

Board of Management

Performance and Nominations Committee

Date of Meeting	Monday 26 April 2020
Paper No.	PNC5-C
Agenda Item	4.2
Subject of Paper	Committee Terms of Reference
FOISA Status	Disclosable
Primary Contact	Paul Clark, College Secretary/Planning
Date of production	19 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.

1. Purpose of report

2.1 To provide the Committee with an opportunity to review the amended 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 At its meeting on 18 January 2021, the Committee agreed to include reference to the role of the PNC in supporting the College's resilience over a prolonged period, and the maintenance of Business Continuity. This is now included at point 11.

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 current Board and Board Committee practice.

Appendix:

Committee Terms of Reference (draft with amendment).

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 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 support, maintain, and enhance the College’s resilience over a prolonged period of crisis as necessary to maintain business continuity, and to minimise risk to the wellbeing of stakeholders and the College’s effective operations.

12. 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.