

Transition Board – Shetland Merger Project

Committee	Transition Board – Shetland Merger Project
Subject	Committee Structure
Action requested	<input type="checkbox"/> For information only <input checked="" type="checkbox"/> For discussion <input type="checkbox"/> For recommendation <input type="checkbox"/> For approval
Brief summary of the paper	To review committee structure for the Transition Board.
Resource implications [if yes, please provide detail]	Yes Further secretarial support will be required to set up the committees
Risk implications [if yes, please provide detail]	Yes It is key to achieving assigned status that the arrangements for the new college are properly constituted. Key committees as detailed in the paper are required for this.
Date paper prepared	01-Sep-20
Date of committee meeting	09-Sep-20
Author	Jane Lewis
Equality and diversity	No
Status	Non-confidential
Freedom of Information Can this paper be included in 'open' business?*	Yes
Status following the meeting	

Context

In order to become assigned the new college must comply with the Code of Good Governance for Scotland's Colleges. A Good Governance Checklist is attached for information. In the context of this paper the board needs to demonstrate accountability and effective delegation. In order to operate effectively the board may delegate responsibilities to committees for the conduct of board business. As a minimum the committees required are Audit, Remuneration, Finance and Nominations/Appointments. The purpose of this paper is to encourage discussion of and agreement of a committee structure. A future paper to the board will set out the terms of reference and meeting frequency of these committees along with a scheme of delegation (another requirement of the code).

Minimum Requirement:

Audit Committee
Remuneration Committee
Finance Committee
Nominations/Appointments Committee

Other committees could be considered and a brief scan across UHI indicates boards have a variety of board committees. Some can be considered expansions of the minimum required committees above:

Finance and General Purposes
Human Resource and remuneration

Some colleges have additional Committees:

Learning and Teaching & Research
Estates Projects
Human Resources

The board is asked consider the committee structure and is asked to approve the formation of at least the minimum committee requirements as indicated.