

Transition Board – Shetland Merger Project

Committee	Search and Nominations Sub-committee
Subject	Committee Terms of Reference
Action requested	<input checked="" type="checkbox"/> For information only <input type="checkbox"/> For discussion <input type="checkbox"/> For recommendation <input type="checkbox"/> For approval
Brief summary of the paper	To note terms of reference for the Search and Nominations Sub-Committee.
Resource implications [if yes, please provide detail]	No Click here to enter text.
Risk implications [if yes, please provide detail]	No
Date paper prepared	26-Oct-20
Date of committee meeting	30-Oct-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	

Search and Nomination Committee

Terms of Reference

Date first approved	
Review Officer	
First review date	August 2021
Date review approved by BOM	
Next review date	

Constitution

The Transition Board has established a committee known as the Search and Nomination Committee. The quorum for all meetings of the committee shall be three members who are entitled to vote.

The Committee may be attended, at the invitation of the Chair by members of the College's academic and support staff or by external advisers. The purpose of such an invitation will be to provide specialist information and advice to assist the Committee in its deliberations. Individuals attending on this basis may not vote on any decision made by the Committee.

Membership

Not less than five Board Members, including the Chair and the HISA Shetland Depute.

The Chair and Vice Chair of the Board of Management, the Chairs of each of the Standing Committees of the Board, namely Audit, Human Resources & Remuneration, Learning, Teaching and Research and Finance and General Purposes.

The Vice Chair of each of the Standing Committees, may deputise in the absence of the Chair of that Committee.

Chair	David Sandison
Board members	Cally Mair, HISA Shetland Depute Karen Hall, Chair LT&R Graeme Howell, Chair F&GP John Goodlad
Ex Officio	Principle Designate - Jane Lewis Board Secretary - <i>TBC</i>

Frequency of Meetings

The Committee shall meet only when required, and report to the Board.

Remit

The Committee has overall responsibility for reviewing the balance of skills and experience of non-executive members of the Board and committees of the Board and for making recommendations to the Board in relation to the appointment of non-executive members.

The Search and Nomination Committee shall:

1. Consider the skills matrix of current Board Members to determine the skills and experience required of prospective members

2. For Board non-executive positions and in consultation with the Principal and Board Secretary, agree:
 - A timetable for recruitment and selection process
 - The various forms of advertising to be used to ensure the College meets the College Sector Board appointment requirements and the requirements of the Public Sector Equality Duty
 - The key information to be included in the advertising material.
3. Provide for the consideration of the Board, a list of names for members of Board Committees.