

GLASGOW KELVIN COLLEGE

BOARD OF MANAGEMENT MEETING OF 13 DECEMBER 2021

**MODEL CODE OF CONDUCT, EXTERNALLY FACILITATED EFFECTIVENESS
REVIEW AND BOARD SECRETARY (GOVERNANCE PROFESSIONAL) HANDBOOK**

**REPORT BY SECRETARY TO THE BOARD AND DIRECTOR OF CORPORATE
SERVICES**

1. Introduction

As members will be aware, there are a number of documents that have recently been received and reviewed by the Secretary to the Board of Management and the Director of Corporate Services. These are as follows:

- Model Code of Conduct
- College Development Network – External Effectiveness Review Overview Report
- Board Secretary (Governance Professional) Handbook

The purpose of this paper is to provide an overview of these documents and to give assurance to members that their contents are being reviewed to identify any points of good practice that should be incorporated into the College's policies/procedures or practices.

2. Model Code of Conduct

A revised Model Code has been approved by Parliament and will now be issued by the Scottish Ministers on 7 December 2021. The revised Code will be published on the Standards Commission's website at:

<https://www.standardscommissionscotland.org.uk/codes-of-conduct>

The Scottish Government will write to the Chair of the Board of Management to ask that this revised Code is adopted within six months.

Once this revised Model Code is received, there is a requirement to review and update our Code of Conduct for formal approval. The Director of Corporate Services and Secretary to the Board will undertake this task and will report to the Board of Management in due course within the stipulated timescales.

3. College Development Network – External Effectiveness Review Overview Report

The College Development Network – External Effectiveness Review Overview Report is contained in [Appendix 1](#).

20 Externally Facilitated Effectiveness Reviews were conducted across the sector during 2020/21, including Glasgow Kelvin College. The report as per Appendix 1 draws conclusions and makes recommendations from the results of those reviews. The report notes that there was no model format and the reviews varied depending on the conductor; as a result future reviews are likely to follow a model format for easier analysis.

Examples of Effective Practice are noted on page 10, 11 and 12 of this report, and page 4 contains a couple of useful comments on the importance of quality board reports to effective decision making, and on the preparation of minutes that satisfy good governance whilst being succinct. The procedures in Glasgow Kelvin College largely reflect the approach recommended in the Report, however a few other areas of effective practice are being considered by the Director of Corporate Services, the Secretary to the Board and the SMT members.

4. Board Secretary (Governance Professional) Handbook

The Board Secretary Handbook is contained in [Appendix 2](#).

This is a useful document with many links to key items of information. This Handbook has been provided for member information and interest only.

The Director of Corporate Services and the Secretary to the Board have reviewed this Handbook in detail and are content that the processes in place within Glasgow Kelvin College directly align with the detail contained in the Handbook.

5. Resource Implications

There are no resource implications involved in relation to reviewing these governing documents.

6. Equalities

No adverse impacts on individuals with protected characteristics have been identified as a consequence of this report.

7. Risk and Assurance

Risk to the College is mitigated by ensuring that key governance documents are reviewed/analysed and members are provided with suitable assurance that the College is operating in line with governance requirements.

It is important that members of the Board remain aware of the requirements of the Code. As such, a detailed analysis of this Code (once received) will be undertaken and any actions will be set out and reported to the Board. Such actions will assist in mitigating any risk with regard to breaches of the Code. This will provide further assurance to the Board in respect of maintaining the highest standards of corporate governance.

8. Data Protection

There are no data protection implications arising as a consequence of this report.

9. Recommendations

It is recommended that members:

- i) note the contents of this report and its appendices; and
- ii) note that the Director of Corporate Services and Secretary to the Board will review in detail the Model Code of Conduct and report to the Board in due course in respect of any resulting actions that will need to be taken to ensure continued compliance.

10. Further Information

Further information can be obtained from Linda Ellison, Secretary to the Board of Management at lellison@glasgowkelvin.ac.uk or Lisa Clark, Director of Corporate Services on lisaclark@glasgowkelvin.ac.uk

Linda Ellison/Lisa Clark
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