

Nominations & Remuneration Committee

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| Date of Meeting | Thursday 8 March 2018 |
| Paper Title | Election of Staff Board Members |
| Agenda Item | 8 |
| Paper Number | NRC5-E |
| Responsible Officer | Penny Davis, Board Secretary |
| Recommended Status | Disclosable |
| Action | For Approval |

1. Report Purpose

- 1.1 To consider the basis on which staff elections to GCRB will take place in May 2018.

2. Recommendations

- 2.1. The Committee is asked to consider arrangements set out in the report including the appointment of Electoral Reform Services to run the election, and to make a recommendation to the Board at its meeting on 26 March 2018.

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 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. Current Staff Members were elected to the Board on 1 August 2014. An election will need to be held before the end of the academic year to ensure that all staff have an opportunity to vote and that Staff Members are in place on 1 August 2018.
- 3.5 Current Staff Board Members are 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 2014. The 2014 election was run by the Electoral Reform Services (ERS), to ensure independence and an

appropriate professional standard of service. ERS have confirmed they would be able to provide this service.

- 4.2. The following timeline sets out requirements for holding an election in May and appointing Staff Members on 1 August 2018 (the first item being overtaken).

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|--|------------------------------------|
| <i>Consultation with recognised Trade Unions Consultation with Colleges (via Principals)</i> | <i>by 28 February complete</i> |
| <i>Communication with HR departments re ERS data requirements; liaison with ERS</i> | <i>by 17 March</i> |
| Board approval of arrangements | 26 March |
| Colleges provide data to ERS | by 30 March |
| E-mail to all staff re nominations (Easter holiday 2-14 April) | 23 April |
| Nominations close | 4 May |
| ERS set-up period | 7-18 May |
| E-mail to staff; elections open | 21 May |
| Elections close | 1 June |
| Results announced | 4 June |
| Appointment date | 1 August 2018 |

- 4.3. The proposed nomination form (updated from the 2014 form and confirmed with ERS) is attached as Appendix 1.
- 4.4. ERS have provided the following fee information based on an electorate of 2,800. Figures are exclusive of VAT.

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|-----------------------------|-------------------|
| Fees | £ 1,700 |
| Printed Items | £ 65 |
| Postage and Mail Processing | £ 35 |
| Total | £ 1,800.00 |

An additional charge of £100 + £2 per vote will apply to handling of postal votes.

(The total cost in 2014, for reference, was £1886 inclusive of VAT.)

5. Risk Analysis

- 5.1. It is essential that election procedures are compliant and conducted to a high standard. Ensuring GCRB adheres to legislative requirements, and appointing ERS as an independent professional body to conduct elections, will contribute to the mitigation of Risk 0011: The capacity and capability of the Board is inadequate and standards of governance fall below the level required, and Risk 0012: There is a breach of legislation/guidance/code of practice and this results in a failure of governance.

6. Legal Implications

- 6.1. Legal implications are considered in the report.

7. Resource Implications

- 7.1.** The total cost is expected to be in the region of £2,000 + VAT. Some HR input from each of the colleges will be necessary to ensure ERS has full and consistent data to run the elections.

8. Strategic Implications

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

Nomination of Staff Board Members 2018

NOMINATION FORM

Please read the Guidance Notes before completing this Nomination Form

SECTION ONE: CANDIDATE'S DETAILS (to be completed by the candidate)

Full Name:

Name as you wish it to appear in the election material:

Staff Category: Teaching / Support* (delete as appropriate)

Current position (job title):

College and Workplace location:

Contact telephone number(s):

E-mail address:

Please note: Email and telephone information is for the sole use of ERS so they can contact you about your nomination form. This information will remain confidential.

I, the above named candidate, wish to stand for election. I confirm that, to the best of my knowledge, the information provided on (or with) this form is accurate (please tick to confirm).

Date:

SECTION TWO: SUPPORTER'S DETAILS

Proposer

Full name:

Staff Category: Teaching / Support*
(delete as appropriate)

Current Position (job title):

College and Workplace location:

E-mail address:

Date:

Seconder

Full name:

Staff Category: Teaching / Support*
(delete as appropriate)

Current Position (job title):

College and Workplace location:

E-mail address:

Date:

ELECTION STATEMENT

Please refer to the statement preparation instructions below before completing your statement.

Total number of words used (Maximum 100) contained in your statement:

CANDIDATE'S ELECTION STATEMENT PREPARATION INSTRUCTIONS

- You are invited to provide an election statement, on this page, a separate sheet or within the e-mail body. It should be word processed if possible.
- Your election statement should describe why you think you should be elected. It will be reproduced on the voting website.
- It must not exceed the word limit. Please state the total number of words used at the end of your election statement.
- Glasgow Colleges' Regional Board reserves the right to edit or not to publish an election statement that exceeds the word limit, is factually inaccurate or contains libellous material.
- Failure to provide an election statement by close of nominations will not invalidate your candidacy. Instead, the words 'statement not received' will be published in the space which would have contained your election statement.

GUIDANCE NOTES

In order to stand for election a candidate must be a member of staff. The proposer and seconder of a nomination must be members of staff and from the same staff category as the nominee. Proposers and seconds do not have to be from the same college as the nominee.

Candidates will be listed in alphabetical order and published in the election material. The following information will be published on each candidate in biographical statement information which will be published in the election material:

- Name;
- Current position; and
- An election statement (if provided)

CLOSE OF NOMINATIONS

This nomination form must be received by Electoral Reform Services no later than **1700hrs on 4 May 2018**. Any nomination forms received after this time and date will be ruled invalid. **This section to be updated by ERS: Nomination forms will be accepted by fax on 020 8365 7013 or by email to nominations@electoralreform.co.uk . Forms can also be posted to Electoral Reform Services, 33 Clarendon Road, London, N8 0NW.**

The safe return of this form is the responsibility of the candidate. We recommend its safe receipt by ERS is checked by contacting **Wendy Oliver on 020 8365 8909. All nomination forms received will be acknowledged within 48 hours to the email address provided.**

If you require any further information or help in completing this nomination form please contact **Elin Hearn at ERS on 020 8365 8909.**