

## Board of Management

### Meeting of the Performance and Nominations Committee

#### MINUTE OF THE 5<sup>TH</sup> MEETING HELD ON MONDAY 6 JUNE 2023 AT 1600 HRS (PNC5) VIA MS TEAMS

Present	
Lesley Woolfries (LW) (Convener)	Lorna Hamilton (LH)
Audrey Sullivan (AS)	Paul Little (PL)
Graham Mitchell (GM)	Ronnie Quinn (RQ)
In attendance	
Drew McGowan (DM) (Minute)	Sheila Lodge (SH)
John Gribben (JFG)	
Apologies	
Alisdair Barron (AB) (Board Chair)	

Item PNC5-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Noted	Apologies were received from AB.	

Item PNC5-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Noted	None.	

Item PNC5-3.1	Minute of the Performance & Nominations Committee held on 24 April 2023	
Paper No: PNC5-A	Lead: Convener	Action requested: Approve
Decision	To approve the minutes, with a minor amendment.	

Item 4.2 was taken.

Item PNC5-4.2	Committee Co-option	
Paper No: Verbal	Lead: D. McGowan	Action requested: Discussion/Decision
Discussion	DM provided an update to the Committee on the recent interviews for co-opted committee members. LW recommended to the Committee that members agree to recommend one candidate to the Board for appointment as a co-opted member of the Development Committee. Members agreed with the recommendation and asked DM to extend the invite to the successful candidate and table for Board approval.	
Decision	To recommend a candidate to the Board as a co-opted member of the Development Committee.	

<b>Item PNC5-4.1</b>		<b>Organisational Change and Financial Update</b>	
Paper No: Verbal	Lead: P. Little	Action requested: Discussion/Decision	
Discussion	<p>SL confirmed to the Committee that there had been no material change in the College's financial and funding position since the Board was last updated in May. Members were informed of organisational change developments, including consultation with trade unions, requests for information and timescales.</p> <p>The Committee noted that the Executive Leadership Team (ELT) were currently considering a request from trade unions to extend the consultation period from 45 days to 90 days. SL explained that a key consideration in that decision is that any delay would require more savings to be identified, which would unfortunately result in additional roles being put at risk.</p> <p>GM and PL joined at 16:30.</p> <p>JFG informed the Committee that the EIS-FELA branch had submitted alternative proposals and that the ELT would cost and consider them before apprising the Board at its meeting on 14 June 2023. PL highlighted that the College was acting prudently and responsibly to address its medium to long-term financial sustainability, which is particularly important as the funding settlement next year is expected to be challenging.</p> <p>LW thanked PL, SL and JFG for the progress report and said that it was currently a challenging time but it was necessary to address the College's financial challenges ahead of the new academic year. The Committee noted their content with the steps taken by the Principal and ELT and were assured by the update.</p>		
Decision	To note the report on organisational change and the financial position.		

<b>Item PNC5-5</b>		<b>Any Other Notified Business</b>	
Paper No: Verbal	Lead: Convener	Action requested: Discuss	
Noted	<p>DM confirmed to the Committee that the annual reviews of Board members had been completed by the Chair. He also confirmed that the Vice Chair &amp; Senior Independent Member had completed the Chair's annual review. Members noted that key highlights from the reviews concerned Board strategic days and co-opted positions. Feedback from the annual reviews, along with the findings of the annual Board self-evaluation, would inform the new Board Development Plan.</p>		

<b>Item PNC5-6</b>		<b>Disclosability of Papers</b>	
Paper No: Verbal	Lead: D McGowan	Action requested: Note	
Decision	To retain the disclosability status of papers as tabled.		

<b>Item PNC5-7</b>		<b>Date of Next Meeting</b>	
Paper No: Verbal	Lead: Convener	Action requested: Note	
Decision	To note that the Conveners' Committee will meet on 28 August 2023.		

*The meeting closed at 17:00*

## ANNEX TO THE MINUTE

### ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
PNC5-4.2 06 06 23	Inform the successful candidate and table the recommendation for appointment as a co-opted member of the Development Committee for the Board's consideration at the June meeting.	DM	07.06.23

### ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
PNC4-4.3	Table paper and draft Board schedule for discussion and decision at the Board in June.	DM	<b>Complete</b> 14/06/2023
PNC4-4.4	Invite two candidates to interviews for co-opted committee positions and make necessary arrangements.	DM	<b>Complete</b> ASAP
PNC4-7	Schedule an additional meeting of the Committee.	DM	<b>Complete</b> 06/06/2023
PNC3-4.1	Request that a senior representative from Colleges Scotland be the Independent Panel Member in this forthcoming round of recruitment.	DM	<b>Complete</b> 10.02.23
PNC3-4.1	Undertake recruitment and selection process to appoint up to four new non-executive Board members, recommending candidates to GCRB for appointment.	DM/LW	<b>Complete</b> 13.03.23
PNC3-4.1	Submit term extension requests for LH, RQ and AS to GCRB for three-year terms each.	DM	<b>Complete</b> 02.03.23