

Committee	Search and Nominations Committee		
Agenda Item Number	9		
Date paper prepared	24/08/2022	Date of committee meeting	31/08/2022
Subject	Board Member Attendance 2021-2022		
Author	Matt Sierocinski King		
Action requested	To Review and Discuss		
Purpose of the paper	To review the attendance of members at Board meetings and Committee meetings over the past academic year, and to discuss the findings.		
Brief summary of the paper	The paper also details the impact of committee changes recommended by Search and Nominations Committee combined with the adjustments that some committees made to the number of meetings per year, on the number of meetings to which Board members will be invited to attend this academic year compared to last academic year.		
Consultation	None		
Resource implications	None		
Risk implications	None		
Link with strategy	Sustainability. The importance of sustaining a full and active Board with full and active committees.		
Equality, Diversity and Inclusion	None.		
Island Community Impact	None		

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 Confidential - The paper must not be circulated beyond the committee members and should not be published online.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.

Meeting Attendance

Overall Comments for 2021-2022 Academic Year

Attendance rates across the last academic year were consistent amongst board members, with 9/16 board members attending more than 76% of the time, the average of all board members. This is also true collectively for the Principal, and Staff Directors as groups.

A further 4/16 Board members attended at least 60% of the time. This is also true collectively for the Committee Chairs and sole Committee Vice-Chair currently appointed, and the Other Independent Directors collectively.

Of the remaining 3 members:

- Ian McCormack has only had the opportunity to attend one meeting, and therefore his attendance rate raises no concerns.
- Lucy Wilson has only had the opportunity to attend 3 meetings, a force majeure required her to give apologies on the day of one meeting, thus not raising any concerns on attendance rates.
- Rory Gillies has had a low attendance rate for both committees to which Rory attends, raising concerns.

Comments by Committee for 2021-2022 Academic Year

- Finance and General Purposes Committee
 - o The committee has had more meetings than other committees combined (8 in total) and has taken on new members in the last quarter of 2022-2023, one of which was Grant Cumming, who's 0% attendance rate at this committee should not raise concerns.
- Learning, Teaching, and Research Committee
 - o This is the best attended Committee of Board, with the majority of members scoring 100% turnout rates, across its three meetings.
- Human Resources and Remuneration Committee
 - o The third Committee to hold its first meeting after vesting at Shetland UHI in November 2021, has had a strong turnout for the majority of its members across its four meetings.
- Search and Nominations Committee
 - o The committee has had two scheduled meetings, and one additional meeting to account for the recruitment of new members. The committee's attendance by Chairs of Committees appointed prior to March 2022 is in need of some improvement.
- Audit Committee
 - o Audit held its first meeting in July 2022, and seeks the support of Search and Nominations Committee for increasing its membership in 2022-2023 to help ensure meetings remain quorate going forward.

Attendance Table for 2021-2022 Academic Year

Position	Name	Board of Management	Finance and General Purposes Committee	Learning, Teaching, and Research Committee	Human Resources and Remuneration Committee	Search and Nominations Committee	Audit Committee	Total
<i>Average</i>		4.2/5.4 (77%)	4.1/5.6 (74%)	2.5/2.8 (88%)	2.5/3.4 (74%)	1.8/2.8 (65%)	0.75/1 (75%)	9.1/12 (76%)
Principal	Jane Lewis	6/7 (86%)	8/8 (100%)	3/3 (100%)	3/4 (75%)	3/3 (100%)	-	23/25 (92%)
Committee Chairs	Davie Sandison	6/7 (86%)	7/8 (88%)	-	3/4 (75%)	3/3 (100%)	-	19/22 (86%)
	Graeme Howell	7/7 (100%)	8/8 (100%)	-	4/4 (100%)	1/3 (33%)	-	20/22 (91%)
	Karen Hall	5/7 (71%)	-	3/3 (100%)	2/3 (67%)	1/3 (33%)	-	11/16 (69%)
	Simon Collins	5/7 (71%)	-	-	4/4 (100%)	0/2 (0%)	-	10/13 (77%)
	Lauren Doughton	4/7 (57%)	-	3/3 (100%)	2/2 (100%)	0/0 (-)	1/1 (100%)	7/13 (54%)
Committee Vice-Chair	Grant Cumming	5/7 (71%)	0/1 (0%)	-	3/4 (75%)	-	-	8/12 (67%)
Student Director	Ian McCormack	0/1 (0%)	-	0/0 (-)	-	0/0 (-)	-	0/1 (0%)
Staff Directors	Simon Clarke	5/5 (100%)	-	2/2 (100%)	-	0/0 (-)	-	7/7 (100%)
	Angela Sutherland	5/5 (100%)	3/5 (60%)	-	1/2 (50%)	-	-	9/12 (75%)
Other Independent Directors	John Goodlad	5/7 (71%)	-	2/3 (67%)	-	3/3 (100%)	-	10/13 (77%)
	Rory Gillies	4/7 (57%)	2/8 (25%)	-	1/4 (25%)	-	-	7/19 (37%)
	Maria Bell	5/7 (71%)	1/1 100%	2/3 (67%)	-	-	-	8/11 (73%)
	Lucy Wilson	1/2 (50%)	-	0/0 (-)	-	-	0/1 (0%)	1/3 (33%)
	Claire Christey	2/2 (100%)	-	0/0 (-)	-	-	1/1 (100%)	3/3 (100%)
	Chris Bolton	2/2 (100%)	-	0/0 (-)	-	-	1/1 (100%)	3/3 (100%)

