
BOARD MEETING

Date of Meeting	21 June 2017
Paper Title	Governance Update
Agenda Item	17.41
Papers	17.41A
Responsible Officer	Gillian Murray, Clerk To The Board
Status	Disclosable
Action	For Noting

1 REPORT PURPOSE

- 1.1 This paper seeks to update the Board on ongoing Governance actions including Board Evaluation and the Board Calendar of Meetings for the next academic year.

2 RECOMMENDATIONS

The Board is invited to

- **Agree** that Board Member Appraisals will take place in the format set out below with evidence being retained for any future applications for extension of office.
- **Note** the Calendar of Meetings for the next Academic Year 2017/18

3 BACKGROUND

Board Evaluation

The Code of Good Governance sets out certain requirements on a Board under the heading 'Board Evaluation', as follows.

D.22 Extension of the term of office of board appointments requires evidence and the board must ensure appropriate mechanisms are in place to support this.

D.23 The board must keep its effectiveness under annual review and have in place a robust self-evaluation process. There should also be an externally facilitated evaluation of its effectiveness at least every three years. The board must send its self-evaluation (including an externally facilitated evaluation) and board development plan (including progress on previous year's plan) to its funding body and publish them online.

D.24 The board must agree a process for evaluating the effectiveness of the board chair and the committee chairs. The evaluation of the board chair should normally be led by the vice-chair/senior independent member.

D.25 The board must ensure all board members are subject to appraisal of their performance, conducted at least annually, normally by the chair of the board.

D.26 The performance of regional college chairs will also be evaluated by the Scottish Government, as regional college chairs are appointed by the Scottish Ministers and are personally accountable to them.

D.27 The performance of assigned, incorporated college chairs will also be evaluated by the regional strategic body, as they are appointed by the regional strategic body and are personally accountable to them.

As you are aware, the Board carried out an Externally Facilitated Review which was completed in March 2017. This review took account of the earlier Board Self-Evaluation (August 2016), interviews with Board Members and a Board Workshop as well as a desktop review. Following this exercise, a Board Development Plan was agreed at the March Board meeting and was submitted to the Funding Council as well as being published online. It is therefore considered that the requirements under **D23** have been met. The next Board Self-Evaluation process will take place in Summer 2018 to run alongside the appraisal process.

At the march 2017 Board Meeting, a process for evaluating the effectiveness of the Board Chair and Committee Chairs was approved. This evaluation process will take place in July 2017. It is therefore considered that the requirements under **D24** have been met.

D26 is not applicable to this College.

The Chair has had his performance evaluated by the Regional Strategic Body. The requirements of **D27** have therefore been met.

The outstanding requirements in terms of Board Evaluation set out in the Code of Good Governance are therefore **D22** and **D25** – Extension of Appointment and Board Member Appraisal.

Extension of Appointment and Board Member Appraisal

The College Development Network has issued Guidance on A Board Development Framework.

The Guidance states

17. As part of the annual board evaluation process, each board member should be invited to evaluate their own contribution over the last 12 months and consider how they can support the effectiveness of their board during the next year. This should be discussed in a confidential one-to-one meeting with the board chair at which the chair should also offer feedback on the member's contribution and how they can best support the board going forward. This discussion should be based around the Core Skills Matrix and the four Pillars of Board Development, identifying where the board member has made particular use of or developed their skills/knowledge in the preceding year to the benefit of the board and which skills/knowledge they wish to develop or make more use of in the coming year.

18. This guidance does not stipulate the format or detailed content of these annual one-to-one discussions, other than to require that they take place and that there is a formal record of the training and development actions (a Member Development Plan) agreed and passed to the board secretary. In addition, the chair and board member should agree a short confidential summary of the previous year's performance that can be used as evidence, should that individual be considered for extension or reappointment to the board.

In line with the Guidance, it is recommended that a Board Member Appraisal take place in July 2017. This should take the form of a one-to-one meeting with the Chair for the purpose of reviewing your role as a Board Member, your engagement and experiences over the past year and your plans for the coming year, and discussing any matters in relation to your role on the Board that you may not have had the opportunity to discuss through other channels.

An individual evaluation form should be sent to Board Members in advance of the one-to-one meeting along with a copy of the Core Skills Matrix and the four Pillars of Board Development.

Also in line with the Guidance, it is recommended that a Member Development Plan will be created and a short confidential summary of the previous year's performance will be agreed at the meeting to be used as evidence in any application for extension of office.

The Board is invited to agree to Board Member Appraisals taking place in the format set out above with evidence being retained for any future application for extension of office.

Board Calendar of Meetings

A copy of the Board Calendar of Meetings for 2017/18 is attached (Paper 17.41A).

The Board is invited to Note the meeting dates.

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

N/A

5. FINANCIAL IMPLICATIONS

N/A

6. REGIONAL OUTCOME AGREEMENT IMPLICATIONS

N/A

7. HAS AN EQUALITY IMPACT ASSESSMENT BEEN CARRIED OUT

N/A