

NOMINATIONS COMMITTEE

7th October 2021 at 9am

NOMINATIONS COMMITTEE

A meeting of the Nominations Committee will be held on 7 October 2021 at 9am. The meeting will be held remotely using Zoom.

A G E N D A

21.09	Welcome and Apologies		D Newall
21.10	Declarations of Interests		D Newall
21.11	Draft Minute – 5 May 2021	P	D Newall
21.12	Action Grid	P	C McConnell
21.13	Board Member Tenure	P	C McConnell
21.14	Teaching Staff Election Process	P	C McConnell
21.15	Board Member Annual Reviews	V	D Newall
21.16	Chair Annual review	V	C McConnell
21.17	Board Development Plan	P	C McConnell
21.18	Style of Board Report	P	C McConnell
21.19	Remit & Co-opted Members	P	C McConnell
21.20	Any Other Business		D Newall

Date of Next meeting -11 May 2022

NOMINATIONS COMMITTEE MEETING

Date of Meeting	7 October 2021
Paper Title	Teaching Staff Election Process
Agenda Item	21.14
Paper Number	21. 14
Responsible Officer	Christine McConnell, Clerk to the Board
Status	Disclosable
Action	For Decision

1 REPORT PURPOSE

The purpose of this report is to ask the Committee to approve the process contained in Appendix 1 for the election of Board member from the teaching staff at Glasgow Clyde College.

2. BACKGROUND

2.1 In terms of the Code of Good Governance, the Board is responsible for ensuring appropriate arrangements are in place for the conduct of elections of staff members to the board.

2.2 Glasgow Clyde College's current arrangements are detailed in the College's Articles of Governance the relevant section of which is reproduced in Appendix 2.

2.3 As the Committee is aware, Stephen Henson, the Board's current teaching staff member, has tendered his resignation and therefore it is timely to review the election process to ensure it remains fit for purpose.

2.4 A proposed revised election process is therefore contained in Appendix 1. The election process is designed to facilitate:-

- a wide a range of nominations;
- ease of access, openness and fairness to encourage teaching staff to be involved.
- take account of the existing regime of blended learning which may mean teaching staff are not all present on campus.

3. ACTIONS FOR THE COMMITTEE

The Committee is asked to recommend the process for election of staff members contained in Appendix 1 for approval by the Board.

4. LEGAL IMPLICATIONS/ FINANCIAL IMPLICATIONS/ REGIONAL OUTCOME AGREEMENT IMPLICATIONS

It is a requirement of the Code of Good Governance that the Board ensures suitable arrangements are in place for staff elections.

5. HAS AN EQUALITY IMPACT ASSESSMENT BEEN CARRIED OUT

N/A

Appendix 1

PROCESS FOR ELECTION OF STAFF MEMBER TO MANAGEMENT BOARD

Preliminary Steps		
1.1	Formal Board approval of Process	
1.2	Appointment of Returning Officer-(NB:- Normally this will be the Board Secretary but in the event of the unavailability of the Secretary of the Board, either of the Depute Principals may act as Returning Officer)	
Nominations Process		
2.1	Returning Officer issues Email to all teaching staff inviting nominations.	
2.2	Nominations to be received by Returning Officer within 21 days of the date of 2.1 above.	
2.3	Nominations shall be sent by email clearly marked PRIVATE AND CONFIDENTIAL – TEACHING STAFF ELECTION NOMINATION	
2.3	Nominations must be supported by a proposer and one other person both of whom must be teaching staff of the College. Email confirmation from each supporter must be attached to the nomination.	
2.4	Candidates, proposers and supporters may be either full time or part time members of the teaching staff.	
2.5	In the event of only one valid nomination being received that person shall be appointed to the Board without a vote. In the event that there is more than one candidate, each candidate shall be asked to prepare a short statement in support of their nomination which shall be shared with the electorate.	
Voting Process		
3.1	Voting will be conducted electronically.	
3.2	Each member of the teaching staff shall be allowed one vote.	
3.3	The voting period will extend for at least 21days and the closing date will be made clear at the start of the process.	
Counting Process		
4.1	Votes will be counted by the Returning Officer (electronically) on the next working day after the time set for the return of ballot papers.	
4.2	All nominees will be invited to attend the count. In the event of a nominee being unable to attend, they may	

	notify the Returning Officer of a substitute who can attend in their place.	
4.3	The nominee with the most votes shall be declared appointed to the Board for a period of four years.	
Post Count		
5.1	The name of the person elected shall be reported to the next meeting of the Management Board after the election and to the Glasgow Colleges Regional Board.	

