

## Nominations & Remuneration Committee

Date of Meeting	Thursday 31 May 2018
Paper Title	GCRB Board Member Evaluation
Agenda Item	7
Paper Number	NRC7-C
Responsible Officer	Penny Davis, Board Secretary
Status	Disclosable
Action	For Approval

### 1. Report Purpose

- 1.1 To seek Committee approval of the proposed approach to the Chair's evaluation of individual Board Members' performance.

### 2. Recommendations

- 2.1. The Committee is invited to **approve** the proposed approach and the appended evaluation form.

### 3. Background

- 3.1. The Code of Good Governance (Item D.25), requires that:

*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.*

- 3.2. The Ministerial guidance on the appointment of non-executive board members requires regular appraisal of their performance if members are to be considered for extension or re-appointment.
- 3.3. Normal practice for GCRB in the past has been for the Chair of the Board to conduct one-to-one meetings with all Board Members annually. However, the 2017-18 evaluation process took place around the time that the Interim Chair was stepping down and the new Chair was being appointed, so one-to-one review meetings were not held at that time.

### 4. Detail

- 4.1. The new Chair has agreed to conduct one-to-one meetings before the start of the new academic year, having completed six months in office at the start of July, to ensure that GCRB is compliant with regulatory requirements, and that all Board Members have an opportunity to discuss with her their personal objectives for the year ahead.

- 4.2. The appended form is a revised version of the form used in previous individual evaluations. The revised form provides for the inclusion of an agreed development objective, or objectives, for the year ahead.
- 4.3. The Board Member and Chair will complete the final section of the form at the meeting, and the Chair will feed back information on objectives to the Board Secretary so that these can, where possible, be taken account of in planning Board training and development.
- 4.4. Information provided by individuals will not be circulated more widely, but records will be retained in accordance with regulatory requirements.

**5. Risk Analysis**

- 5.1 There are no risks associated with the report besides those relating to compliance with appointments guidance and the Code of Good Governance, to both of which the report refers.

**6. Legal Implications**

- 6.1. There are no further legal implications.

**7. Resource Implications**

- 7.1. There are no new resource implications arising from this report.

**8. Strategic Implications**

- 8.1. Effective evaluation and development arrangements are important to the performance of the Board and the achievement of its strategic objectives.

## Glasgow Colleges' Regional Board: Individual Board Member Evaluation

Name of GCRB Member: \_\_\_\_\_

### Introduction

Scottish Government guidance on Non-Executive Board Member appointments and extensions requires evidence of annual performance assessment, and the Code of Good Governance for Scotland's Colleges requires all Board Members to undergo annual evaluation, normally by the Chair of the Board. On that basis, and to reflect best practice, performance evaluation forms part of GCRB Members' terms and conditions of appointment.

### Self-Evaluation

Before meeting with the Chair, you should consider your performance over the past year and identify in the table below areas of strength and areas for further development.

In undertaking self-evaluation, you should consider your role on the Board and contribution from different perspectives, for example:

- the level and effectiveness of your participation in meetings, at both Board and Committee level;
- your knowledge and understanding of the organisation's strategic objectives, its performance, and the key challenges GCRB faces;
- how effectively you have worked as part of a team with other Board Members and provided constructive challenge and support to the Executive;
- how effectively you have contributed to good governance as set out in the Code of Good Governance and Code of Conduct, through your values and behaviour;
- whether you have contributed to the work of the Board in other ways, for example through external networking.

Areas of strength	Areas for further development

Before your meeting with the Chair it would be helpful to have thought about your personal development objectives for the coming year in relation to your role on the GCRB Board. At least one objective for 2018-19 should be agreed with the Chair at your meeting.

**Attendance Record 2017-18** (This section to be completed by GCRB Executive):

	<i>Number of Meetings</i>	<i>Number Attended</i>	<i>% Attendance</i>
Board:			
Committee:			

Development/training and other events attended:	
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**Conclusions** (This section to be completed at evaluation meeting)

Discussion points agreed (if any):

Development Objective(s) for 2018-19:

Signed: \_\_\_\_\_ (Chair of the GCRB)

Date: \_\_\_\_\_

Board Member Signature:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_