

## Board of Management Conveners' Committee

The 1<sup>st</sup> meeting of the Conveners' Committee (Session 2023-24) will be held on Monday 28 August 2023 at 1500 hours via Microsoft Teams.

### Agenda v3

	Paper	Lead
1. Apologies for Absence		Convener
2. Declarations of Interest		Convener
<b>3. Items for Approval</b>		
3.1 Minute of the Performance & Nominations Committee - Meeting held on 06 06 23	CC1-A	Convener
3.2 Minute of the Remuneration Committee - Meeting held on 06 06 23	CC1-B	Convener
3.3 Committee Schedule of Business AY 2023-24	CC1-C	DM
3.4 Performance & Nominations/Remuneration Committee Annual Report 2022-23	CC1-D	DM
3.5 Extension Request: P Hillard	CC1-E	DM
3.6 Finance Structure	CC1-F	PL/JFG
<b>4. Items for Discussion/Decision</b>		
4.1 Draft Board Self-Evaluation Report 2022-23	CC1-G	DM
4.2 Draft Board Development Plan	CC1-H	DM
4.3 Strategic Risk Review	CC1-I	DM
5. Any Other Notified Business		Convener
6. Disclosability of Papers		DM
7. Date of Next Meeting – Monday 29 January 2024		

## **CITY OF GLASGOW COLLEGE**

### **Convener's Committee of the Board of Management**

#### **REMIT**

1. Ensure the Board of Management's governance structure and arrangement remain fit for purpose, continue to satisfy the Code of Good Governance principles for Scotland's Colleges, and advise the Board as appropriate.
2. Manage the process by which non-executive members of the Board of Management are recruited, selected, and recommended for appointment. This should be done within the context of the College's Scheme of Delegation and Standing Orders, and any applicable legislation and guidance. Recommendations for appointment will be made to the Glasgow Colleges' Regional Board.
3. Monitor and evaluate the composition, skills and experience base and representational balance of the Board of Management, taking into account where relevant the terms of office of members, and issues of diversity and equality.
4. Consider applications for co-opted committee positions and make any recommendations to the Board of Management.
5. Receive and review evaluation reports on the performance and development of the Board of Management.
6. Assist 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.
7. Review at least annually the performance, remuneration, and terms and conditions of the Principal and, in turn, other senior staff, adopting a process consistent with the Code of Good Governance for Scotland's Colleges.
8. Consider proposed staff severance arrangements for senior staff, and make recommendations as appropriate to the Board of Management.
9. Determine the appropriate guidance for Board member expenses.
10. 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.
11. 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 inform all Board members without delay of any decisions taken under this delegated authority.
12. Review the Strategic Risk Register and Management Action Plans for those risks that are directly related to the Committee's remit and recommend any changes to the Board of Management for final approval.
13. Recommend to the Board of Management any matters of significance that fall within the Committee's remit.