

## **Board of Management Development Committee**

<b>Date of Meeting</b>	<b>Wednesday 7 December 2021</b>
<b>Paper No.</b>	<b>DC1-D</b>
<b>Agenda Item</b>	<b>3.5</b>
<b>Subject of Paper</b>	<b>Committee Terms of Reference Review</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>Paul Clark, College Secretary/Planning</b>
<b>Date of production</b>	<b>November 2021</b>
<b>Action</b>	<b>For Approval</b>

### **1. Recommendations**

To consider the amended Committee Terms of Reference, and recommend for approval subject to any agreed changes.

## **2. Purpose of report**

2.1 It is good practice for Board Committees to review their Terms of Reference on a regular basis. The Committee is invited to consider the Terms of Reference, and recommend to the Board of Management for approval subject to any agreed changes.

## **3. Context**

3.1 The Committee agreed an addition to the ToRs at its last meeting referencing responsibility for the new College company (see highlight).

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, 2020).

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 (with proposed amendment highlighted)**

**CITY OF GLASGOW COLLEGE**  
**Development Committee of the Board of Management**

**Terms of Reference**

1. To conduct an ongoing strategic review of the College's commercial and international activities ensuring alignment with the College's Strategic Plan.
2. To receive and review reports on the College's commercial and international activities, to consider, assess, and manage associated risks, and new opportunities, and to oversee the implementation of new business, international and commercial activities.
3. To review and report on any significant investment opportunities, development opportunities, and associated benefits and risks to the Board of Management.
4. To monitor, review, and report on the establishment and development of the College company, City of Glasgow International.
5. To provide co-ordination in respect of development related policies and decisions of relevance to more than one Committee of the Board or policies and decisions of particular significance, if deemed appropriate by the Board, and to instigate review and consideration of policy change.
6. To oversee the development and implementation of significant policy or strategic changes, if so requested by the Board of Management, and thereafter to report to the Board of Management on such matters.
7. To provide strategic oversight of College research related matters, referring to the Learning and Teaching Committee as appropriate.
8. To receive reports on and to consider the implications of relevant sectoral and non-sectoral, regional and national policy change and development to ensure that the College's Strategic direction is informed, up to date, proactive and responsive to external priorities.
9. To consider and make recommendations to the Board of Management on any development related matters of unusual or special interest not within the remit of another Board Committee.