

## Board of Management Performance, Remuneration & Nominations Committee

<b>Date of Meeting</b>	<b>Monday 24 October 2016</b>
<b>Paper No.</b>	<b>PRNC1-C</b>
<b>Agenda Item</b>	<b>5</b>
<b>Subject of Paper</b>	<b>Committee Programme of Work 2016-17</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>Paul Clark, College Secretary/Planning</b>
<b>Date of production</b>	<b>October 2016</b>
<b>Action</b>	<b>For Approval</b>

### 1. Recommendations

1. That the Committee reviews and approves the attached Programme of Work draft subject to ongoing development.

## **2. Purpose of report**

The purpose of this report is to provide the Committee with a draft schedule of approvals and other work for 2016-17, for discussion and further development.

## **3. Context**

3.1 The Programme of Work is intended to ensure that the Committee plans essential work and approvals to ensure that these key responsibilities are not overlooked, and that they are visible in the interests of good governance practice, transparency, and communication.

3.2 The Internal Audit Report of Risk Management and Governance of March 2014, while noting evidence of good practice, identified a “small number of improvement opportunities” for governance arrangements. The report included a recommendation that the Board of Management Committees develop programmes of work for each academic year.

3.3 The attached draft Programme of Work includes the terms of reference for the Committee, together with the required approvals as recorded in the Board Schedule of Approvals, and will also include any additional report submissions, performance information, and other assurances required by each Committee on behalf of the Board of Management.

## **4. Impact and implications**

4.1 In adopting the Programmes, the responsibilities and requirements of each Committee is made clear. This enables effective work planning and timetabling to be undertaken, as well as providing a transparent indication to all of the work being done by the Board and its Committees.

4.2 This also provides clear information, relating to their responsibilities, to other Board members, prospective Committee members and conveners, as well as new Board and Committee members.

### **Appendices:**

**Appendix 1: Performance, Remuneration and Nominations Committee Programme of Work 2016-17**

**BOARD OF MANAGEMENT – PERFORMANCE, REMUNERATION & NOMINATIONS  
COMMITTEE**

**CONVENER:**

**VICE CONVENER:**

**MEMBERS:** Alisdair Barron, Jim Gallacher, Paul Little, Colin McMurray, Lesley Woolfries (Optional)

**TERMS OF REFERENCE**

**Note**

In these terms of reference the words “senior staff” include the Principal, any Depute, Vice and Assistant Principals, and all staff at Executive Director or Director level or equivalent.

**Performance**

1. To keep the College’s Balanced Scorecard under review, to monitor its alignment with the College’s Strategic Plan, and to review progress and outcomes.
2. To monitor overall College performance with reference to the College Strategic Plan and relevant quality indicators.
3. To evaluate the preparedness of the College to meet the challenge of achieving the aims and objectives of the Strategic Plan.
4. To review senior staff performance regularly against agreed targets.
5. To consider the strategic viability, effectiveness and efficiency of any area of College activity, and to make recommendations to the Board of Management as appropriate.

**Remuneration**

6. To review at least annually the performance, remuneration, and terms and conditions of the Principal and other senior staff.
7. To consider proposed staff severance arrangements for senior staff, and to make recommendations as appropriate to the Board of Management.

## **Nominations**

8. Within the context of applicable legislation and associated government guidance, the College Scheme of Delegation and Standing Orders, and relevant guidelines on standards in public life, to manage the process by which Members of the Board of Management are recruited, selected, and recommended for appointment.
9. To consider objectively, transparently and fairly candidates for Board Membership, and to make recommendations for appointment to the Glasgow Colleges' Regional Board.
10. To monitor and evaluate the composition, skills and experience base and representational balance of the Board of Management, taking account where relevant of the terms of office of Members, and of issues of diversity and equalities.
11. To receive and review evaluation reports on Board performance, and on the development of Members.
12. Where the Board of Management so determines, to provide assistance 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.

## **General**

13. To 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 to inform all Board Members without delay of any decisions taken under this delegated authority.

<b>PROGRAMME OF WORK</b>			
<b>Task</b>	<b>Presented for Consideration</b>	<b>Task Completed</b>	<b>Commentary</b>
<b>STANDING ITEMS</b>			
Strategic Risk Review (every 2 <sup>nd</sup> meeting)			
Committee Self-Evaluation (once per year)			
<b>SCHEDULED ITEMS</b>			
<b>24 October 2016</b>			
Committee Annual Report			
Programme of Work			
College Dashboard/PIs			
Strategic Risk Review			
<b>23 January 2017</b>			
Performance Review Update Report			
Committee Terms of Reference			
Annual Report on Institution-Led Review of Quality			
Planning Day Follow-up Report			
<b>8 May 2017</b>			
Performance Reviews AY 2016-17			
SPSO Complaint Handling 2015-16			
Withdrawal Performance Indicators			
College PIs			
SFC PIs			
Strategic Risk Review			