year)			
SCHEDULED ITEMS			
1 October 2018			
Committee Annual Report			
Programme of Work			
Strategic Risk Review			
City of Glasgow College PIs			
14 January 2019			
Committee Terms of Reference			
College Performance Improvement Measures			
National Bargaining Update			
Review of Board Recruitment Process			
29 April 2019			
BoM Draft Calendar 2019-20			
College, Region & National PIs			
Strategic Risk Review			
National Bargaining Update			
SPSO Complaint Handling 2017-18			
Interim CoGC Withdrawal PIs			