West College Scotland Board of Management

Nominations Committee

Statement of Purpose

The Board of Management provides the principal governance mechanism through which all activities are managed in accordance with relevant legislation and regulations, as well as ensuring that systems are in place to provide efficiency, effectiveness, and economy. The Board of Management has delegated some of its responsibilities to certain committees.

The purpose of the Nominations Committee is to consider and make recommendations to the Board, on Board Member appointments ensuring due process is followed, to consider matters of succession planning, and to consider processes in place for the search, appointment, induction, training and development of Board members.

1. Remit

- To manage the process for identifying individuals for nomination to membership of the Board of Management, using appropriate search and recruitment methods and following good practice, and to nominate such Board member appointments and extensions of appointments to the Board of Management, all in accordance with the guidance issued by the Scottish Ministers as amended or updated from time to time, in a fair, equitable and non-discriminatory manner, giving due regard to equality, diversity, demography and opportunity. All approval of Membership rests with the Board and then Scottish Ministers.
- To review and consider the composition and balance of the Board of Management in relation to equality of representation as well as particular skill sets having regard to Equality Duty.
- To undertake shortlisting and interviewing of suitable candidates having due regard for the independence of the external panel member as well as equality and diversity.
- To make recommendations to the Board regarding the appointment or reappointment of the Vice Chair of the Board of Management, the Senior Independent Member, as well as the Chairs and members, including co-opted members, of its standing committees.
- To develop and keep under review succession planning arrangements taking into account the challenges and opportunities facing the College and the impact these have on the skill and expertise required by the Board of Management.
- To develop and keep under review procedures for the appointment, re-appointment, induction, training, development and evaluation of Board members.
- To consider and recommend to the Board on Committee Membership and appointment of co-opted members.
- To review the attendance of members of the Board of Management and its standing committees and to take follow up action as appropriate.
- To regularly review and approve the procedure for co-opted members.
- To regularly review a report from the Governance Manager on tenure of Board Members and key post holders (Committee Chairs) and the skills mix of the Board.
- To consider risk relating to the matters that fall within the Committee's remit and to agree what mitigating factors/actions are in place and what further action, if any, needs to be taken to address such matters of risk.

2. Membership

Chair of the Board of Management
The Vice Chair of the Board of Management
The Chairs of each of the standing Committees of the Board
A minimum of 1 non-executive member of the Board of Management
One Staff Member
One TU Board Member
One Student President
In attendance: Governance Manager

- The Chair and Vice Chair of the Committee will be non-executive members of the Board of Management with the Chair of the Board of Management being Chair of the Committee.
- The elected staff and trade union board members will serve for 2 years each (in succession), so that both the Teaching and Support staff members will have the opportunity to join this committee during their period of membership of the Board.
- The Principal will not be a member of, nor attend meetings of the Nominations Committee.
- Vice Chair and members appointments to the Committee will be between 3 to a maximum of 5 years, providing systematic opportunities for Committee members to serve on another Committee.
- The Committee is empowered to invite members of the Executive / Senior Leadership Team to attend meetings of the Committee.
- An appropriate external independent person will be recruited to play a full role in the recruitment and recommendation of new Board Members to Scottish Ministers. This will be approved by the Board.

3. Frequency of Meetings

The Committee will meet as required and should be at least annually.

4. Quorum

A quorum will be no less than 50% of Board members on the Committee with at least two being non-executive Board members.

5. Secretariat

- Secretariat will be provided by the Governance Manager.
- Papers for the meeting will be sent out electronically 7 days in advance of the meeting.
- The Committee will report to the Board of Management and the minutes of its meetings will be circulated to the Board for information.

6. Review

The Remit will be subject to review by the Committee annually. The next review is due in September 2026.