

Item 15
For Approval/Endorsement

GLASGOW KELVIN COLLEGE
BOARD OF MANAGEMENT MEETING OF 11 OCTOBER 2023
EXTERNALLY FACILITATED EFFECTIVENESS REVIEW AND SELF-EVALUATION
REPORT BY SECRETARY TO THE BOARD AND DIRECTOR OF ESTATES AND
CORPORATE SERVICES

1. Introduction

The purpose of this report is to provide an update on the proposals for the Board's next Externally Facilitated Effectiveness Review (EFER), and to approve the associated processes.

The report also sets out plans to ensure that the Board of Management's annual self-evaluation exercise is undertaken in line with national guidance during the current Academic Year.

2. Background

The Code of Good Governance obliges the Board to undertake an EFER every 3 to 5 years, which is carried out by an independent person/organisation.

The last Review was carried out in Academic Year 2020/21 with a final report presented to the Board of Management in March 2021.

The Board of Management receives a report every year on compliance with the Code of Good Governance which is prepared by the Secretary to the Board and the Director Estates and Corporate Services. This detailed report is provided to give members assurance as to the many ways compliance is achieved.

3. Proposals

It is proposed that the College Board undergoes an Externally Facilitated Effectiveness Review during Academic Year 2024/25; the suggested date for this being around November/December 2024. This review will be conducted in line with the previously issued national guidance from 2016.

The reviewer would observe the Board meeting in December 2024 with the review report going to the March 2025 Board of Management 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.

The Secretary to the Board has discussed this with MHA Henderson Loggie who has suggested that, whether or not they are our internal auditor at that point in time, they would be happy to facilitate this review. As previously, they would require a total of 6 days to undertake the Externally Facilitated Effectiveness Review with their final report presented to the Board meeting in March 2025.

4. Board Self-Evaluation 2023/24

As per requirements of the Code of Good Governance, there is still a requirement to undertake an annual self-evaluation which complements the Externally Facilitated Effectiveness Review. This self-evaluation would incorporate the following aspects:

- December Board meeting – an annual statement of compliance against the Code of Good Governance included in the College annual report and accounts 2022/23 together with an assessment of progress against the Governance Action Plan.
- February / March – the Chair undertakes meetings with any newly appointed members
- May/June – evaluation of 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 Board Secretary
- May/June - Committee Chair evaluations to be completed via a short focused questionnaire to members of relevant committees
- May/June – Board Chair evaluation undertaken via a questionnaire issued to all Board Members and conducted by the senior independent member. (The senior independent member review to be conducted by another committee chair)
- May/June – individual meetings with all Board Members undertaken by the Chair (with the exception of any recently appointed members who are scheduled to attend meetings with the Chair earlier in the session)
- June Board meeting – report on progress against Governance Action Plan
- June – board 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.

5. Resource Implications

The costs of the Externally Facilitated Effectiveness Review review will be included in future budget preparation figures.

6. Impact on Students

There is no impact on students by having an Externally Facilitated Effectiveness Review.

7. Risk and Assurance

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.

8. Equality

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

9. Data Protection

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

10. Environmental and Sustainability

There is no impact on environmental and sustainability matters arising as a consequence of the report.

11. Recommendations

It is recommended that the Board:

- i) approve the recommendation that an Externally Facilitated Effectiveness Review will be scheduled for Academic Year 2024/25;
- ii) approve the Secretary to the Board of Management liaising with MHA Henderson Loggie in relation to them undertaking the Externally Facilitated Effectiveness Review in line with the national guidance with a final report scheduled to be presented to the Board at its meeting in March 2025; and
- ii) approve the self-evaluation actions for this academic year.

12. Further Information

Further information can be obtained from Linda Ellison, Secretary to the Board at lellison@glasgowkelvin.ac.uk or Lisa Clark, Director of Estates and Corporate Services at lisaclark@glasgowkelvin.ac.uk

Linda Ellison, Secretary to the Board
Lisa Clark, Director of Estates and Corporate Services
September 2023