

Glasgow Kelvin College - Governance Action Plan: as at June 2024 - Ongoing

Item No	Item	Taken from/request received from	Item that is required	Person Responsible	Due Date	Comments
1	Code of Good Governance Annual Review	Code of Good Governance Annual Review – June 2023	Refresh the values and ethos documentation	Vice Principal Operations and Director of People and Culture	<del>June 2024</del> June 2025	<p>It is the intention that once the new Head of Human Resources and Organisational Development is appointed (recruitment underway) that work will take place with the Vice Principal Operations and Director of People and Culture and a refresh of the values and ethos will begin.</p> <p>The Head of Human Resources and Organisational Development has taken up her post, effective from 8 April 2024.</p> <p>Due to various impacting factors during academic year 2023/24 this action has been extended to June 2025.</p>
2	Briefing: SFC Review of Assurance and Outcomes	Briefing: SFC Review of Assurance and Outcomes	Review the College Assurance Map	Secretary to the Board of Management and the Director of Estates & Corporate Services	Sept 2024 (when reviewing the Assurance Framework / Assurance Map)	<p>The review should consider:</p> <ul style="list-style-type: none"> <li>Views on how the College currently provide information to give assurance in relation to governance, and whether there are better ways to do this.</li> <li>Identify areas of duplication and discuss ways in which we might streamline our processes.</li> <li>Consider whether and how the above should evolve in an environment of change.</li> <li>Comments on the overall project and approach to assurance.</li> </ul> <p>Any findings will be communicated to the Vice Principal Operations and the Board of Management will be advised accordingly.</p>
3	Standards Commission for Scotland Guidance – Model Code of Conduct	Standards Commission for Scotland Guidance – Board of Management Report 4 June 2024	Review the Guidance	Secretary to the Board of Management	Ongoing	<p>The amended Guidance on the Model Code advised that the proposed changes should include not ignoring training on the Code as this could be an aggravating factor in terms of the sanction, should a breach of it then be found.</p> <p>The Secretary to the Board of Management will ensure that training opportunities are circulated to members whenever they become available.</p>
4	Standards Commission for Scotland Guidance – Model Code of Conduct	Standards Commission for Scotland Guidance – Board of Management Report 4 June 2024	Review the Guidance	Secretary to the Board of Management and the Director of Estates & Corporate Services	Ongoing	<p>The amended Guidance on the Model Code advised that the proposed changes should include more information about what might constitute a registrable Category Eight: non-financial interest be provided.</p> <p>The Secretary to the Board of Management and Director of Estates and Corporate Services will ensure that the notes for the Register of Interest completion are updated and accurate.</p>
5	Standards Commission for Scotland Guidance – Model Code of Conduct	Standards Commission for Scotland Guidance – Board of Management Report 4 June 2024	Review the Guidance	Secretary to the Board of Management	Ongoing	<p>The amended Guidance on the Model Code advised, in relation to members awareness of the Code, that there could sometimes still be confusion amongst members as to the difference between connection and a declarable interest. Another issue identified was members forgetting to declare and requiring prompting to do so.</p> <p>The Secretary to the Board of Management’s Job Description states this role is to “facilitate and promote good governance by providing advice and guidance to the Board of Management, its Committees and its members in relation to the behaviour and conduct of members in relation to the Board’s Code of Conduct – as such, this person can (and will) advise but will not know of all connections/interests.”</p>

