NOTES OF THE NOMINATIONS COMMITTEE MEETING
HELD REMOTELY ON 4 NOVEMBER 2020 at 4pm

PRESENT:

David Newall   Committee Chair
Fiona Godsman   Committee Vice Chair
Alan O'Donnell   Board Member (from Item 20.15)
Clare Walker   Board Member

IN ATTENDANCE:
Christine McConnell   Clerk to the Board (Minute Taker)

20.10	**WELCOME AND APOLOGIES**	

20.10   **WELCOME AND APOLOGIES**
The Committee Chair welcomed everyone to the meeting. Apologies were received from Keith Rosser.

20.11   **DECLARATIONS OF INTEREST**
Declarations of Interest were noted from C Walker and F Godsman in relation to item 20.19.

20.12   **DRAFT MINUTES OF MEETING HELD ON 20 FEBRUARY 2020**
The Minutes were accepted as a true and accurate record of the meeting.

20.13   **COMMITTEE REMIT**
The Committee considered the terms of its Remit and, after discussion, agreed to make the amendments shown in Appendix 1.
The Committee accepted the responsibility for governance as requested by the Board and agreed that the current balance between non-executive and executive members is appropriate.
The Committee asked that the revised Remit is submitted   **CMcC**
to the Board for approval at its next meeting.

20.14   **GOVERNANCE RISKS- AUDIT COMMITTEE ACTION**
The Committee discussed the Governance Risks contained in the Strategic Risk Register as requested by the Audit Committee.
The Committee agreed that the risk G2 should be rated higher than risk G1 given the current level of Health and Safety risks arising from the pandemic.   **CMcC**
The Committee agreed that this comment should be passed to the Audit Committee for its consideration.

20.15   **GOVERNANCE REVIEW**
      • **SCHEME OF DELEGATION**

- **STANDING ORDERS**

The Committee considered and discussed the terms of the Scheme of Delegation and Standing Orders. The Committee agreed that both remained relevant and fit for purpose and that no changes are required.

The Committee agreed that the suite of governance documents should be reviewed again in three years unless any other changes are required in the interim due to changes in regulation, policies or guidance. **CMcC**

20.16 BOARD DEVELOPMENT PLAN

The Board discussed the content of a draft Development Plan for 20/21 and considered the elements listed in the paper presented.

The Committee agreed that the plan should reflect the Board's desire to focus on the outcomes for students of the decision which it makes.

The Committee discussed the level of detail in papers which come to the Board and agreed on the importance of ensuring that information is presented in an accessible manner.

The Committee agreed that the induction process is a key element of a new member's learning experience. The Committee agreed that this should be kept under review to ensure new Board members are equipped to contribute quickly to the effectiveness of the Board.

The Committee agreed that the possibility of developing a Board portal to be used as a depository for all Board materials should be investigated.

The Committee asked the Clerk to draft a Development Plan based on the above comments and circulate to the Committee in advance of the next Board meeting. **CMcC**

20.17 BOARD HANDBOOK

The Committee considered the terms of an electronic version of the Board Handbook and agreed it was a useful reference document. The Committee agreed that it would benefit from the addition of a list of abbreviations. **CMcC**

20.18 UPDATE ON BOARD APPOINTMENTS

The Committee was advised that the existing two Board vacancies have been re- advertised using the College's recruitment portal and a range of other recruitment sites. The Committee agreed on the importance of attracting a diverse range of candidates using a variety of routes- including advertising agencies if necessary.

20.19 GLASGOW CLYDE EDUCATION FOUNDATION APPOINTMENTS

The Committee agreed with the recommendation in the **DN** report that the Chair meet with each applicant and provide a recommendation on appointments to K Rosser and A O'Donnell as the non-conflicted members of the Committee.

20.20   ANY OTHER BUSINESS
None

DATE OF NEXT MEETING
TBC

MINUTE OF NOMINATIONS COMMITTEE

4 NOVEMBER 2020

APPENDIX 1

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 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.