South Lanarkshire College – Board Effectiveness - ACTION PLAN

No.	Task	Deadline for implementation	Person(s) responsible	Status
1.	**Strategic leadership** a. The Chair will ensure that the Board has regular opportunities during Board meetings and workshops to engage in forward thinking (long term market scanning, horizon scanning, scenario planning, etc.) b. As part of its forward planning, the Board will ensure that the College invests in its infrastructure, business development and in its staff to ensure its long term sustainability c. The Board will consider ways in which it can incentivise and reward staff (within current budgetary constraints) to encourage innovation, retain goodwill, maintain morale and demonstrate that staff are valued highly by the Board/College			

No.	Task	Deadline for implementation	Person(s) responsible	Status
2.	**Board engagement with stakeholders** d. The Board will develop and agree a Stakeholder Engagement Strategy for the College and formally monitor stakeholder relationships on a more regular basis e. The Depute Principal will codify simple, positive messages about the College (e.g. its Unique Selling Points, top ten facts/achievements) and provide this in bookmark or other summary form to Board Members to support them in their role as ambassadors for the College f. The Chair and Principal will agree ways in which Board Members can increase their profile and engagement with staff (and other key stakeholders) without undermining the Principal. This may include: (i) More attendance at events (ii) Organised visits/increased contact with staff (iii) Board Member profiles in the College Newsletter (iv) Publication of key decisions/outcomes from Board meetings			

No.	Task	Deadline for implementation	Person(s) responsible	Status
	g. The Chair will use her performance appraisal interviews with Board Members to explore ways in which their skills, expertise and contacts can be put to best use in furtherance of the College's objectives			
3.	**Committees** h. The Principal should ensure early and substantive Board/ Committee engagement on all major issues and that the Board/Committee is not presented with a fait accompli. Likewise, senior managers should be encouraged to be open with the Board about any service issues and challenges, in the manner that the Principal currently does i. Each Committee will undertake an annual review of its own effectiveness which will include a review of its Terms of Reference and the information needs of the Committee j. Each Committee will produce an annual report on its work which will form part of the College's annual report			

No.	Task	Deadline for implementation	Person(s) responsible	Status
	g. Any key reports on financial and governance problems in other Colleges (and public bodies) within Scotland will be drawn to the attention of the Audit Committee which will report to the Board on any relevant lessons for the College			
4.	**Use of technology** h. Two Board Members (from the Development Committee) will investigate the potential uses of technology in relation to video conferencing, paperless meetings and social media/networking and present a report to the Board [However, there is still an expectation that Board Members will be present in person at the vast majority of Board and Committee meetings and attendance by way of video or tele-conferencing will be the exception rather than the rule]	March 2018		