

## Nominations & Remuneration Committee

Date of Meeting	Thursday 6 October 2022
Paper Title	Board Development Plan 2022-23 – Progress Report
Agenda Item	9
Paper Number	NRC1-E
Responsible Officer	Marianne Philp, Interim Board Secretary
Status	Disclosable
Action	For Noting

### 1. Executive Summary

- 1.1.** The report provides an update on progress against actions in the Board’s Development Plan, as agreed at the June 2022 Board meeting. Updates are shown in the final column of the table.

### 2. Recommendations

- 2.1** The Committee is invited to **note** progress and, if appropriate, **agree** any further action.

### **3. Background**

- 3.1.** The Nominations and Remuneration Committee is responsible for monitoring progress in relation to Development Plan objectives and receives progress reports throughout the year.

### **4. Development Plan**

- 4.1** Attached at Appendix 1.

### **5. Risk and Compliance Analysis**

- 5.1.** The report primarily seeks to mitigate risk 0012: the capacity and capability of the Board is inadequate and standards of governance fall below the level required.
- 5.2.** The Board is required by the Code of Good Governance for Scotland's Colleges to have a Development Plan in place, to review progress, and to submit the plan and review report annually to the Scottish Funding Council.

### **6. Financial and Resource Analysis**

- 6.1.** There are presently no new resource implications associated with the Development Plan.

### **7. Equalities Implications**

- 7.1** There are no equalities implications associated with the Development Plan.

### **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.

## Development Plan 2022-23

Review Date: 12 September 2022

### AIM 1: DEVELOP BOARD CAPACITY - SKILLS, KNOWLEDGE AND TEAMWORKING

**Strategic Impact:** The Board's collective knowledge and skills, and the effectiveness of its collective decision-making, are critical to good governance and the delivery of the Board's strategic objectives.  
**Risk:** This aim mitigates, in particular, Risk 012: GCRB Board membership does not have the necessary capacity and capability to deliver our objectives; some actions mitigate Risk 013: There is a breach of legislation/guidance/code of practice and this results in a failure of governance.

OBJECTIVE	ACTIVITY	INPUT TO REPORTING/ OVERSIGHT	COMPLETION	STRATEGY/RISK REFERENCE	PROGRESS REPORT	
a) Create development programme to support collective and individual priorities for Board	i	Develop individualised development programme/records based on collective board induction/training and individual objectives agreed at one-to-one meetings with Chair.	Board Secretary/Chair	December 2022	Risk 012	
	ii	Ensure all new members undergo in-house and CDN induction including committee-level induction/training.	Board Secretary/Chair	Ongoing	Risks 012, 013	All newly appointed Board members have participated in in-house induction meetings and have been sent details of CDN's induction sessions in 2022-23.
	iii	Increase Board members' attendance at and engagement in college/sector events.	Executive Director/Board Secretary/Chair	Ongoing	Risk 012	Forthcoming CDN courses/sessions for 2022-23 circulated to all Board members over the summer. Climate Fresk workshop offered to Board members. Members invited to CS Parliamentary Reception.
	iv	Continue with expanded induction, offer briefings on executive areas including curriculum, finance and funding, and communications.	Board Secretary/Chair	Ongoing	Risk 012	New non-exec members have met individually with both the Executive Director and Finance and Resources Director. Further meeting to be arranged as required.
	v	Monitor the training and development needs of all Board members and source relevant opportunities as required.	Board Secretary/Chair	Ongoing	Risks 012, 013	Board members kept informed relevant training opportunities and events via board bulletins and email communications.
b) Develop the Board as a team	i	Develop a regional vision and strategy for GCRB to determine priorities at least until such time as the future regional structure is known and understood.	Exec Director/Chair	Ongoing	Risk 012	This will be focus of rearranged Board Strategy Day on 31 October 2022.
	ii	Identify opportunities for strategic/creative gatherings, including residential event when practicable.	Executive Director/Board Secretary/Chair	September 2022; Ongoing	Risk 012	
	iii	Arrange a series of reminder briefing sessions on governance issues including Code of Conduct, roles and responsibilities of Board members and attendees, scheme of delegation and conflicts of interest.	Board Secretary/Chair	2022/23	Risks 012, 013	
c) Implement Diversity Succession Plan	i	Progress plans for co-option of committee members following launch of co-option page on website in 2021-22.	Board Secretary/Chair	September 2022	Risk 012	
	ii	Adapt the mentoring programme in place for student Board Members and GCRSE Chair and roll this out to all new Board members	Board Secretary/Chair	December 2022	Risk 012	All new Board members have been offered an induction buddy/mentor
	iii	Review website and external communications to promote accessibility and ensure alignment with current accessibility regulations.	Executive Director/Board Secretary/Chair	June 2023; ongoing	Risk 012, 013	

### AIM 2: IMPROVE BOARD OPERATION – MEETINGS AND ACCESS TO INFORMATION

**Strategic Impact:** Well-structured meetings based on clear and succinct reports, with strong student engagement are essential to the effective operation of the Board.  
**Risk:** This aim mitigates, in particular, Risk 012: GCRB Board membership does not have the necessary capacity and capability to deliver our objectives; some actions mitigate Risk 013: There is a breach of legislation/guidance/code of practice and this results in a failure of governance.

