Item 11
For Approval

GLASGOW KELVIN COLLEGE

BOARD OF MANAGEMENT MEETING - 5 OCTOBER 2020

CODE OF GOOD GOVENANCE – EXTERNALLY FACILITATED EFFECTIVENESS REVIEW AND SELF-EVALUATION 2020/21

REPORT BY CLERK TO THE BOARD

1. Introduction

1.1 The purpose of this report is to provide an update on proposals for our external effectiveness review and approve the associated process to complete the review by April 2021 in line with national timescales. The report also sets out plans for remaining aspects of our self-evaluation to be undertaken during this academic year.

2. Background

2.1 The Board, at its meeting on 2 March 2020, considered a report on arrangements to undertake an external effectiveness review during 2020 in line with the Code of Good Governance for Scotland's Colleges. The Board had previously agreed that the matter be progressed with our current internal auditors, MHA Henderson Loggie. Due to the impact of Covid-19 the planned external review did not progress and the revised national timescale is for reviews to be completed by end April 2021. There had been some representation for this to be extended to the end of the academic year but there has been no further feedback received on that.

3 Context

3.1 There is an outstanding review and update to the Code of Good Governance being undertaken at national level through the Good Governance Steering Group. This update is required to specifically take account of the outcomes from the Ministerial Good Governance Task Group announced in March 2019, in particular, the decision to introduce two trade union nominees to college boards of management. It was anticipated that a revised Code would be agreed by early 2020, however, and as previously reported, this has been and continues to be subject to delay. Therefore, all boards will be expected to conduct their external reviews against the current 2016 version of the Code.

4 Proposals

4.1 The review will be conducted in line with the previously issued guidance from 2016. The reviewer will observe the Board meeting in December 2020 with the review report going to the March Board meeting. In terms of the review, all Board members will be issued with a questionnaire and have the opportunity for 1:1 meetings or discussions with the external reviewer.

4.2 As previously agreed, MHA Henderson Loggie will require a total of 6 days to undertake the external review with their final report presented to the Board meeting in March 2021.

5 Board Self-Evaluation 2020/21

5.1 There is still a requirement to undertake some aspects of our annual self-evaluation to complement the external review. This would incorporate the following aspects:

- December Board meeting – annual statement of compliance against Code of Good Governance included in college annual report and accounts 2019/20 together with an assessment of progress against Governance Action Plan
- February / March – Chair meetings with any newly appointed members
- May/June – individual standing committees – Audit and Risk, Finance and Resources and Learning and Teaching – to undertake at their last meeting of the academic year a self-evaluation review using an agreed proforma and assisted by the Clerk to the Board
- May/June - Committee Chair evaluations to be completed via a short focused questionnaire to members of relevant committees
- May/June – Board Chair evaluation via questionnaire to all Board Members and conducted by senior independent member (with respect to senior independent member their review to be conducted by another committee chair)
- May/June – individual meetings with all Board Members with Chair (with exception of any recently appointed members who are scheduled for earlier in the session)
- June Board meeting – report on progress against Governance Action Plan
- June – member self-evaluation session (to be confirmed)
- September – annual evaluation report considered at first meeting of Board in new academic year enabling a Board assessment of overall effectiveness

6 Resource Implications

6.1 The costs of the external review will in part be covered by utilising 4 available days within the current audit plan with the remaining 2 days met from existing resources. The additional two days will be charged out at the discounted day rate of £735.35 (excluding VAT) which formed part of the Board's internal audit tender exercise conducted last year.

7 Equalities

7.1 No adverse impacts on individuals with protected characteristics have been identified as a consequence of this report.

8 Risk and Assurance

8.1 Risk to the College is mitigated by ensuring effective control and regular review of our governance arrangements. This external review will provide further assurance with respect to our overall governance arrangements identifying any areas for further development or improvement.

9 Data Protection

9.1 There are no data protection implications arising as a consequence of the report

10 Recommendation

10.1 It is recommended that the Board:

i) note that MHA Henderson Loggie undertake the external effectiveness review of governance in line with the national guidance with a final report scheduled to be presented to the Board at its meeting in March 2021; and

ii) approve the self-evaluation actions for this academic year.

11 Further Information

Further information can be obtained from Douglas Wilson, Clerk to the Board of Management at douglaswilson@glasgowkelvin.ac.uk or Ian Patrick, Chair of the Board of Management