

## Board of Management Performance & Nominations Committee

<b>Date of Meeting</b>	<b>Monday 3 October 2022</b>
<b>Paper No.</b>	<b>PNC2-B</b>
<b>Agenda Item</b>	<b>4.2</b>
<b>Subject of Paper</b>	<b>Committee Programme of Work 2022-23</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>Michael Cross, Interim College Secretary/ Director – Corporate Support</b>
<b>Date of production</b>	<b>September 2022</b>
<b>Action</b>	<b>For Approval</b>

### 1. Recommendations

That the Committee reviews and approves the attached Programme of Work draft subject to ongoing development.

## **2. Purpose**

The purpose of this report is to provide the Committee with a draft schedule of approvals and other work for 2022-23, for discussion and further development.

## **3. Key Insights**

3.1 The Programme of Work is intended to ensure that the Committee plans essential work and approvals to ensure that these key responsibilities are not overlooked, and that they are visible in the interests of good governance practice, transparency, and communication.

3.2 The attached draft Programme of Work includes the terms of reference for the Committee, together with the required approvals as recorded in the Board Schedule of Approvals, and will also include any additional report submissions, performance information, and other assurances required by each Committee on behalf of the Board of Management.

## **4. Impact and implications**

4.1 In adopting the Programmes, the responsibilities and requirements of each Committee is made clear. This enables effective work planning and timetabling to be undertaken, as well as providing a transparent indication to all of the work being done by the Board and its Committees.

4.2 This also provides clear information, relating to their responsibilities, to other Board members, prospective Committee members and conveners, as well as new Board and Committee members.

## **Appendices:**

**Appendix 1: Performance & Nominations Committee Programme of Work 2022-23**

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

**CONVENER:** Lesley Woolfries

**VICE CONVENER:**

**MEMBERS:** Alisdair Barron, Lorna Hamilton, Paul Little, Graham Mitchell,  
Ronnie Quinn, Audrey Sullivan

**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.

<b>PROGRAMME OF WORK</b>	
<b>Task</b>	<b>Commentary</b>
<b>STANDING ITEMS</b>	
Strategic Risk Review (minimum every 2 <sup>nd</sup> meeting)	
Committee Self-Evaluation (once per year)	
<b>SCHEDULED ITEMS</b>	
<b>Monday 8 August 2022</b>	
Performance Against the Sector AY 2020-21	Moved from April Mtg as SFC publication schedule is late April for the 2020-21 PI's.
External Scrutiny of College Performance	
Strategic Risk Review	
<b>Monday 3 October 2022</b>	
Programme of Work	
Board Self Evaluation Report	Moved from August meeting.
City of Glasgow College PIs	
Annual Complaints Report	
<b>Monday 23 January 2023</b>	
Committee Terms of Reference	
External Scrutiny Performance Overview	
College Performance Improvement Measures	
Summary Review of Regulator Reports	
Interim CoGC Withdrawal PIs	
Strategic Risk Review	
<b>Monday 24 April 2023</b>	
Education Scotland Review	
BoM Draft Calendar 2023-24	