

## Board of Management Performance & Nominations Committee

The 2<sup>nd</sup> meeting of the Performance and Nominations Committee (Session 2022-23) will be held on Monday 3 October 2022 at 1500 hours via Microsoft Teams.

### Agenda v2

|  | Paper  | Lead     |
|--|--------|----------|
| <b>1. Meet the Performance Team Members:</b>   |        |          |
| - Nicola Crowley, Associate Director, Quality and Assurance                              |        |          |
| - Julie McCorkindale, Exams Manager  |        |          |
| - Nicola Rorrison, Compliance Manager  |        |          |
| 2. Apologies for Absence   |        | Convener |
| 3. Declarations of Interest  |        | Convener |
| <b>4. Items for Approval</b>   |        |          |
| 4.1 Minute of the Performance & Nominations Committee<br>- Meeting held on 8 August 2022 | PNC2-A | Convener |
| 4.2 Committee Programme of Work 2022-23  | PNC2-B | MC       |
| 4.3 Annual Complaint Report 2021-22  | PNC2-C | JG       |
| <b>5. Items for Discussion/Decision</b>  |        |          |
| 5.1 Principal's Report   | Verbal | PL       |
| 5.2 College Performance 2021-22  | PNC2-D | JG       |
| 5.3 Strategic Risk Review  | PNC2-E | SL       |
| <b>6. Items for Noting</b>   |        |          |
| 6.1 EFQM Feedback Report 2022  | PNC2-F | JG       |
| 7. Any Other Notified Business   |        |          |
| 8. Disclosability of Papers  |        |          |
| 9. Date of Next Meeting – Monday 23 January 2023   |        |          |

**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.