

Search and Nominations Committee

Tue 2 November 2021, 16:30 - 18:30

Teams

Attendees

Board members

- David Sandison (Chair)
- Jane Lewis (Principal - Shetland UHI)
- John Goodlad (Independent Director)
- Graeme Howell (Vice Chair of Board)
- Cally Mair (Student Director)

Also in Attendance

- Matt Sierocinski King (Secretary)

Meeting minutes

1. Welcome, Apologies, Announcements

KH has been noted as giving her apologies as there was an administrative invite error.

Action: Secretary to send an email to KH apologising for the administrative error

2. *Terms of Reference

The terms of reference were noted

3. Minutes of the Previous Meeting

The minutes of the previous meeting were approved

 Search and Nominations Sub-committee meeting minutes 31 March 2021.pdf

4. Matters Arising

There were no matters arising

5. *Staff Election Results

The report was noted. The Secretary gave an update on the election. Angela Sutherland was elected unopposed to the role of Non-Teaching Staff Director. Simon Clarke was elected to the role of Teaching Staff Director.

6. Skills Audit

The Secretary presented the Skills Audit, and summarised the areas of weakness on the board, namely, Legal, HR, and Wellbeing. Finance was also raised as a focus.

Wellbeing was deemed to be a nice to have, rather than an essential.

7. Recruitment of new Independent Directors

The committee discussed recruitment strategies and whether there was a geographical limitations to recruitment. Strategies regarding formal advertising and word of mouth were agreed.

Action: Secretary to remove references to merger in the recruitment pack, and include the new strategy.

Action: Secretary to set a suitable timeline for recruitment.

Action: Secretary and Chair to meet regarding the content of the recruitment pack.

Action: To advertise the number of vacancies as up to four.

Action: To advertise from 9th November, in local press, social media and the college newsletter. Secretary to check with Nicholas re: linkedin and UHI for advertising the board vacancies.

Action: Secretary to advertise the role with VAS.

Action: Advert to focus on the skills required as determined by the skills audit.

Action: Secretary to review terms of appointment between the Secretary and the Chair

8. Sub-Committee Assignments

The Secretary introduced where vacancies have arisen from the staff director turnover.

Action: The committee is to recommend to Board for Angela Sutherland (Staff Director) to join Finance and General Purposes

Action: Chair is to discuss with Simon Clarke the potential for him to join Human Resources and Remuneration sub-committee.

9. Any Other Business

GH approached the topic contingency to deal with Chair Absences. The secretary outlined the options. The committee was asked to consider the topic and whether further action was required.

CM raised a point regarding chairing meetings training. The committee discussed the concept of training regarding chairing, effective communication, and engagement.

10. Date of Next Meeting

The date of the next meeting will be when the shortlisting takes place for the director vacancies.

All board members can be drawn for the informal conversation portion of the recruitment.

Search and Nominations Committee members to be largely drawn up for the formal panel.

Action: Secretary to book meetings in advance of need to meet with the timeline determined above.

Agenda Item	Action	Responsible	Status
1	Secretary to send an email to KH apologising for the administrative error	MSK	Complete
7	Secretary to remove references to merger, and including the new strategy	MSK	Complete
7	Secretary to set the timeline for recruitment to match the previous independent board member recruitment timeline.	MSK	Complete
7	Secretary and Chair to meet regarding the content of the recruitment pack	MSK	Complete
7	To advertise the number of vacancies as up to four.	MSK	Complete
7	To advertise from 9th November, in local press, social media. Secretary to check with Nicholas re: linkedin and UHI for advertising the board vacancies.	MSK	Completed after delay
7	Secretary to advertise the role with VAS.	MSK	Voluntary Action Scotland's website is defunct.
7	Advert to focus on the skills required as determined by the skills audit.	MSK	Complete
7	To look at terms of appointment between the Secretary and the Chair	MSK	Complete
8	The committee is to recommend to Board for Angela to join Finance and General Purposes	Chair on behalf of the Committee	Complete
8	Chair is to discuss with Simon Clarke the potential for him to join Human Resources and Remuneration Committee.	Chair	Ongoing
10	To book meetings in advance of need to meet with the timeline determined above.	MSK	Complete