

## Board Meeting

Date of Meeting	Monday 29 October 2018
Paper Title	Board Evaluation 2018-19
Agenda Item	11
Paper Number	BM1-K
Responsible Officer	Board Secretary
Status	Disclosable
Action	For Decision

### 1. Report Purpose

- 1.1** To apprise the Board of the schedule of self-evaluation activities in 2018-19 further to consideration and endorsement of arrangements by the Nominations & Remuneration Committee.

### 2. Recommendations

- 2.1** The Nominations & Remuneration Committee recommends to the Board that it **agrees** the schedule of self-evaluation activities.

### 3. Background

- 3.1** The Board is required to undergo self-evaluation on an annual basis, including evaluation of Board performance, Board Chair, Committee Chairs, Assigned College Chairs and other Board Members, in accordance with the Code of Good Governance. Externally validated evaluation was undergone last year and is required every three years.
- 3.2** The Nominations & Remuneration Committee, which has oversight of Board evaluation and development arrangements, agreed the following schedule of activities for 2018-19.
- 3.3** Activity will be aligned, going forward, to the SFC's reporting deadline of 31 March (which applies to the reporting and publication of externally-validated performance evaluations and annual development plans).
- 3.4** In order to bring individual board member evaluations into line with other activity for a March reporting deadline, in 2019 the July evaluations will be treated as interim evaluations, with formal evaluations deferred to January 2020.
- 3.5** The report on compliance with the Code of Good Governance will continue to be presented to the Audit Committee in May/June to ensure the reporting period is better aligned to the annual accounts.

#### 4. Schedule of Board Self-Evaluation Activities 2018-19

ACTIVITY	DATE
<u>Committee Effectiveness Reviews:</u>	
Nominations & Remuneration Committee	13.12.18
Audit Committee	18.12.18
Performance & Resources Committee	19.12.18
Reports to Board	28.01.19
<u>Evaluation of Board Chair by Senior Independent Member:</u>	
Issue of questionnaire/feedback form to all Members	03.12.18
Return of questionnaire/feedback form	14.12.18
Dialogue/meetings as appropriate with individual Members	07.01.19 – 18.01.19
Meeting with Chair	21.01.19 – 25.01.19
Report to Board (high level)	28.01.19
<u>Full Board Evaluation:</u>	
Issue of questionnaire (ref Code of Good Governance) to all Members	07.01.19
Return of questionnaire	18.01.19
Board evaluation session (review of feedback to questionnaire; follow-up to 20.08.18 session)	28.01.19
<u>Overall Report on Effectiveness Review:</u>	
Report to Board (for approval)	25.03.19
Submit to SFC as appropriate/publish	31.03.19
<u>Report on Compliance with Code of Good Governance (Board Secretary report):</u>	
Report to Audit Committee	28.05.19
Report to Board	17.06.19
<u>(Interim) Board Member Individual Evaluations:</u>	
Issue of self-evaluation forms:	tbc June 2019
One-to-one meetings with Chair:	tbc July 2019

## **5. Risk Analysis**

**5.1** Ensuring thorough and compliant arrangements are in place for Board self-evaluation supports mitigation of *GCRB 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.** There are no new legal implications associated with this report.

## **7. Resource Implications**

**7.1.** There are no new resource implications associated with this report.

## **8. Equalities Implications**

**8.1** No equalities implications have been identified in relation to this report.

## **9. Strategic Implications**

**9.1** 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.