Conveners' Committee

Date of Meeting	25 August 2025
Paper No.	CC1-B
Agenda Item	3.2
Subject of Paper	Conveners' Committee Annual Report 2024-25
FOISA Status	Disclosable
Primary Contact	Drew McGowan Associate Director of Governance and Risk
Date of production	5 August 2025
Action	For Decision

1. Recommendations

1.1. To review the Conveners' Committee annual report for the 2024-25 academic year and approve it for tabling at the Board of Management for noting.

2. Consultation

2.1. Members are asked to discuss the Committee’s annual report and, subject to any changes, approve the paper for tabling at the Board of Management’s next meeting for noting.

3. Key Insights

3.1. Since 2014-15, following an internal audit recommendation, the Board of Management has established the practice of preparing an annual report for each committee. Annual committee reports are tabled early in the academic year.

3.2. The annual reports provide a high-level review and record of the Committee’s deliberations and decision-making which can be used by members to reflect on the year, as well as to inform other stakeholders. In addition to the regular publication of Board and committee minutes and papers, annual committee reports demonstrate the College’s commitment to openness and transparency.

3.3. All of the annual reports prepared for the committees will be used as a basis for the drafting of the College’s annual report, in line with the original internal audit recommendation.

4. Impact and Implications

4.1. Annual committee reports are one aspect of the Board’s established practices that aim to provide assurance to the College’s students, staff and other stakeholders, including the Scottish Funding Council, that our systems of governance, effectiveness and accountability remain robust and delivered to a high standard

Appendix 1: Committee Annual Report 2024-25

Conveners' Committee Annual Report 2024-25

Introduction

1. The Conveners' Committee is responsible for ensuring that the governance structure and arrangements for the Board of Management remain effective and for overseeing the recruitment and nomination of candidates for membership of the Board. The Committee also has a specific remit to review the performance, remuneration and terms and conditions of the College's senior staff. Members are empowered to make decisions on behalf of the Board in instances of high urgency and emergency.

2. As Vice Chair of the Board, D Baillie convened the Committee; however, due to his leave of absence, the Committee appointed an acting Convener from among their number throughout the academic year. The membership consisted of committee conveners A Sullivan, D Anderson, R Gillespie and R Quinn.

3. During this academic year, three meetings of the Committee were held to consider the work and priorities of the College within its remit. Members received reports and presentations from the Executive Leadership Team and the Associate Director of Governance & Risk. A summary of key issues and business of note is enclosed below.

Board Membership

4. The Committee approved plans to recruit three non-executive Board members to fill three vacancies - one existing and two arising from the planned departures of R Quinn and P Hillard. The College received 34 applications for the vacancies and, following interviews, the Glasgow Colleges' Regional Board (GCRB) approved the recommended appointments of K Davis, S Robison and R Young to serve four-year terms on the Board.

5. Ahead of the conclusion of their first terms on the Board, the Committee was pleased to recommend N Cameron and E Keep for reappointment. The GCRB approved the recommended reappointment to serve four-year terms on the Board.

Board Effectiveness and Development

6. The Code of Good Governance for Scotland's Colleges requires the Board to keep its effectiveness under review – consisting of a robust annual self-evaluation and an externally facilitated review every three to five years. After reviewing the Board's Self-Evaluation Report for 2023-24, the Committee agreed to recommend it to the Board for final approval.

7. The Board Development Plan for 2024-25, also a requirement of the Code, was reviewed by members of the Committee and recommended to the Board for final approval. Members also considered a progress report on the implementation of the Board Development Plan ahead of the conclusion of the academic year. Members welcomed the progress made during the year and provided positive feedback on the content and delivery of the Board Development Day held in April.

Scottish Government Review of Regional Strategic Bodies

8. The Principal, P Little, and Chair, D Anderson, presented the joint consultation response of Glasgow's three colleges to the Scottish Government's review of Regional Strategic Bodies (RSBs) and sought feedback on the draft before submission. The Committee welcomed the proposals for partnership working between the colleges and regional stakeholders in the event of the GCRB's dissolution, as announced by the Minister for Further and Higher Education following the conclusion of the review.

Senior Staff Performance and Remuneration

9. D Anderson tabled the Principal's annual performance review for the Committee's consideration. Overall, he described the academic year as one of solid recovery and delivery, with the Principal having demonstrated strong leadership. J Gribben, Vice Principal of People & Corporate Support, reported on the performance of staff and outcomes from the Personal Development Review (PDR) process.

10. The matter of the Principal's remuneration was again subject to detailed consideration during the academic year. Members noted the decision in principle made in June 2024 to award a 3% increase, subject to a satisfactory performance review in 2024-25, and that the Principal had received a single-year award, unlike the multi-year settlement agreed for other staff. Having considered the outcome of the performance review, alongside the discussions and documentation from the previous year, the Committee agreed the increase was fair, reasonable and within the parameters of the Public Sector Pay Policy (PSPP).

11. By the end of the academic year, the National Joint Negotiating Committee (NJNC) had not reached an agreement on a pay award for staff covered by the National Recognition and Procedure Agreement (NRPA). Noting the Committee's policy of mirroring the pay award of non-NRPA at the College with the national pay award for NRPA staff, subject to affordability and PSPP, members agreed to defer a decision until the NJNC negotiations are concluded.

Forward Planning

12. Members welcomed the inclusion of the Board and committee forward plans, allowing greater visibility of planned business and activity throughout the current and next academic year and improving forward planning.

Risk Management

13. The Committee regularly reviewed the Strategic Risk Register and Management Action Plans for those risks within their remits throughout the academic year, recommending any changes to the Board for final approval. Risks are rated low, medium, high or critical.

14. Members agreed to recommend the removal of SR26 (Public Health), with its key elements incorporated into SR16 (Business Continuity), ensuring continued oversight of public health preparedness and response within the College's broader incident management and business continuity planning. This was approved by the Board.

Members' Attendance

15. The attendance of members of the Committee for this academic session, and the previous four academic years, is as follows:

Year	No. of Meetings	Possible Attendances	Actual Attendances	Percentage Attendance
2020-21	5	36	27	75%
2021-22	5	35	30	86%
2022-23	5	34	26	76%
2023-24	4	21	17	81%
2024-25	3	15	11	73%

Review

16. Committees review their Terms of Reference annually, recommending any changes to the Board for approval. This is an opportunity for members of both committees to reflect on their purpose, remit, business, membership and meetings at the end of the academic year with the next session in mind.

17. The Board approved the recommendation to extend the Committee's remit to include nominations for Fellowships and City of Glasgow International Ltd, effective from the 2025-26 academic year.