

## Nominations & Remuneration Committee

Date of Meeting	Thursday 30 November 2017
Paper Title	Recruitment and Appointment of Chair of Glasgow Kelvin College
Agenda Item	11
Paper Number	NRC3-G
Responsible Officer	Penny Davis, Board Secretary
Status	Disclosable
Action	For Information

### 1. Report Purpose

- 1.1** To ensure the Committee is content with the proposed approach to the recruitment of a new Chair of Glasgow Kelvin College.

### 2. Recommendations

- 2.1.** Members are invited to **consider** and **agree** the proposed approach for recommendation to the Board.

### 3. Background

- 3.1** The current Chair of the Kelvin College Board of Management reaches the end of his second term of office on 31 July 2018 and will not be seeking re-appointment.
- 3.2** GCRB, as the Regional Strategic Body, is responsible for appointing a new Chair.
- 3.3** Requirements for the process are set out in the Ministerial guidance on college sector board appointments.
- 3.4** GCRB Executive members have met with the Clerk to the Board of Kelvin College to discuss procedure and timing and have agreed the following proposal.
- 3.5** The following process is aligned to the level of delegation previously agreed by GCRB for the appointment of Assigned College chairs.

### 4. Detail

- 4.1.** The appointments panel will comprise the following six persons.
- a) 2 members of GCRB including the Chair of GCRB who will also act as Chair of the Appointments Panel.
  - b) 3 members of Glasgow Kelvin College Board of Management, at least two of whom must be non-executive members. It is proposed that those members are drawn from membership of the Kelvin College Board's Nominations Committee

recognising that the current Chair and any member who may be interested in applying for the position would be unable to sit on the Panel.

- c) An independent person as required by the Ministerial guidance. The independent person will be identified by the Kelvin College Clerk to the Board/GCRB Board Secretary and agreed by the GCRB and Kelvin College Board panel members.

**4.2.** In accordance with the Ministerial guidance the appointments panel will ensure staff and students of the college have an opportunity to contribute to appointments to the college board.

**4.3.** The proposed timetable is as follows.

- a) Recruitment process goes 'live' w/c 8 January 2018
- b) Deadline for applications 2 February 2018
- c) Short- listing of applicants w/c 5 February 2018  
(notionally 8 February)
- d) Interviews w/c 19 February 2018  
(notionally 22 February)
- e) Recommendation of preferred candidate to GCRB  
N&R Committee 8 March 2018
- f) N&R Committee recommendation to GCRB Board 26 March 2018

**4.4.** The proposed timing provides for a suitable transition/handover process prior to the end of the 2017/18 academic term.

**4.5.** The process will be supported by the Clerk to the Board of Kelvin College, the GCRB Board Secretary and an HR Adviser from Glasgow Kelvin College.

**4.6.** For Members' information, an extract from the Ministerial guidance concerning delegation of the process to appoint chairs and non-executive members of Assigned College boards is attached at Annex A.

## **5. Risk Analysis**

**5.1** Timely agreement of a process to appoint an Assigned College chair supports effective governance and compliance with legislation and guidance. This report therefore seeks to mitigate GCRB Risk 0012: There is a breach of legislation/guidance/code of practice and this results in a failure of governance. 0011 and 0012.

## **6. Legal Implications**

**6.1.** There are no further legal implications associated with this report.

## **7. Resource Implications**

**7.1.** There are no new resource implications arising from this paper.

## **8. Strategic Implications**

- 8.1.** This report is not directly relevant to the Regional Outcome Agreement, however, robust Assigned College governance arrangements are the essential to the effective determination and delivery of GCRB objectives.

(Extract from Ministerial Guidance on Appointments to College Sector Boards)

**Administration of appointments process by an assigned incorporated college**

In the interests of economy, efficiency and effectiveness, the regional strategic body may wish to delegate to an assigned incorporated college board (with its agreement) the management of all or part of the process for the appointment or extension of a chair or a non-executive board member.

Any such delegation should be set out clearly in writing so that both the regional strategic body and college understand fully its scope and any underpinning operational processes. This would include, for example, setting out whether regional strategic body or the college is responsible for identifying the independent person.

It will be for the regional strategic body to determine whether it wants the college to present it with a choice of preferred candidates for appointment to the college board or whether it would be acceptable for the college to recommend a single name.

A Protecting Vulnerable Groups Scheme check does not have to be carried out before any preferred candidates are put forward to the regional strategic body. This is something that could be done in the period before the regional strategic body makes an appointment

An appointment can also be made subject to the regional strategic body being satisfied that the individual is suitable.

In administering any part of the process, the college is to have regard to this guidance as if it were a regional strategic body and to any supplementary guidance which the regional strategic body may wish to give the college.

If a college is submitting preferred candidates to a regional strategic body, the college should establish a relevant committee as outlined in paragraphs 3.14–3.17 of this guidance.

It is important to note that the regional strategic body cannot transfer to the college its functions in relation to making or extending an appointment.

Legislation requires the appointment and any extensions to be made by the regional strategic body.

Before making an appointment or extending one, a regional strategic body is to satisfy itself that the college has had sufficient regard to this guidance and any supplementary guidance it has given the college.

The regional strategic body is not required to accept the recommendation of a college.