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6	Standards Commission for Scotland Guidance – Model Code of Conduct	Standards Commission for Scotland Guidance – Board of Management Report 4 June 2024	Review the Guidance	Secretary to the Board of Management	Induction sessions / Ongoing	<p>The Amended Guidance on the Model Code advised, in relation to members awareness of the Code, it had been noted by attendees that there could sometimes be difficulties with nominee members on boards (such as trade union, carer, staff and charity representatives) as these individuals did not always accept that they were there to represent the Board and act in its best interest. Instead, they often considered that they were there to represent their individual ‘constituencies’ from which they had been nominated.</p> <p>The Secretary to the Board of Management has (and will in future) carry out detailed Induction sessions to go over this as it is recognised that, as representative members are a new addition to the Board of Management, there may be some settling in time. The Secretary to the Board of Management will provide guidance as per her role as required.</p>
7	Standards Commission for Scotland Advice Note on the Role of a Standards Officer in Respect of Ethical Standards	Standards Commission for Scotland Advice Note and Guidance – Board of Management Report 4 June 2024	Review the Advice Note	Secretary to the Board of Management	Induction sessions / Ongoing	<p>The Advice note advised that the Standards Officer is responsible for ensuring that appropriate training is given to members on the ethical standards framework, the Code of Conduct for their public body’s members (the Code), and the guidance issued by the Standards Commission. This includes ensuring training is provided on induction and also on a regular basis thereafter.</p> <p>The Secretary to the Board of Management ensures that training on the Code of Conduct is given during Induction and she will ensure that training is provided on a regular basis thereafter in relation to various aspects of the Code of Conduct.</p>
8	Standards Commission for Scotland Advice Note on the Role of a Standards Officer in Respect of Ethical Standards	Standards Commission for Scotland Advice Note and Guidance – Board of Management Report 4 June 2024	Review the Advice Note	Secretary to the Board of Management	Ongoing	<p>The Advice note advised that while it is a member’s personal responsibility to ensure they comply with the provisions in the Code, Standards Officers are expected to contribute to the promotion and maintenance of high standards of conduct by promoting awareness of the Code. Standards Officers can also provide advice and support to members on the interpretation and application of the Code.</p> <p>The Secretary to the Board of Management will continue to provide advice and support to members as appropriate.</p>
9	Standards Commission for Scotland Advice Note on the Role of a Standards Officer in Respect of Ethical Standards	Standards Commission for Scotland Advice Note and Guidance – Board of Management Report 4 June 2024	Review the Advice Note	Secretary to the Board of Management	Ongoing	<p>The Advice note advised that while it is a member’s personal responsibility to ensure that all relevant interests are recorded, the Standards Officer should try to ensure that members are aware of what constitutes a registrable interest under the Code and, further, that they are aware that any changes must be recorded within one month. The Standards Officer should also ensure reminders incorporating a note to the effect that the statutory requirement is to update entries on the Register of Interests within one month of any change, are issued to elected members at least once a year.</p> <p>Members to note that they are required to inform the Secretary to the Board of Management of any changes to their Register of Interests within one month.</p>
10	Standards Commission for Scotland Advice Note on the Role of a Standards Officer in Respect of Ethical Standards	Standards Commission for Scotland Advice Note and Guidance – Board of Management Report 4 June 2024	Review the Advice Note	Secretary to the Board of Management	Ongoing	<p>The Advice note advised that the Standards Officer should ensure that there are procedures in place to provide for a consistent approach in respect of seeking and recording declarations of interest at the start of all meetings of the body (and any committee or sub-committee thereof). Members should note, however, that it is their personal responsibility to ensure that they declare any interests, as required by Section 5 of the Code. They should not rely on the Standards Officer (or any other employee) to remind them that they may have an interest. This is because employees may not be aware of the extent of the member’s connection to or interest in a matter or may not recall it.</p>

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						At the start of the agenda, members will be asked to declare any interests or connections. The Secretary to the Board of Management will continue in her role to remind members of any potential interests that she considers should be declared as per above.
11	Standards Commission for Scotland Advice Note on the Role of a Standards Officer in Respect of Ethical Standards	Standards Commission for Scotland Advice Note and Guidance – Board of Management Report 4 June 2024	Review the Advice Note	Secretary to the Board of Management	Ongoing	<p>The Advice note advised that the Standards Officer should familiarise themselves with the content of the Standards Commission's Standards Updates and should ensure these are circulated to members. The Standards Officer should also regularly review the Standards Commission's decisions and advise members of any relevant learning points that have arisen at recent Hearings.</p> <p>The Secretary to the Board of Management will continue to circulate relevant documentation from the Standards Commission.</p>