

Board of Management

Performance & Nominations Committee

Date of Meeting	Wednesday 21 September 2020
Paper No.	PNC2-C
Agenda Item	3.3
Subject of Paper	Committee Programme of Work 2020-21
FOISA Status	Disclosable
Primary Contact	Paul Clark, College Secretary
Date of production	September 2020
Action	Approve

1. Recommendations

The Committee is asked to review and approve the schedule of work for 2020-21.

Appendices:

Performance and Nominations Committee Programme of Work

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

CONVENER: Lesley Woolfries

VICE CONVENER:

MEMBERS: Alisdair Barron, Jim Gallacher, Karen Kelly, Paul Little,
George Galloway, 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 senior staff performance, 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.

PROGRAMME OF WORK

Task	Presented for Consideration	Task Completed	Commentary
STANDING ITEMS			
Strategic Risk Review (minimum every 2 nd meeting)			
Principal's Report			
Committee Self-Evaluation (once per year)			
SCHEDULED ITEMS			
21 September 2020			
Committee Annual Report			
Programme of Work			
City of Glasgow College PIs			
18 January 2021			
Committee Terms of Reference			
External Scrutiny Performance Overview			
Strategic Risk Review			
College Performance Improvement Measures			
Summary Review of Regulator Reports			
26 April 2021			
Education Scotland Review			
BoM Draft Calendar			
College, Region & National PIs			
Strategic Risk Review			
National Bargaining Update (if required)			
SPSO Complaint Handling 2019-20			
Interim CoGC Withdrawal PIs			

