

Committee	Board of Management		
Agenda Item Number	6.4		
Date paper prepared	20/06/2022	Date of committee meeting	24/08/2022
Subject	Annual Development Reviews for Board Members		
Author	Matt Sierocinski King		
Action requested	To approve		
Purpose of the paper	To set the process by which the Annual Development Reviews of Board Members would be undertaken.		
Brief summary of the paper	<p>All board members need to undertake an Annual Development Review.</p> <p>The paper lays out the practicalities behind the process and the options before them to decide.</p> <p>Board members are invited to read BOM-2021-49.1 and BOM-2021-49.2</p>		
Consultation	Vice-Chair and Chair of the Board of Management were consulted prior to the meeting.		
Resource implications	Time of board members.		
Risk implications	Governance. These reviews are a Code of Good Governance requirement.		

Link with strategy	Sustainability
Equality, Diversity and Inclusion	None
Island Community Impact	The option of such reviews being conducted by Teams limits the negative impacts of those who do not live on Shetland Mainland
Paper status	<input checked="" type="checkbox"/> Open – The paper may be circulated to non-members of the committee and published online without restriction. <input type="checkbox"/> Restricted – The paper must not be circulated to non-members or published online until after the committee meeting. <input type="checkbox"/> Confidential - The paper must not be circulated beyond the committee members and should not be published online. [Please note papers may still be subject to Freedom of Information requests – see below].
Freedom of information	Open If closed/ withheld, select date this will become 'open': Enter a date.

Background

Under clause D.24 and D.25 of the Code of Good Governance, all board members must undertake performance reviews annually.

Clause D.24 states:

“The board must agree a process for evaluating the effectiveness of the board chair and the committee chairs. The evaluation of the board chair should normally be led by the vice-chair/senior independent member.”

Clause D.25 states:

“The board must ensure all board members are subject to appraisal of their performance, conducted at least annually, normally by the chair of the board.”

Practicalities

The one-to-one reviews would take place:

- as soon as possible, for those who joined the board over two years ago, or
- on or prior to their two-year anniversary, those who joined in the year prior to vesting, or
- on each Board Member’s anniversary of joining the board, for those who joined since vesting,
- on or prior to each board members’ anniversary of joining the board for every year after joining the board.

Under the Code of Good Governance, the Chair of the Board of Management is recommended to serve as the reviewer for the development reviews for all board members, except for themselves. The Senior Independent Member undertakes the review of the Chair of the Board of Management.

One of the decisions Board is asked to undertake is whether the reviews should for all other members should be split amongst the committee chairs, with the Chair of the Board undertaking the reviews for the chairs of the committees only?

Practically, the latter option would result in each chair conducting the reviews of members of their committee only. Where members sat on more than one committee, the review could either be undertaken jointly, or with one chair committee chair conducting the review and the other committee chair relaying their thoughts to the reviewing chair, in advance of the review.

The reviews could take place either in person or via Teams, as determined by the reviewer and the reviewee, mutually.

The dates to which the Annual Development Reviews would be held by for each member of the board are as follows:

Board Member	Board Role	Review Date	Reviewer Options
Graeme Howell	Vice-Chair of the Board	As soon as possible	Davie Sandison
Jane Lewis	Principal	As soon as possible	Human Resources and Remuneration Committee
John Goodlad	Independent Director	As soon as possible	TBD
Karen Hall	Chair of Learning Teaching and Research Committee	As soon as possible	Davie Sandison
Lauren Doughton	Chair of Audit Committee	As soon as possible	Davie Sandison
Simon Collins	Chair of Human Resources and Remuneration Committee	As soon as possible	Davie Sandison
Davie Sandison	Chair of the Board	09/09/2022	Graeme Howell
Simon Clarke	Teaching Staff Director	20/10/2022	TBD
Angela Sutherland	Non-Teaching Staff Director	20/10/2022	TBD
Maria Bell	Independent Director	17/02/2023	TBD
Grant Cumming	Independent Director	17/02/2023	TBD
Rory Gillies	Independent Director	17/02/2023	TBD
Chris Bolton	Independent Director	11/05/2023	TBD
Claire Christey	Independent Director	11/05/2023	TBD
Lucy Wilson	Independent Director	11/05/2023	TBD
Ian McCormack	Student Director	01/07/2023	TBD

Decisions for Board

- To agree the methodology of who conducts the development reviews.
- To agree the use of draft development review forms in papers BOM-2021-49.1 and BOM-2021-49.2