Board of Management
Performance & Nominations Committee

Date of Meeting	**Thursday 9 April 2020**
Paper No.	**PNC3-D**
Agenda Item	**4.1**
Subject of Paper	**Committee Terms of Reference**
FOISA Status	**Disclosable**
Primary Contact	**Paul Clark, College Secretary/Planning**
Date of production	**06 April 2020**
Action	**For Discussion and Decision**

1. Recommendations

1. To review the Committee Terms of Reference, as amended by the Committee ,and recommend for Board approval subject to any proposed changes.

1. Purpose of report

2.1 To provide the Committee with an opportunity to review the Committee Terms of Reference.

2. Context

2.1 It is a matter of good governance for all Board Committees to review their Terms of Reference (ToRs) on a regular basis.

2.2 The Board of Management, at its meeting in June 2019, approved the Audit Committee Terms of Reference.

2.3 At its meeting on 23 September, the Committee agreed to add, at point 2 of the Terms of Reference, the monitoring of College performance with reference to senior staff performance, as well as the College Strategic plan.

3. 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 The Terms of Reference require updating to reflect recommendations within CDN training, including explicit reference to the Code of Good Governance.

4.3 The amendments as drafted ensure full compliance with the Code of Good Governance.

Appendix:

Amended Committee Terms of Reference (Draft)

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 <mark>senior staff performance</mark>, 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.

Revision: January 2020