Nominations and Remuneration Committee Meeting

Date of Meeting	Monday 5 October 2015
Paper Title	Glasgow region appointment planning
Agenda Item	15
Paper Number	NRC2-J
Responsible Officer	Martin Fairbairn, Interim Chief Officer
Status	Non-Disclosable until after 30 Sept
Action	For Approval

1. Report Purpose

1.1. Consideration of the overall process and timetable for managing GCRB and assigned college appointments during 2015-16.

2. Recommendations

2.1. The Committee is invited to:

- **Comment** on the proposed timetable for managing GCRB and assigned college appointments during 2015-16.

- **Agree** to recommend to the Board that the current Vice-Chair of City of Glasgow College is appointed Interim Chair of the College, until the earlier of the date when the new permanent Chair takes up post or 31 July 2016.

3. Background

Committee terms of reference

3.1. The Committee's terms of reference give the Committee the role of overseeing the appointments process for both GCRB members and assigned college members, and for making relevant recommendations to the Board of GCRB.

Current and future vacancies

3.2. Annex A lists all current and future vacancies. Aside from the imminent appointments referred to in one of the other papers being considered at today's meeting, in summary:

- There are currently 6 vacancies at Glasgow Clyde College and 1 vacancy at Glasgow Kelvin College.

- Five members of GCRB are eligible for appointment for a second term as at 30 April 2016 (this is discussed in more detail in a separate paper for today's meeting)

- 23 members' terms of office in the assigned colleges come to an end on 31 July 2016

(including the Chair of Glasgow Kelvin College).

3.3. In addition, we have recently been advised that the current Chair of City of Glasgow College will resign on 31 October 2015.

4. Issues to be managed

4.1. These requirements throw up several important issues which will need to be managed carefully. The following comments take account of initial discussions that have been held between GCRB and relevant officers in the assigned colleges.

4.2. Careful thought has to be given as to whether Glasgow Clyde's vacancies are addressed now or are encompassed within the main appointments process. Glasgow Clyde officers are seeking to discuss with the College Chair on the relative advantages and disadvantages.

4.3. Similarly, we will discuss with City of Glasgow College the most appropriate timing for the recruitment of its replacement Chair.

4.4. This is a very large number of appointments to be achieved in a relatively short period of time. Although there could be some advantage to running multiple smaller appointment processes, it is felt we should aim for a single process that concludes as early as reasonably possible so that there is the opportunity to run a second stage if insufficient members are identified in the first run.

4.5. There will have to be very careful co-ordination of the appointments processes across the three colleges, especially during the advertisement stage.

4.6. Given the importance of seeking members from each college's 'communities' (both geographical and otherwise), the primary branding should be that of each college. However, given the risk of insufficient applicants with the right knowledge, skills and experience, we will aim to put arrangements in place so that applications can be 'shared' across the three colleges.

5. Timetable

5.1. Annex B sets out the indicative overall timetable. Although it concludes well before the 31 July deadline, doing so has the twin advantages of:

- Leaving sufficient time for proper induction to take place before the new members take up their positions formally.

- Allowing for the possibility of a second round if the first round fails to appoint sufficient members

6. Interim Chair of City of Glasgow College

6.1. Since the current Chair of City of Glasgow College will resign on 31 October 2015, there will be a gap before his permanent replacement is identified. This also means there will be a temporary vacancy on the Board of GCRB. It is not felt appropriate for there to be such a gap without some form of interim arrangement.

6.2. City of Glasgow College has an identified Vice-Chair. It is proposed to seek confirmation from the College's Board of Management (and the Vice-Chair himself) that it is content for him to be appointed as Interim Chair and for GCRB to seek authority for that from Scottish Ministers (as it is required to do). As Interim Chair he would also be a full member of the Board of GCRB.

7. Risk Analysis

7.1. This paper addresses the risk that the membership of the GCRB and the assigned colleges does not meet their requirements in terms of number and knowledge / skills / experience.

8. Legal Implications

8.1. The legal and regulatory aspects of this matter are addressed within the body of the paper.

9. Financial Implications

9.1. There are no new financial implications arising from this paper.

10. Regional Outcome Agreement Implications

10.1. There are no specific implications for the Regional Outcome Agreement associated with this paper.

Annex A – GCRB and assigned college board current board membership

Glasgow Board Membership: Terms of Office

Green cells indicate appointments which can be 'extended' for one further period of up to 4 years.

Yellow cells indicate appointments which cannot be 'extended' (as defined in the legislation).