OBJECTIVE	ACTIONS	INPUT TO REPORTING/ OVERSIGHT	COMPLETION	STRATEGY/RISK REFERENCE	PROGRESS REPORT	
a) Improve effectiveness of meetings.	i	Introduce chair's overview of agenda, business and decisions required at start of each meeting.	Chair	June 2022; ongoing	Risk 013	Ongoing.
	ii	Develop annual programme of student reports to board to support louder, clearer student voice; consider observer status for additional Assigned College student officers.	Executive Director/Board Secretary/Chair	by September 2022	Risk 012	Ongoing.

b) Improve format and accessibility of board reports.						
	i	Further develop use of BoardEffect platform to enhance sharing/access of supporting information and reports in between board meetings	Executive Director/Board Secretary	June 2022; ongoing	Risk 012, 013	Induction Materials folder on BE; Use of Delegated authority reports on BE; Reference docs uploaded to Libraries in between meetings.

**AIM 3: SHARPEN FOCUS ON CORE BOARD FUNCTIONS - OVERSIGHT AND FORESIGHT**

**Strategic Impact:** Adequate focus on the dual governance responsibilities of the board are critical to the development and delivery of its strategy.  
**Risk:** This aim contributes to mitigation of a range of identified risks, including: Risk 001 GCRB is unable to respond proactively to internal and external change including regional and national reviews and systemic change; Risk 002 GCRB does not develop/maintain effective working relationships with key external stakeholders; Risk 003, The reputation of the Glasgow college region is damaged as a result of adverse publicity; Risk 004, Opportunities to deliver regional strategy are missed/not resourced appropriately; Risk 006, Ineffective regional curriculum planning impacts regional, economic and social needs; Risk 013, There is a breach of legislation/guidance/code of practice and this results in a failure of governance.

OBJECTIVE	ACTIVITY	INPUT TO REPORTING/ OVERSIGHT	COMPLETION	STRATEGY/RISK REFERENCE	PROGRESS REPORT	
a) Improve board insight into/oversight of regional performance.	i	Develop a comprehensive business report, for presentation to each board meeting, with improved accountability for performance to date and including variances from agreed targets, management interventions where necessary, and anticipated impact.	Executive Director/Chair	June 2022; ongoing	Risk 001, 004, 006	Initial report presented to Board; ongoing for development in line with strategic development work.
	ii	Establish core policy statements derived from GCRB core functions and strategy; codify systems and controls that support implementation.	Executive Director/Board Secretary/Chair	2022/23	Risk 001, 004, 006	Dependent on review process and revised strategy.
	iii	Develop assurance map for Audit & Assurance Committee, identifying evidence to satisfy assurance in relation to the strategic plan and strategic risk register.	Executive Director/Board Secretary/Audit Chair	2022/23	Risk 002, 013	Internal Audit report on Strategic Planning considered by the Audit and Assurance Committee in January 2022. Recommendations of this report being implemented in accordance with agreed timescales. Further work is dependent on review process and revised strategy.
b) Strengthen board strategic foresight and planning.	i	Develop a stakeholder policy, formed in the light of a stakeholder mapping exercise, and look at links between GCRB, assigned colleges and College sector partnerships.	Executive Director/Board Secretary/Chair	2022/23	Risk 001, 002, 003	Regional stakeholder mapping work in progress following national Colleges Scotland/CDN stakeholder mapping workshops and GCRB's stakeholder engagement workshop.
	ii	Enhance the external engagement and ambassadorial role of Board members through an increased attendance at networks and events, including virtual networks and events.	Executive Director/Board Secretary/Chair	September 2022; ongoing	Risk 001, 002, 003	Board members kept informed of sector, college and regional events, as well as training opportunities, via board bulletins. Board members invited to attend Climate Fresh workshop, hosted by GCRB in September 2022. Board members invited to attend Colleges' Scotland Parliamentary Reception, where GCRB will host a regional stall, in October 2022.
	iv	Review the Board's role in relation to human resource strategy and development	Executive Director/Board Secretary/Chair	2022/23	Risk 001, 003	Partially dependent on review process; Chair to bring to Board for consideration at appropriate juncture.
	v	Consider the potential benefit to the Board from the formation of a Committee for Learning and Teaching.	Executive Director/Board Secretary/Chair	2022/23	Risk 001, 004, 006	Partially dependent on review process; Chair to bring to Board for consideration at appropriate juncture. Under active review by Chair.
	vi	Consider the value to governance from considering the impact for governance from compliance with the expectations of the Code. This approach may identify ways to refine governing practice in future.	Board Secretary/Chair	September 2022; ongoing	Risk 013	This will be picked up by the Board Secretary upon her return.