

GLASGOW KELVIN COLLEGE

BOARD OF MANAGEMENT MEETING OF 13 DECEMBER 2021

CHAIR AND BOARD OF MANAGEMENT RECRUITMENT

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

1. Introduction and Purpose

The purpose of this paper is to set out the process and indicative timing for the recruitment of new Board Members, and to outline the steps to be followed given that the Chair's four-year term of office will end in July 2022. As members will be aware, the College is obliged to follow the recruitment processes set by the Glasgow College Regional Board (GCRB).

2. Chair – Tenure End

Members will recall that Ian Patrick was appointed as Chair on 1 August 2018, and his four-year term of office ends on 31 July 2022. Ian has confirmed that he wishes to be considered for reappointment for a second term of office.

All appointments to the College Board must be approved by the GCRB, and the timescales for completion of the appointment processes are driven by the Regional Board's meeting dates.

The Secretary to the Board will attend to matters to be undertaken with respect to the Chair in consultation with GCRB; a future report will be made to the Board of Management in relation to this matter.

3. Board of Management Member Recruitment

The recent resignation of Gerry Lyons means that the Board now currently has two vacancies. A member nearing the end of their second tenure can formally re-apply for a position which would entail engaging with the application/interview process.

With respect to non-executive members, those who have served only one term of appointment are eligible for re-appointment via a recommendation from our Nominations Committee to GCRB. Where a member has previously been re-appointed to the Board, in terms of the Ministerial Guidance, a recruitment exercise will be required. Those members are able to apply to continue to be members of the Board of Management. One non-executive member's first term of appointment ends on 31 July 2022, one other member's second term of office ends on 31 July 2022.

Each member affected will be contacted by the Secretary to the Board to establish their intentions. The Board is therefore asked to note that this will take place and a recruitment exercise will also be undertaken in Spring 2022. The Board's Nominations Committee will attend to this process, in line with Ministerial Guidance, with the aim to

make recommendations to GCRB and finalise any appointments prior to the end of the academic year.

The recruitment paperwork will be prepared over the months ahead and will take due cognizance of Board member's skills mix and any emerging gaps in order that the paperwork and advertisement can be shaped accordingly

It is proposed that the recruitment process commences with advertisement/paperwork being issued around Easter 2022.

4. Glasgow Colleges' Regional Board – Indicative Timelines

The indicative timelines are set out below. The appointment of Board Members is largely driven by the timescales set within the College provided the College Board recommendations are submitted to GCRB in sufficient time to be considered at their Nominations and Remuneration Committee meeting, prior to their June 2022 Board meeting.

The GCRB timetable for the reappointment of the Chair takes place over a slightly longer time period to accommodate the Regional Board's requirement to consider a recruitment exercise, should the Chair decide to stand down or the extension not be approved.

Appointment of Board Members

Advertisement issued	Early April 2022
Interviews arranged	April / May 2022
Preferred Candidates Identified	May 2022
Submission of Paper setting out preferred candidates to GCRB Nominations and Recruitment Committee for recommendation to the Regional College Board	May 2022
Consideration at Regional College Board meeting	June 2022
New Board Members advised of outcome and appointed	June 2022
Term of office commences	1 August 2022

Reappointment of the Chair

Paper submitted to GCRB requesting an extension of the Chair's appointment and including an appraisal report	Early March 2022
GCRB Nominations and Recruitment Committee seeks authority from their Board to make an extension decision and to undertake a recruitment exercise in the event that the extension is not approved or the Chair decides to stand down.	End March 2022
GCRB panel convenes. If the extension is approved, GCRB advise the Chair and the GKC Board.	Early April
If the extension is not approved, preparation begins for the launch of a recruitment exercise.	End April
Potential recruitment exercise begins	May 2022
GCRB confirms/records the decision at its Board meeting	June 2022
New Tenure Commences	1 August 2022

5. Resource Implications

There are some additional resource implications in terms of recruitment expenses and time to attend to paperwork/interviews etc.

6. Equalities

No adverse impacts on individuals with protected characteristics have been identified as a consequence of this report. All Board recruitment exercise takes into account the guidance on achieving a gender split of 50/50, if this is at all possible.

7. Risk and Assurance

Risk to the College is mitigated by ensuring that the Board has a mix of skills and abilities and has an adequate number of members.

8. Data Protection

No data protection issues are identified arising from this report.

9. Recommendation

Members of the Committee are asked to:

- i) note the content of this report; and
- ii) request a further report on Chair and Board member recruitment in due course in line with the aforementioned timeline.

10. Further Information

Members can obtain further information on the contents of this report from Linda Ellison, Secretary to the Board - lellison@glasgowkelvin.ac.uk or Lisa Clark, Director of Corporate Services - lisaclark@glasgowkelvin.ac.uk

Lisa Clark/Linda Ellison
December 2021