

Nominations & Remuneration Committee

Date of Meeting	Thursday 17 March 2022
Paper Title	Election of Support Staff Board Member
Agenda Item	12
Paper Number	NRC3-H
Responsible Officer	Board Secretary
Recommended Status	Disclosable
Action	For Approval

1. Executive Summary

- 1.1** To consider the basis on which an election to appoint the support staff member to GCRB will take place in May-June 2022.

2. Recommendations

- 2.1.** The Committee is asked to consider arrangements set out in the report including the appointment of Civica Election Services to run the election and **agree** to make a recommendation to the Board at its meeting on 25 April 2022.

3. Background

- 3.1 All Board Members must be elected in accordance with the requirements of the Further & Higher Education (Scotland) Act 2005, Schedule 2B.
- 3.2 One Teaching Staff Member and one Non-teaching Staff Member (known as Support Staff Member) must be elected to serve on a Regional Board by their respective staff bodies.
- 3.3 Elections must be run in accordance with rules made by the Board, and the Board must consult Assigned Colleges and recognised trade unions in determining election rules.
- 3.4 Staff Board Member appointments are for a fixed term of four years. The current Support Staff Member was elected to the Board on 1 August 2018¹. An election will need to be held before the end of the academic year to ensure that staff have an opportunity to vote and that a Support Staff Member is in place on 1 August 2022.
- 3.5 The current Support Staff Board Member is eligible to stand for re-election.
- 3.6 The Nominations and Remuneration Committee, given its remit in relation to appointment of Board Members, is asked to consider the proposed approach and advise the Board.

4. Proposed Election Arrangements

- 4.1. It is proposed that the same procedure is followed as was agreed in 2018 and also used for the interim election to appoint a teaching staff member in 2020. These processes were run by Civica Election Services (formerly known as Electoral Reform Services) to ensure independence and an appropriate professional standard of service.
- 4.2. This process was previously agreed by the Board and through consultation with the assigned colleges and trade unions.
- 4.3. The following timeline sets out requirements for holding an election in May/June and appointing Staff Members on 1 August 2022. It also takes into account public holidays during this period.

Board approval of process	25 April
CES setup online nomination form	25 - 29 Apr
Online nomination form sign off	4 May
E-mail to all staff seeking nominations Note: email to include link to CES online nominations form rather than pdf/email inbox for submission.	6 May
Nominations close	20 May
CES set-up period	23 May - 1 June
Ballot opens	6 June
Ballot closes	10 June
Results returned	13 June
Report to GCRB Board to confirm appointment	20 June
Appointment date	1 August 2022

¹ The current teaching staff member was appointed on 5 November 2020 following the resignation of the previous member.

- 4.4. Civica's fees for receiving nominations, setting up and managing the electronic ballot and returning the result are £2,050 (exclusive of VAT).

5. Risk and Compliance Analysis

- 5.1. Elections to appoint Staff Members must meet the Board's requirements and be conducted to a high standard. Ensuring GCRB adheres to legislative requirements, and appointing CES as an independent professional body to conduct elections, will contribute to the mitigation of Risk 0012: The capacity and capability of the Board is inadequate and standards of governance fall below the level required, and Risk 0013: There is a breach of legislation/guidance/code of practice and this results in a failure of governance.

- 5.2. There are no direct legal implications.

6. Financial and Resource Analysis

- 6.1. The resource implications arising from this paper are set out in the body of the report.

7. Equalities Implications

- 7.1 All Board Members must be elected in accordance with the requirements of the Further & Higher Education (Scotland) Act 2005, Schedule 2B.

8. Learner Implications

- 8.1. There are no direct learner implications. However, all board members are in a position to influence the regional strategy and improve the opportunities for Glasgow's learners.