

Board of Management Conveners' Committee

The 3rd meeting of the Conveners' Committee (Session 2023-24) will be held on Monday 29 April 2024 at 1500 hours via Microsoft Teams.

Agenda v2

	Paper	Lead
1. Apologies for Absence		Convener
2. Declarations of Interest		Convener
3. Items for Approval		
3.1 Minute of the Conveners' Committee - Meeting held on 29 January 2024	CC3-A	Convener
3.2 Draft External Effectiveness Review Report	CC3-B	CM/DM
3.3 Draft Schedule of Board and Committee Meetings 2024-25	CC3-C	DM
3.4 Committee Schedule of Business 2024-25	CC3-D	DM
4. Items for Discussion/Decision		
4.1 Review of Committee Terms of Reference	CC3-E	DM
4.2 Board Recruitment Update	Verbal	DM
4.3 Board Development Plan Progress Report 2023-24	CC3-F	DM
4.4 Strategic Risk Review	CC3-G	DM
4.5 Review of Senior Staff Performance and Remuneration	CC3-H	PL/JFG
4.6 Review of Principal's Performance and Remuneration	CC3-I	AB
5. Any Other Notified Business		Convener
6. Disclosability of Papers		DM
7. Date of Next Meeting – to be confirmed		

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.