APPENDIX 2

Glasgow Clyde College Articles of Governance

Appendix 2

Part II

Election of Teaching and Support Staff Members

2 Timing of Elections

- 2.1 This Rule applies to the nomination and election of teaching staff and support staff members of the Board.
- 2.2 In the event of an election requiring to be held because of the expiry of the periods of office of the respective members of the Board, the procedures set out in Rule 4 or Rule 5 as the case may be and Rule 6 shall be completed not later than the date of expiry.
- 2.3 In the event of a casual vacancy arising at any time more than six weeks prior to the expiry of the member's period of office the procedures set out in Rule 4 or Rule 5 as the case may be and Rule 6 shall be completed as soon as may be but in any event, not more than six weeks after the vacancy occurs.

3 Returning Officer

- 3.1 The Returning Officer shall be the Secretary to the Board or, if the Secretary is unable to act, such other person as the Board may appoint for the purpose.

4 Teaching Staff

- 4.1 The Returning Officer shall send a notice to each member of the teaching staff of the College requesting nominations for membership of the Board.
- 4.2 Such nominations must be received by the Returning Officer by the date specified in the notice, not being less than seven days from the date of the notice.

4.3 Each nomination must be signed by the nominee, the proposer and one other person all of whom must be teaching staff of the College.

4.4 The Returning Officer shall thereafter issue ballot papers with the names of the valid nominees thereon to each member of the teaching staff of the College. Each member of the teaching staff shall be eligible to cast only one vote in respect of each position on the Board for teaching staff members.

4.5 The completed ballot papers shall be returned to the Returning Officer by the date and time specified in the ballot paper not being less than seven days from the date of issue of the ballot paper.

5 Support Staff

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6 Counting of Votes

6.1 The Returning Officer shall offer each nominee the opportunity to be present or represented at the counting of votes.

6.2 The counting of votes shall take place within 24 hours of the time set for the return of ballot papers and shall be done by the Returning Officer in the presence of such nominees or their representatives as have chosen to attend.

6.3 The nominee receiving most votes shall be declared elected.

6.4 In the event of a tie the election shall be decided by lot among the nominees with the most numbers of votes.

6.5 In the event of elections for teaching staff and support staff members being held concurrently, the counting of votes shall be done as a separate and consecutive process for each election.

6.6 The Returning Officer may use such staff of the College as may be necessary to assist in the counting of votes.

6.7 The names of the persons elected shall be reported to the next meeting of the Board after the election.

NOMINATIONS COMMITTEE MEETING

Date of Meeting	7 October 2021
Paper Title	Board Development Plan Update
Agenda Item	21.17
Paper Number	21.17; 21.17A
Responsible Officer	Christine McConnell, Clerk to the Board
Status	Disclosable
Action	For Noting

1. REPORT PURPOSE

The purpose of this report is to ask the Committee to note the updates to the Board Development Plan for 2021/22 as contained in Appendix 1.

2. BACKGROUND

2.1 In accordance with Good Governance principles, at its meeting on 16 June 2021, the Board agreed a Development Plan for the session 2021/22.

2.2 The plan incorporated the recommendations from the Externally Facilitated Effectiveness Review which was completed in March 2021.

2.3 The plan is contained in Appendix 1 with updates noted in the right hand column.

3. ACTIONS FOR THE COMMITTEE

The Committee is asked to note the update.

