
Nominations & Remuneration Committee

Date of Meeting	Thursday 26 October 2023
Paper Title	Board Self-Evaluation Process 2023-24
Agenda Item	12
Paper Number	NRC1-H
Responsible Officer	Board Secretary
Status	Disclosable
Action	For Decision

1. Executive Summary

1.1 The report outlines arrangements for self-evaluation activity during 2023-24 and a timetable for the Committee's consideration.

2. Recommendations

2.1. The Committee is invited to **consider** and **agree** the proposed schedule of evaluation activity as set out under item 4.0. The Board will be asked to note the process at its next meeting.

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:

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 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. GCRB underwent its last externally facilitated review in 2021. It is required to do this again between 2024 and 2026. The Committee may wish to consider this timescale in order to make a recommendation to the Board.

3.3. GCRB is required to submit an evaluation report annually to the SFC. This is ordinarily done in March/April each year. To allow for completion of the different strands of evaluation and for board approval, evaluation activity is planned to take place around the turn of the calendar year.

3.4. The format of the Board's evaluation questionnaire, which is issued in January is due for review in 2023-24. A proposal will be brought to the next meeting of the Committee.

3.5. The Regional Chair's term of office concludes in January 2024, therefore, the schedule below brings activities forward to allow for completion of the Chair's evaluation and feedback to take place in December rather than January. A report on the process will still be given to the Board in January by the Senior Independent Member.

3.6. Timing of individual Board Member review meetings with the Chair is still to be confirmed.

4. Proposed Schedule of Evaluation Activity

ACTIVITY	DATE
<u>Committee Effectiveness Reviews (self-evaluation):</u>	
Nominations & Remuneration Committee	07.12.23
Audit & Assurance Committee	16.01.24
Performance & Resources Committee	13.12.23

Reports to Board	29.01.24
<u>Evaluation of Board Chair by Senior Independent Member:</u>	
Issue of questionnaire/feedback form to all Members	20.11.23
Return of questionnaire/feedback form	01.12.23
Dialogue/meetings as appropriate with individual Members	04.12.23 – 15.12.23
Meeting with Chair	w/c 18.12.23
High-Level Report to Board	29.01.24
<u>Full Board Evaluation:</u>	
Issue of questionnaire/programme ¹ to all Members	30.01.23
Return of questionnaire	09.02.23
Board discussion/evaluation session	29.04.23 ²
<u>Board Member Individual Evaluations:</u>	
Issue of self-evaluation forms:	tbc
One-to-one meetings with Chair	tbc
<u>Overall Report on Effectiveness Review:</u>	
Report to Board (for approval)	29.04.24
Submit to SFC/publish	30.04.24
<u>Report on Compliance with Code of Good Governance (Board Secretary report):</u>	
Report to Audit & Assurance Committee	28.05.24
Report to Board/Approval of Compliance Statement	17.06.24

¹ Subject to agreement of revised format.

² Earlier session to be scheduled if required.

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.