

Chairs' Committee

Terms of Reference

1. Remit

The role of the Chairs' Committee is to co-ordinate the business of the Board Committees and the Board itself, act as the Nominations Committee and, in cases of urgency, exercise the functions of the Board.

The Committee also acts as the Nomination Committee.

The Committee also nominates the appointment committee for senior members of College management and oversees the appointments process.

In addition, the Chairs' committee may exercise the functions of the Board in any cases of urgency where it is not practical to assemble a full Board meeting. Any decisions taken by the Chairs' Committee acting in such a way must be reported to the Board without delay for ratification.

2. Responsibilities

Coordinate the business of the Board Committees and the Board and:

- Ensure coordination of agendas for Committee meetings and meetings of the Board of Directors.
- Provide support to the Principal in the delivery of the College Strategic Objectives and other Board requirements.
- Ensure the effective evaluation and development of the Board, its Committees and governance arrangements and recommend any revisions to the Board. Carry out an annual self-evaluation of the Board and propose the corresponding Board Development Plan.

Act as the Nominations Committee:

- Manage the process whereby members of the Board are recruited, selected and recommended to the Board for appointment in line with the Principles of Standards in Public Life, Equality and Diversity of the Board and the terms of office of members.
- Maintain the Board skills matrix including reviewing the skills requirements of all Board committees and the allocation of Board members to committees to maximise their contribution, taking account of Equality and Diversity, best practice and succession planning.
- Oversee the induction of Board members and their integration into the work of the Board.
- Review the contribution of Board members and their development requirements.

- Lead, on behalf of the Board, the process for the recruitment and appointment of members of the Principal, and if required, senior management team including the nomination of members of appointing panels. Ensure good practice is followed at all times with regard to recruitment practice, including advertising, shortlisting, interviewing and consultation with College staff as appropriate.
- Oversee the induction of the Principal and CEO into the work of the Board and committees [and the setting of objectives for the Principal and CEO for approval by the Board].
- Provide support on any grievance or disciplinary matters including acting as appeal panel as necessary.

Make decisions on behalf of the Board on urgent or emergency matters where it is not feasible to convene a full Board meeting, in line with the College's Scheme of Delegation. Ensure decisions are reported to the Board at the next available opportunity and not more than one month later.

3. Membership

The Committee comprises Chairs of the Board, Planning and Resources, Learning and Teaching and Audit committees, the Principal and the Vice Chair of the Board.

The Chair of the Board shall Chair this Committee.

4. Working Practices

The Committee shall meet as required and not less four times a year.

The quorum will be 50% of members.

The minutes of the meeting will be reported to the next appropriate Board meeting. In line with FOI (Scotland) Act 2002, some matters may be exempt from publication in the minutes for commercial or Data protection reasons.

The Committee shall be serviced by the Secretary to the Board.

Approved by Board of Directors 15 June 2023