4. LEGAL IMPLICATIONS/ FINANCIAL IMPLICATIONS/ REGIONAL OUTCOME AGREEMENT IMPLICATIONS

N/A

5. HAS AN EQUALITY IMPACT ASSESSMENT BEEN CARRIED OUT

N/A

BOARD DEVELOPMENT PLAN 2021/22			
ACTION AREA	WHAT WE WILL DO	HOW WE WILL MEASURE SUCCESS	UPDATE OCTOBER 2021
LEADERSHIP AND STRATEGY			
1	Review reporting to the Board to allow more time for more strategic discussion. The aim should be for high-quality low-density reporting	<p>Involve the Principal in agenda discussions</p> <p>Include any relevant operational matters in Appendices to a report</p>	<p>Board members feedback at end of 2021/22 session reflects positive change</p> <p>New format for Board reports on agenda for Nominations Committee 7 October 2021</p>
2	Progress the work on KPIs and the new dashboard	Take forward work to identify relevant KPIs from session 2020/21 and develop a Red / Amber/ Green style of report.	<p>RAG KPI report submitted to every Board meeting</p> <p>Discussed at strategy day on 7/8 September 2021; Each Committee to report to Board on RAG status of KPIs</p>
3	Consider using co-opted members on Committees	Nominations Committee and each Committee to consider this recommendation and to suggest possible attendees.	<p>Nominations Committee to review use of co-opted members at its meeting in Spring 2022.</p> <p>On agenda for each Committee and on Nominations Committee agenda 7th October 2021.</p>
4	Consider the timing of staff elections to allow a more effective handover	Make arrangements for staff member election to take place in Spring 2023 to allow for shadow attendance at meeting cycle in advance of formal appointment in Sept/ Nov 2023.	<p>New staff members express confidence in exercising their responsibilities as a Board member</p> <p>Staff election to take place Autumn 2021 to replace teaching staff member. Thereafter planning will include new support staff member election in Spring 2023.</p>
QUALITY OF THE STUDENT EXPERIENCE			

5	Consider adding 'impact on the student experience' as an addition to board papers and board decisions.	Standard format of Board papers to be reviewed and a question on the student experience to be included.	Content of this new section will be reviewed at end of session to consider whether it has been informative.	Incorporated within new style of Board report –on agenda Nominations Committee 7 October 2021
ACCOUNTABILITY/ RELATIONSHIPS AND COLLABORATION				
6	Consider mapping the college contribution to local economic and social wellbeing.	SLT to provide update for the Board on the success of this relationship as is critical Unique Selling Point for the College.	Board has been informed of positive local community relationships	
EFFECTIVENESS				
7	Consider building in some opportunities for small 'group chat' into board meetings	Chair will include breaks as part of meeting management where appropriate	Positive feedback from Board members	Included successfully in June Board and considered on ongoing basis
8	Consider the recommendations in the 'Virtual Governance' report when planning the transition out of virtual meetings.	Structure and format of Board and Committee meetings to form part of the agenda for Development day on 8 th September 2021.	To be considered post Development Day	Revised Schedule prepared with at least one face to face meeting for each Committee and Board. However, this is subject to Scottish Government restrictions.

NOMINATIONS COMMITTEE

Date of Meeting	27 October 2021
Paper Title	Reporting to the Board
Agenda Item	21.18
Responsible Officer	Clerk
Status	Disclosable
Action	For Decision

1 REPORT PURPOSE

The purpose of this report is to ask the Committee to approve a revised format for reports to the Board as attached at Schedule 1.

2 RECOMMENDATION

The Board is asked to approve the format of report as shown in Schedule 1.

2. BACKGROUND

2.1 The externally facilitated review of the College’s governance arrangements which was completed in March 2021 recommended that the Board review reporting to the Board with two principal objectives:-

- (1) to allow more time for more strategic discussion; and
- (2) to provide focus for better understanding of the student experience.

2.2 The report recommended that to achieve these objectives the Board should :-

- (1) adopt a more focussed approach with the aim of achieving “high-quality low-density reporting”; and
- (2) consider adding “impact on the student experience” to all Board papers.

2.3 The Board therefore included actions to give effect to these recommendations in the Board Development plan for the 2021/22 session.

2.4 The revised Board paper template in Schedule has therefore been developed to give effect to the recommendations and with the overall objective of ensuring the Board has all the information it needs (and no more!) to enable an informed decision to be made.

3. RISK ANALYSIS

The matters dealt with address Glasgow Clyde College’s governance arrangements.

By ensuring that these matters are properly addressed, GCC will ensure that its governance meets the expectations of the Scottish Funding Council, Scottish Government, GCRB, OSCR and other relevant stakeholders

4 LEGAL IMPLICATIONS

None

5 FINANCIAL IMPLICATIONS

None

6 REGIONAL OUTCOME AGREEMENT IMPLICATIONS

- None
7 HAS AN EQUALITY IMPACT ASSESSMENT BEEN CARRIED OUT
 Not required

SCHEDULE 1
TEMPLATE FOR BOARD/COMMITTEE REPORTS

BOARD OF MANAGEMENT/ COMMITTEE MEETING

Date of Meeting	
Paper Title	
Action	Decision/ Recommendation/ Information
Prepared by	
Agenda Item	
Status	Disclosable/ Non Disclosable

- 1. EXECUTIVE SUMMARY**
PURPOSE:

- 2. BRIEF BACKGROUND INFORMATION**

- 3. ACTION FOR THE BOARD**

- 4. SUPPORTING DOCUMENTATION/ FURTHER INFORMATION**
Annex No.....

