M

REGIONAL BOARD REPORT

Subject: Board Chair Annual Evaluation Process and Development Plan 2017-18	**Purpose:** **For Approval** ☐ **For Discussion** ☐ **For Information** ☒
Prepared by: Virginia Grant	**Date:** 15 October 2018

Purpose: To advise the Board of the outcome of the review undertaken by the Senior Independent Member of the Board Chair

Linked to Strategic Goal 3: Provide a high quality College experience.

Executive Summary:

The attached paper sets out the process undertaken in connection with the review by the Senior Independent Member of the Board Chair and also provides members with a copy of the Chair's annual development plan.

Recommendation: That the Board note the position and advise of any further comments/observations.

Previous Committee Approvals:

For publication ☒	**For publication with redactions** ☐	**Not for publication** ☐

Borders College Regional Board Chair Annual Evaluation Process and Development Plan 2017 – 2018

1. Board Chair Evaluation Process

The evaluation of the performance of the Regional Board Chair, Tony Jakimciw, was led by Dr Virginia Grant who is the Senior Independent Member of the Board.

Each Board member was requested to complete a questionnaire by providing their assessment of the Chair's current competence across each of four development pillars:

- Knowledge of the external environment;
- Non-executive skills;
- Organisational knowledge and
- Team working.

In addition the Chair was invited to complete a self-evaluation form based on the same criteria as the questionnaire and to attend a review meeting with the Senior Independent Member.

Responses to the questionnaires were received from thirteen Board Members. The Chair was considered to be very competent or competent in all four areas by all those who responded. Members also contributed helpful comments to support their competency scores. It was acknowledged that Borders College is fortunate to have such a highly accomplished and respected Chair who is thought to set an excellent example of corporate governance.

A summary of the questionnaire responses was developed by the Board Secretary.
While the results of the questionnaire reflect the Chair's considerable strengths in all four pillars, the comments suggest that there is scope for improvement in levels of member participation and in the overall rigor, distribution and quality of the board dialogue.

The Senior Independent Member invited the Board Chair to attend a meeting to discuss the outcomes of the process and to agree an Annual Development Plan.

Both the feedback summary and the outcome of the Chair's self-evaluation were used to inform the meeting between the Chair and the Senior Independent Member. The feedback was anonymous and none of the material discussed was attributable to individual members.

Both the Independent Member and the Chair acknowledged the importance of the evaluation process and the resulting development plan to the continuous improvement of the governance of the College.

A copy of the collated anonymised results were given to the Chair for the purposes of the Chair's review by the Scottish Government.

The outcome of the process was the development plan set out below.

2. Board Chair Annual Development Plan 2017 – 2018

Board Chair Annual Development Plan agreed with Senior Independent Member (to be passed to Board Secretary for action as required)
It has been agreed that the College will support the Board Chair Tony Jakimciw in pursuing the following Annual Development Plan over the next 12 months: 1. Tony will check whether Board members require further reflection time prior to discussing complex papers of key strategic importance to optimise productive dialogue and scrutiny at Board and Committee Meetings 2. Tony will discuss with Angela whether it would be helpful and appropriate to extend his ambassadorial role with staff and students and how this could potentially generate greater value for the College 3. Tony will discuss and agree with Angela the development of a standardised structure for presentations to the Board, to ensure that they focus on issues of key importance to the success of the College and relevance to the College's strategy 4. Tony will explore with Board members, as a standard part of their annual review sessions, how they could maximize the value of their involvement in various networks to the benefit of the College 5. Tony will seek to maximise participation of all Board members through: • Reminding members of the importance of engagement in constructive dialogue including challenge and comment when considering key strategic documents and other important items at meetings • Exploring at individual review sessions the contributions members make to levels of participation and to the overall rigor and quality of board dialogue • Exploring the possibility of arranging a development session on the skills and behaviours associated with: framing effective questions to challenge ideas on strategic issues and proposals in ways that are constructive and stimulate valuable discussion 6. Tony will seek to help members to get to know each other better by ensuring that the process designed for the annual strategy day optimises the scope for valuable group interaction and collaborative output. Signed ..... Chair ..... Senior Independent Member ..... Date