

Board of Management

Meeting of the Conveners' Committee

MINUTE OF THE 1st MEETING OF THE CONVENER'S' COMMITTEE HELD ON MONDAY 28 AUGUST 2023 AT 1500 HRS (CC1) VIA MS TEAMS

Present	
Douglas Baillie (Convener)	Ronnie Quinn
Alisdair Barron	Audrey Sullivan
Lorna Hamilton	
In attendance	
Paul Hillard	Drew McGowan (College Secretary/Minute)
Paul Little	Sheila Lodge
John Gribben	
Not Present	

Item CC1-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	No apologies were made.	

Item CC1-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	No declarations were made.	

Item CC1-3.1	Minute of Previous Meeting	
Paper No: CC1-A	Lead: Convener	Action requested: Approve
Decision/Noted	To approve the minutes of the meeting of the Performance & Nominations Committee held on 6 June 2023.	

Item CC1-3.2	Minute of Previous Meeting	
Paper No: CC1-B	Lead: Convener	Action requested: Approve
Decision/Noted	To approve the minutes of the meeting of the Remuneration Committee held on 6 June 2023. To agree that the target dates for actions on Professional Development Review (RC4-44.1) and Benchmarking (RC3-4.1) be amended to January 2024.	

Item CC1-5.1		AONB: Organisational Change Update	
Paper No: Verbal	Lead: P Little	Action requested: Discuss	
Discussion/ Matters Arising	<p>D Baillie informed the Committee that A Sullivan had requested that the Executive Leadership Team (ELT) provide an update on organisational change to the Committee. As a result, the agenda items would be taken in a different order.</p> <p>S Lodge provided members with an update on progress in regard to business cases, pools, consultation meetings, settlement agreements, redeployments and engagement with trade unions. J Gribben highlighted to the Committee that organisational change remains a fluid situation and the business cases are live, changing documents.</p> <p>P Little told the Committee that the College wanted to progress organisational change with staff, not to staff, and this was reflected in the adapted timescales. He explained that every effort was being made to treat staff fairly, sensitively and compassionately during the compulsory redundancy consultation and, afterwards, it was his priority to improve morale across the College.</p> <p>Members of ELT were thanked for their update on progress. A Sullivan confirmed that she had reviewed the faculty business cases and noted that she had confidence in the detail and sensitivity of the documents. P Little also informed the Committee that the College's recent voluntary severance and current compulsory redundancy scheme would be, at his request, reviewed by internal auditors to assess their implementation and identify strengths and areas for development.</p>		
Decision/Noted	To note the progress report.		

P Hillard joined at 15:30.

Item CC1-3.6		Finance Structure	
Paper No: CC1-F	Lead: P Little	Action requested: Approval	
Discussion/ Matters Arising	<p>P Little explained to the Committee that the College's need for a Finance Director was emphasised with the recent confirmation that the prospective Chief Financial Officer (CFO) would not be taking up the post as planned. Filling the Finance Director vacancy would support succession planning in the future, he said. Members were assured that work was underway to recruit an interim CFO and that measures were in place to support the College's Finance department.</p> <p>The Finance Director post, J Gribben clarified, was not removed from the College's structure or budget during recent changes to the structure of ELT. J Gribben explained that, while P Little had the authority to commence recruitment, it was deemed to be prudent to table the matter for discussion at the Committee and receive endorsement from members to proceed.</p> <p>Members recognised the importance of both posts before discussing recent changes to roles and responsibilities at an ELT level and the demand for senior finance skills and experience in Scotland. Following this discussion, the Committee endorsed P Little's proposals.</p>		
Decision/Noted	To endorse the commencement of a recruitment campaign for a Finance Director.		

P Hillard, S Lodge and J Gribben left at 16:15.

Item CC1-3.5		Board Term Extension Request: P Hillard	
Paper No: CC1-E	Lead: D McGowan	Action requested: Approval	
Discussion/ Matters Arising	The Committee reviewed the request tabled by D McGowan to extend the term of P Hillard for four years. Members were highly complimentary of P Hillard's contribution to the Board and its committees since 2019 and agreed that his reappointment would support continuity on the Board at a time of change and transition, particularly in regard to the Audit & Assurance Committee. There was a discussion about prioritising work on equality, diversity and inclusion within future recruitment rounds for non-executive members. Following a discussion, and subject to minor amendments to the appendices, the Committee approved the draft extension request.		
Decision/Noted	To approve the request to extend the term of P Hillard for four years for submission to the Glasgow Colleges' Regional Board.		