Non-Execs		2016	2017	2018	2019
GCRB (min 8; max 11)		(4 vacancies and 1 below minimum)			
Ali	Jarvis (Interim Chair)				
Cinzia	Biondi	30 April 2016			
Carol	Kirk	30 April 2016			
Linda	McDowall	30 April 2016			
Janet	McKay	30 April 2016			
Grahame	Smith	30 April 2016			
Leonie	O'Connor				9 February 2019
COGC (min 8; max 13)		(0 vacancies)			
Douglas	Baillie (Chair)	31 July 2016			
Alisdair	Barron	31 July 2016			
George	Black				16 June 2019
Peter	Finch	31 July 2016			
Jim	Gallacher	31 July 2016			
Charanjit	Kaur	31 July 2016			
Karen	Kelly				16 June 2019
Graham	Mitchell				16 June 2019
Frances	McKinlay				16 June 2019
Colin	McMurray	31 July 2016			
Debbie	McNamara	31 July 2016			

		2016	2017	2018	2019
Eric	Tottman-Trayner	31 July 2016			
Lesley	Woolfries	31 July 2016			
Clyde (min 8; max 13)		**(6 vacancies and 1 below minimum)**			
George	Chalmers (Chair)			7 December 2018	
Jim	Hamilton	31 July 2016			
Les	Jacobs	31 July 2016			
Richard	Leggett	31 July 2016			
Elaine	Proudfoot	31 July 2016			
Gordon	Reid	31 July 2016			
Aileen	Ponton	31 July 2016			
Kelvin (min 8; max 13)		**(1 vacancy)**			
Irving	Hodgson (Chair)	31 July 2016			
Ian	Brennan	31 July 2016			
Maureen	Burke	31 July 2016			
Jonathan	Clark				07 Sept 2019
Margaret	Forsyth	31 July 2016			
Alan	Robertson	31 July 2016			
Elizabeth	Robertson	31 July 2016			
Ian	Patrick	31 July 2016			
Sandy	Pirie	31 July 2016			
Mohammed	Razaq				07 Sept 2019
Lesley	Ward				31 July 2019
Clark	Whyte	31 July 2016			
Staff Members		**2016**	**2017**	**2018**	**2019**
GCRB					
Clare	Ireland			31 July 2018	
Jim	O'Donovan			31 July 2018	
COGC					
David	Eaton				31 July 2019

Robert	Morrison				31 July 2019
Clyde					
Peter	Laverie				31 July 2019
Clare	Walker				31 July 2019
Kelvin					
Frances	Curran				31 July 2019
Bryan	Ross				31 July 2019
Student Members		**2016**	**2017**	**2018**	**2019**
GCRB					
TBA		31 August 2016			
TBA		31 August 2016			
COGC					
Ian	Gilmour	31 August 2016			
Ruta	Simonyte	31 August 2016			
Clyde					
TBA		31 August 2016			
TBA		31 August 2016			
Kelvin					
Andrew	Aitken	31 August 2016			
Eire	Hawthorn	31 August 2016			

Annex B – draft timetable for main appointments process

Board member appointments required for August 2016:

	Chair	Min Non-Execs	Max Non-Execs
COGC	1	3	8
GKC	1	4	9
GCC	0	7	12
Total (Assigned Colleges)	2	14	29
GCRB (May 2016)	Between 0-5 members depending on extensions		

Timeline

College Nominations and Remuneration Committee meetings: identify skills gaps; approve process and appointment panel.	October/November 2015
GCRB N&R Committee: approve process, timeline and appointment panel for Chairs appointments/ GCRB appointments	Monday 7 December 2015
Appointment Documentation/Sources/Costs drafted and approved	By end December 2015
Advert Open (4 weeks)	Monday 11 January 2016
Advert Closes	Sunday 7 February 2016
Applications sent to Appointments Panels	w/c 8 February 2016
Shortlisting Meetings	w/c 15 February 2016
Invitation to Interview	w/c 22 February 2016
Interviews	w/c 29 February 2016
Papers prepared for GCRB N&R Committee	w/c 7 March 2016
GCRB N&R Papers Distributed	Monday 14 March 2015
GCRB N&R Committee Meeting – Recommendations Made	Monday 21 March 2016
GCRB Board Papers Distributed	Monday 18 April 2016
GCRB Board Meeting - Approval	Monday 25 April 2016
Cab Sec Approval (Chairs/ GCRB members)	End May 2016
Induction	June – July 2016
Appointment Date	1 August 2016