

Search and Nominations Committee

Wed 8 December 2021, 16:30 - 18:30

Teams

Attendees

Board members

- David Sandison (Chair)
- John Goodlad

Ex-Officio

- Matt Sierocinski King (Chair)
- Jane Lewis (Principal - Shetland College UHI)

Apologies

- Karen Hall
- Simon Collins
- Graeme Howell (Vice Chair)

Authorised Absence

- Cally Mair

Meeting minutes

1. Welcome, Apologies, Announcements

The Chair welcomed everyone to the meeting

2. *Terms of Reference

Action: Secretary to review and update all the terms of references for each committee, and to present refreshed versions in the next calendar year.

3. Minutes of the Previous Meeting

The approval of minutes was delayed until the next meeting

4. Matters Arising

There were no matters arising.

5. Applications for Shortlisting (Confidential)

The Chair updated on his communications with Claire Christie. The Chair confirmed that Claire remains interested in serving on the board. Noted that appointment could be made on the basis of previous application and review.

The committee discussed the applications that they had received.

The paper needs to be labelled as confidential. The Island Community Impact needs to be changed to mention that two reside on the Mainland, with a capital M.

The committee determined that all applicants should be advanced to interview.

6. Interview Stages

6.1. Informal Session

The committee agreed for the informal event to be held at 5pm-6pm on Tuesday 14th December. Staff Directors, Chair of the Board and Cally Mair will be invited to attend.

Action: Secretary to inform the board about the informal session

Action: Secretary to draft a letter from the chair inviting applicants to the informal session.

Action: Chair to invite comments from all board members after the session.

6.2. Formal Interviews

The Committee agreed for the panel to be DS, CM, JG, and GH. JL was invited to observe. The Committee also agreed for all interviews to be completed by 15:00, with the first interview starting at 11:30 with a pre-meet taking place at 11:00 for panel members. Each interview slot is scheduled to last 30 minutes, including up to 10minutes for reflection.

The committee discussed the question format, and presentation question. The panel agreed the question for presentation to be: "What is your motivation for joining the board of management of Shetland UHI?"

Action: The Secretary is to draw up an interview timetable for 15th December starting at 11:00 in 30min slots, with a 20minutes deliberation period after all interviews are finished.

Action: Chair to invite GH, SCo and KH to the deliberations.

7. Any Other Business

Action: The Committee recommended that the Board discuss the cycle of terms of office of board members at the next board meeting.

8. Date of Next Meeting

The date of the next meeting is 16th March 2021

Agenda Item	Action	Responsible	Status
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2	To review and update all the terms of reference for each committee, and to present refreshed versions in the next calendar year.	Secretary	Ongoing
6.1	To inform the board about the informal session	Secretary	Complete
6.1	To draft a letter from the chair inviting applicants to the informal session and interviews.	Secretary	Complete
6.1	To invite comments from all board members after the session.	Chair	Complete
6.2	To draw up an interview timetable for 15th December starting at 11:00 in 30min slots, with a 20minutes deliberation period after all interviews are finished.	Secretary	Complete
6.2	To invite GH, SCo and KH to the deliberations.	Chair	Complete
7	The Committee recommended that the Board discuss the cycle of terms of office of board members at the next board meeting.	Chair	Ongoing