- 5. IMPACT ON STUDENT EXPERIENCE**
Positive/Negative
Explanation:

- 6. LEGAL/FINANCIAL/OTHER ADVERSE IMPACT**

NOMINATIONS COMMITTEE MEETING

Date of Meeting	7 October 2021
Paper Title	Committee Remit and Co-opted Members
Agenda Item	21.19
Paper Number	21.19
Responsible Officer	Christine McConnell, Clerk to the Board
Status	Disclosable
Action	For Noting

1 REPORT PURPOSE

The purpose of this report is to ask the Committee to note :-

- (1) the Committee's Remit contained in Appendix 1;
- (2) the recommendation in the Board Development Plan 2021/22 that each Committee should consider using co-opted members.

3. BACKGROUND

3.1 In accordance with the College's Articles of Governance, each Committee must act in accordance with detailed Terms of Reference. The Nominations Committee's current Remit is attached at Appendix 1.

3.2 In accordance with the recommendation from the externally facilitated review of the College's governance arrangements completed in March 2021 which has been incorporated into the Board Development Plan for 2021/22, each of the Board's Committees has been asked to consider using co-opted members.

4. ACTIONS FOR THE COMMITTEE

The Committee is asked (1) to note the Remit and (2) to note the approach to using co-opted members for future meetings.

5. LEGAL IMPLICATIONS/ FINANCIAL IMPLICATIONS/ REGIONAL OUTCOME AGREEMENT IMPLICATIONS

Ensuring that the Committee remit is accurate is essential to ensure competency of decisions.

6. HAS AN EQUALITY IMPACT ASSESSMENT BEEN CARRIED OUT
N/A

APPENDIX 1

REMIT OF COMMITTEE

NOMINATIONS COMMITTEE

REMIT OF COMMITTEE

These functions are delegated by the Board of Management to the Nominations Committee

REMIT

1. To be responsible for selecting and nominating candidates for the approval of Glasgow Colleges Regional Board (GCRB) to fill any vacancies which arise from time to time in the membership of the Board of Management. To follow the recruitment procedure in accordance with Ministerial Guidance to College Boards and to take cognisance of equality and diversity in seeking candidates with a variety of backgrounds and skills or experience.

The process will include interviewing, assessing against specified criteria set by the Committee and recommending candidates to GCRB for membership of the Board of Management.

Note: in respect of the selection and appointment of the Chair of the Board of Management or the Principal, there will be a separate procedure governed through GCRB and any such appointment would be subject to separate reporting to the Board of Management.

2. To make recommendations to the Board of Management on the chairing of Committees of the Board.
3. To give full consideration to succession planning for members of the Board, taking into account the challenges and opportunities which face the College.
4. To have regard to the desire of the Board to have a diverse membership reflecting the communities which it serves.
5. To consider the governance framework within which the Board of Management operates and make any recommendations for change to the Board of Management for approval.
6. To consider applications for appointments as Trustee to the Glasgow Clyde Education Foundation (GCEF) and to make recommendations for appointments to GCEF to the Board of Management.

MEETINGS

1. The Nominations Committee will meet formally once each year in February or March and otherwise as required.

2. The business of the Nominations Committee shall be reported to the next available Board of Management meeting.

MEMBERSHIP

1. The membership of the Committee is not more than five members of the Board of Management. The Committee will be chaired by the Chair of the Board of Management. The Board may appoint a Vice Chair of the Committee having regard to succession.
2. Any selection panel which is involved in the recruitment process for Board Members will include two members of the Nominations Committee and an Independent Person to be appointed for that purpose. The panel may also include any other Board Member with relevant skills and experience.
3. By invitation of the Chair, others may attend the Committee to provide advice and information to assist the Committee in its deliberations. Individuals attending on this basis may not vote on any decision made by the Committee.

QUORUM

1. The Quorum set by the Committee is three members.

REVIEWED 9 DECEMBER 2020