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## Board Meeting

Date of Meeting	Monday 31 October 2022
Paper Title	Board Self-Evaluation Process 2022-23
Agenda Item	12
Paper Number	BM2-G
Responsible Officer	Marianne Philp, Interim Board Secretary
Status	Disclosable
Action	For Noting

### 1. Executive Summary

- 1.1 The report outlines arrangements for self-evaluation activity during 2022-23 and a timetable for the board's consideration.

### 2. Recommendations

- 2.1. The board is invited to **note** the proposed schedule of evaluation activity.

### 3. Background

**3.1.** All sector boards are required by the Code of Good Governance to undertake evaluation annually, with reference to the following excerpts. Members should note that the revised Code (issued September 2022) amends the required frequency of externally facilitated reviews from “every three years” to “every three to five years”.

*D.22 Extension of the term of office of board appointments requires evidence and the board must ensure appropriate mechanisms are in place to support this.*

*D.23 The board must keep its effectiveness under annual review and have in place a robust self-evaluation process. There should also be an externally facilitated evaluation of its effectiveness at least every three to five years. The board must send its self-evaluation (including an externally facilitated evaluation) and board development plan (including progress on previous year’s plan) to its funding body and publish them online.*

*D.24 The board must agree a process for evaluating the effectiveness of the board chair and the committee chairs. The evaluation of the board chair should normally be led by the vice-chair/senior independent member.*

*D.25 The board must ensure all board members are subject to appraisal of their performance, conducted at least annually, normally by the chair of the board.*

*D.27 The performance of assigned, incorporated college chairs will also be evaluated by the regional strategic body, as they are appointed by the regional strategic body and are personally accountable to them.*

**3.2.** The SFC requires that boards submit reports on their effectiveness reviews by 31 March each year. To allow for completion of the different strands of evaluation and for board approval, evaluation activity therefore takes place around the turn of the calendar year.

**3.3.** Members should also note that timing of the evaluation of the Board Chair will be subject to the agreement and availability of the Senior Independent Member.

#### 4. Proposed Schedule of Evaluation Activity

ACTIVITY	DATE
<u>Committee Effectiveness Reviews:</u>	
Nominations & Remuneration Committee	08.12.22
Audit & Assurance Committee	17.01.23
Performance & Resources Committee	14.12.22
Reports to Board	30.01.23
<u>Evaluation of Board Chair by Senior Independent Member:</u>	
Issue of questionnaire/feedback form to all Members	05.12.22
Return of questionnaire/feedback form	16.12.22
Dialogue/meetings as appropriate with individual Members	09.01.23 – 17.01.23
Meeting with Chair	by 20.01.23
Report to Board (high level)	30.01.23
<u>Full Board Evaluation:</u>	
Issue of questionnaire/programme to all Members	09.01.23
Return of questionnaire	20.01.23
(If required by process) Board discussion/evaluation session	30.01.23
<u>Board Member Individual Evaluations:</u>	
Issue of self-evaluation forms:	w/c 06.02.23
One-to-one meetings with Chair:	13.02.23 – 10.03.23
<u>Overall Report on Effectiveness Review:</u>	
Report to Board (for approval)	27.03.23
Submit to SFC/publish	31.03.23
<u>Report on Compliance with Code of Good Governance (Board Secretary report):</u>	
Report to Audit & Assurance Committee	30.05.23
Report to Board/Approval of Compliance Statement	19.06.23

## **5. Risk & Compliance Analysis**

**5.1** There are compliance and performance implications of failing to undertake evaluation activities annually in line with the Code of Good Governance. This report is therefore intended to mitigate risk 0012: the capacity and capability of the Board is inadequate and standards of governance fall below the level required, and risk 0013: there is a breach of legislation/ guidance/code of practice and this results in a failure of governance.

## **6. Financial & Resource Implications**

**6.1** There are no resource implications associated with this report.

## **7. Equalities Implications**

**7.1** There are no equalities implications associated with this report.

## **8. Learner Implications**

**8.1** This report does not have direct implications for the learner, however, robust governance arrangements are the essential to the effective determination and delivery of GCRB objectives.