Item 16c
For Noting

GLASGOW KELVIN COLLEGE

BOARD OF MANAGEMENT – MEETING OF 31 AUGUST 2020

CLERK TO THE BOARD'S PERFORMANCE OBJECTIVES 2020/21

REPORT BY CHAIR OF THE BOARD OF MANAGEMENT

1. Introduction

1.1 The purpose of this report is to advise members on the Clerk to the Board's performance objectives for academic year 2020/21.

2. Background

2.1 The Code of Good Governance for Scotland's Colleges states that 'the Board as a whole must appoint a Board Clerk/Secretary who is responsible to it and reports directly to the Chair in their Board secretary capacity'. In line with good practice, the Clerk to the Board provides a review and objectives report to the Chair and Vice Chair as part of an annual review and as agreed previously by the Board.

3. Clerk to the Board's Performance Objectives 2020/21

3.1 The Clerk to the Board undertook a review meeting with the Chair and the Vice Chair of the Board on 13 August 2020. It was assessed that the Clerk had fully met his objectives during 2019/20. The meeting evidenced the effective role and support that the Clerk provided to the Board and College together with valued advice to the Chair.

3.2 The agreed performance objectives for 2020/21 are set out in the attached appendix. It is recognised that the annual objectives are generally consistent. In 2020/21, that will continue to be the case recognising they are designed to support the Board's objective to continue to achieve the highest standards of governance, in particular, during a period of significant challenge.

4. Resource Implications

4.1 There are no additional resource implications as a consequence of this report. The Clerk to the Board is on agreed hourly rate which is uprated in line with pay arrangements agreed for support staff and subject to annual performance review.

5. Equalities

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

6. Risk and Assurance

6.1 Any potential risk to the college's strategic leadership and management arrangements is mitigated by ensuring the appropriate performance and review process for the Clerk to the Board which is duly recorded and reported to the Board on an annual basis.

7 Data Protection

7.1 There are no data protection implications arising as a consequence of this report.

8. Recommendations

8.1 It is recommended that the Clerk to the Board's performance objectives for 2020/21, as set out in an appendix to this report, be noted.

9. Further Information

Further information can be obtained from Ian Patrick, Chair of the Board of Management.

Appendix

GLASGOW KELVIN COLLEGE

CLERK TO THE BOARD'S PERFORMANCE OBJECTIVES 2020/21

1 Ongoing assessment and appropriate development of the Board's governance framework.

2 Undertake Board Member recruitment and re-appointments process of non-executive Board members including the anticipated introduction of Trades Union members.

3 Implementation of the member induction and development programme for 2020/21 as agreed by the Board.

4 Implementation of outcomes from the Board's evaluation 2019/20 and process for 2020/21 including an externally facilitated review.

5 Ensure effective engagement and relationships with Glasgow's assigned colleges and the Regional Board as well as with OSCR, CDN and the college governance and Board secretaries' network.