

Board of Management

Meeting of the Performance and Nominations Committee

MINUTE OF THE 2nd MEETING HELD ON WEDNESDAY 28 NOVEMBER 2018 AT 1700 HRS
(PNC2) AT CITY CAMPUS

Present	
Alisdair Barron (AB)	Karen Kelly (KK)
George Black (GB)	Lesley Woolfries (LW) (Convener)
In attendance	
Paul Clark (PC) (College Secretary/Minute)	
Apologies for absence	
Jim Gallacher (JG)	Colin McMurray (CM)
Paul Little (PL) (Principal)	

Item PNC2-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Apologies were received from CM and JG The Committee noted that the Principal and Depute were absent, and that this obviated any need to consider any potential conflict arising from a perception of undue influence exerted by the Executive in matters relating to Board recruitment.	

Item PNC2-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	None	

Item PNC2-3	Minute of the Performance & Nominations Committee meeting held on 01 10 18	
Paper No: PNC2-A	Lead: Convener	Action requested: Approve
Discussion/ Matters Arising	The Minutes were agreed as a true and accurate record.	
Decision/Noted	Approved	

Item PNC2-4	Board Recruitment 2019	
Paper No: PNC2-B	Lead: Convener	Action requested: Approve

**Discussion/
Matters Arising**

Decision/Noted

PC provided the Performance and Nominations Committee with background documents supporting the forthcoming recruitment of new Board members, within the Ministerial Guidance for College Sector Board Appointments (2014).

It was noted that the Board has a continuing agreement with the Glasgow Colleges' Regional Board in terms of a delegated responsibility to advertise, recruit and interview applicants, with a view to recommending appointments for GCRB approval.

Various aspects of the ministerial guidance on appointments to college boards were acknowledged and endorsed, including the representation of staff and students in the selection process. PC suggested two panels, one to shortlist applications, and the other to interview candidates and propose recommendations for appointment to GCRB. A staff and a student member would be included in these panels. PC further reported that he has contacted Shona Struthers (CE of Colleges Scotland) and obtained agreement to take part in the process as the Independent Person.

The Board's current skills matrix was considered, as was the current gender balance and need for greater and more balanced representation and diversity within the Board. PC referred specifically to the value which diversity brings to a Board, as emphasized in recent training undertaken by the Glasgow Region Boards, and by PC via the Colleges Development Network.

The Committee agreed that those applicants with the correct skills set, and the confidence to undertake roles within the Board and its committees would be a priority, while simultaneously recognizing the value of further diversity, and the need for measures to support this aim. It was also noted that the Board also requires to take account of the need to build links with the breadth of the College's industry links and its international community of stakeholders.

The Committee agreed that a wide network of stakeholders/employers/ etc. should be alerted to the vacancies. Also alumni might be included in the circulation of the advert. The Board agreed that a mix of appointees and co-optees would assist planning for greater diversity.

PC suggested the following timescale:

- Vacancies to be advertised after the 5th December Board meeting
- Applications to be invited to end of Calendar year 2018
- Shortlisting in January
- Interviews in February

The Committee approved the application pack content and proposed timescale.

Approved

Item PNC2-5	Board Appraisals	
Paper No: Verbal	Lead: Convener	Action requested: Approve
Discussion/	PC reported that 8 Board Member appraisal forms have so far been	

Matters Arising	completed, and passed to the Chair for progressing with individual Board members. Two Board members who may be considering a further term of office, have still to complete the appraisal form.
Decision/Noted	AB agreed to progress these. Board Chair to progress Board member appraisals.

Item PNC2-6	Any Other Notified business	
Paper No:	Lead: Convener	Action requested: Approve
Discussion/ Matters Arising	<p>1. <u>Glasgow College Region Memorandum of Understanding.</u> PC reported that the MOU had not included the agreed suggested change to the conflict resolution. PC to go to GCRB for clarity with regard to the added paragraph as suggested by the CoGC Board.</p> <p>2. <u>BoM Long Service Pins/Brooches.</u> PC provided an update on proposals for the pin/brooch, and circulated the design concept “mood board”, CAD illustrations, and approximate pricing for various options. The Committee welcomed the concept and design which had been created by a graduate of the College within the design guidance provided by the Chair. It was also recognised that the price for each item was reasonable, and that the commission supported the small business set up by a former student.</p> <p>After discussion of the various options, it was agreed to proceed with the three options of one, two, and three amethysts set in silver, designed to acknowledge the completion of one two or more periods of tenure with the Board. It was agreed that PC should place an order for a requisite number of each design, bearing in mind the possible departures from the Board in the coming year, including student and staff members. It was understood that this may involve the purchase of 12 or more individual items in the first instance.</p>	
Decision/Noted	<p>1. PC to clarify with GCRB the position regarding the Board’s suggested amendment to the MoU.</p> <p>2. PC to price and order an appropriate number of pins/brooches and progress the commission.</p>	

Item PNC2-7	Disclosability of Papers	
Paper No: Verbal	Lead: Convener	Action requested: Discuss
Discussion/ Matters Arising	As described.	
Decision/Noted		

Item PNC2-8	Date of Next Meeting	
Paper No:	Lead:	Action requested: Note
Decision/Noted	Monday 14 January 2019	

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
Item PNC2-4	Progress Board appointments	PC	14.01.19
Item PNC2-5	Progress Board member appraisals	AB	14.01.19
Item PNC2-6	Clarify proposed amendment to Regional MoU	PC	ASAP
Item PNC2-6	Progress commission of BoM Pins/Brooches	PC	14.01.19

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
PNC1-5	Committee Annual Report 2017-18: Amend as agreed.	PC	Complete
PNC1-6	Programme of Work: Amend as agreed.	PC	Complete
PNC1-7	Board Recruitment: Include Board Diversity as discussion topic at Planning Day.	PC	Complete