P Hillard re-joined at 16:20

Item CC1-3.3		Committee Schedule of Business 2023-24	
Paper No: CC1-C	Lead: D McGowan	Action requested: Approval	
Decision/Noted	To approve the Schedule of Business 2023-24.		

Item CC1-3.4		Performance & Nominations/Remuneration Committee Annual Report 2022-23	
Paper No: CC1-D	Lead: D McGowan	Action requested: Approval	
Discussion/ Matters Arising	<p>D McGowan tabled the Performance & Nominations Committee and Remuneration Committee Annual Report and explained that it provided a high-level overview of the business and activity of both committees in the previous academic year.</p> <p>D Baillie noted that attendance had fallen on the previous year and D McGowan said that the recent change of invitations being issued to members at the start of the year should help redress this. Members discussed the difference in the remit of the predecessor committees and the new Conveners' Committee and agreed that performance being reviewed across all other committees and the Board should be clarified in the report.</p>		
Decision/Noted	To approve, subject to a minor amendment, the Performance & Nominations/Remuneration Committee Annual Report 2023-24 for tabling at the next meeting of the Board of Management for noting.		

Item CC1-4.1		Draft Board Self-Evaluation Report 2022-23	
Paper No: CC1-G	Lead: D McGowan	Action requested: Discussion/Decision	
Discussion/ Matters Arising	The Committee considered the draft report of the Board's recent annual self-evaluation. D McGowan highlighted that improvements had been made to the methodology and reporting and confirmed that a		

	retrospective analysis of the previous self-evaluation submissions had been undertaken to provide a year-on-year comparison. Based on the results of the self-evaluation, he also summarised the key areas of strength and development and said this exercise informed the Board Development Plan. Members discussed the centrality of the student experience to Board papers, discussions and decision-making, as well as the wide range of views and perceptions that Board members had expressed in the self-evaluation.
Decision/Noted	To approve the draft Board Self-Evaluation Report 2022-23 for tabling at the next meeting of the Board of Management.

Item CC1-4.2	Draft Board Development Plan 2022-23	
Paper No: CC1-H	Lead: D McGowan	Action requested: Discussion/Decision
Discussion/ Matters Arising	D McGowan told members that the Board Development Plan, a requirement of the Code of Good Governance and informed by members' annual review and the Board self-evaluation, planned activities and action to improve Board effectiveness and to develop members individually and collectively. After considering the draft, and noting its thoroughness, the Committee approved it for tabling at the Board.	
Decision/Noted	To approve the draft Board Development Plan 2022-23 for tabling at the next meeting of the Board of Management.	

Item CC1-4.3	Strategic Risk Review	
Paper No: CC1-I	Lead: D McGowan	Action requested: Discussion/Decision
Discussion/ Matters Arising	Members considered the outcome of the most recent quarterly review for the 3 strategic risks reported to the Committee. D McGowan outlined that it was proposed that SR25 (Covid-19) be removed from the Strategic Risk Register and replaced by SR26 (Public Health Preparedness) with an amber score of 10. The Committee approved the paper as tabled.	
Decision/Noted	To approve the removal of SR25 and its replacement by SR26 with a score of 10 and agree to recommend changes for the final approval of the Board.	

Item CC1-5	Any Other Notified Business	
Paper No:	Lead: Convener	Action requested: Discussion/Decision
Decision/Noted	No other notified business.	

Item CCXX-	Disclosability of Papers	
Paper No: Verbal	Lead: D McGowan	Action requested: Note
Decision/Noted	That the disclosability status of the papers be retained.	

Item CCXX-	Date of Next Meeting	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	To note that the Conveners' Committee will next meet on 29 January 2024.	

The meeting closed at 17:00.

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
CC1-3.5	Submit term extension request for P Hillard to the Glasgow Colleges' Regional Board.	DM	September 2023

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
RC4-4.1	Provide an update to the Committee on the Professional Development Review.	JFG	January 2024
RC3-4.1	Complete Benchmarking exercise for non-NPRA staff and table for consideration of the Committee at a future meeting.	JFG	January 2024