

West College Scotland

Board of Management - Nominations Committee

Statement of Purpose

The purpose of the Nominations Committee is to ensure the Board has the skills, diversity, experience and leadership capacity required to govern effectively and deliver the College's strategic ambitions.

The Committee shall focus on strategic oversight within its remit and avoid duplication of responsibilities assigned to other Board Committees.

The Nominations Committee shall:

1. Oversee and make recommendations to the Board, on Board member appointments, reappointments and extensions of appointment, ensuring compliance with relevant legislation, Ministerial guidance and good governance practice.
2. Ensure recruitment and selection processes for Board membership are fair, transparent, inclusive and promote equality, diversity and representation.
3. Review the composition, balance, skills, experience and diversity of the Board to ensure it remains effective and capable of delivering the College's strategic objectives.
4. Oversee succession planning for the Board, Committee Chairs and other key Board roles, taking account of current and future governance needs
5. Make recommendations to the Board on the appointment of the Vice Chair, Senior Independent Member, Committee Chairs, Committee members and co-opted members.
6. Oversee arrangements for Board member induction, training, development and ongoing effectiveness.
7. Review Board and Committee membership arrangements, including tenure, succession, attendance and skills requirements
8. Approve and monitor procedures relating to Board recruitment, appointments and co-opted membership to ensure they remain effective and fit for purpose.
9. Review governance risks within its remit and monitor the effectiveness of actions to address succession, recruitment and Board capacity risks
10. Provide assurance and recommendations to the Board that support effective governance, Board renewal, succession planning and the long-term effectiveness of the Board of Management.
11. Ensure compliance with Scottish Government, Scottish Funding Council, QAA and other applicable statutory or regulatory requirements.
12. Provide assurance and recommendations to the Board that support effective governance, informed decision-making and delivery of the College's Strategic Plan.

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.

Frequency of Meetings

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

Quorum

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

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.

Review

The Remit will be subject to review by the Committee annually. The next review is due in September 2027.