Key for Attendance Table for 2021-2022 Academic Year

76% (average) -100%

60%-75%

40-59%

0%-40%

Changes in Number of Meetings for 2022-2023

The table below details the impact of the re-organisation of meetings has had on each board member in terms of the number of meetings they are expected to attend. Finance and General Purposes Committee have reduced their meetings by 4, Board of Management by 2, and Search and Nominations Committee by 1. Human Resources and Remuneration Committee remains at 4 meetings per year. Audit Committee increases its number of meetings by 3 compared to the last academic year after its establishment last quarter, while Learning, Teaching, and Research Committee and the Joint meeting between Audit Committee with Finance and General Purposes Committee, increases their number of meetings by 1 each. Other changes in number of meetings attended by individual board members are because of committee composition changes. The average number of meetings each member attends has increased slightly because of these changes. All changes are numbered in white text.

Last academic year there was significant in-balance between members. Search and Nominations Committee successfully redressed this balance for the current academic year. Only 2 members serving all of last academic year have an increase in their number of meetings.

Key for Changes in Number of Meetings Table for 2022-2023

Reduction in meetings

No Change

Increase in meetings

Changes in Number of Meetings Table for 2002-2023

Position	Name	Board of Management	Finance and General Purposes Committee	Learning, Teaching, and Research Committee	Human Resources and Remuneration Committee	Search and Nominations Committee	Audit Committee	Joint Audit with Finance and General Purposes Committee	Total
<i>Average +1.7</i>		-/5 (-%) -0.4	-/4 (-%) -2.4	-/4 (-%) +1.9	-/4 (-%) +0.6	-/2 (-%) +0.1	-/4 (-%) +3	-/1 (-%) +1	-/13.8 (-%) +1.7
Principal -5	Jane Lewis	-/5 (-%) -2	-/4 (-%) -4	-/4 (-%) +1	-/4 (-%)	-/2 (-%) -1	-	-/1 (-%) +1	-/20 (-%) -5
Committee Chairs -18	Davie Sandison	-/5 (-%) -2	-/4 (-%) -4	-	-/4 (-%)	-/2 (-%) -1	-	-/1 (-%) +1	-/16 (-%) -6
	Graeme Howell	-/5 (-%) -2	-/4 (-%) -4	-	-/4 (-%)	-/2 (-%) -1	-	-/1 (-%) +1	-/16 (-%) -6
	Karen Hall	-/5 (-%) -2	-	-/4 (-%) +1	-/4 (-%) +1	-/2 (-%) -1	-	-	-/15 (-%) -1
	Simon Collins	-/5 (-%) -2	-	-	-/4 (-%)	-/2 (-%)	-	-	-/11 (-%) -2
	Lauren Doughton	-/5 (-%) -2	-	-3	-/4 (-%) +2	-/2 (-%) +2	-/4 (-%) +3	-/1 (-%) +1	-/16 (-%) +3
Committee Vice-Chair +2	Grant Cumming	-/5 (-%) -2	-/4 (-%) +3	-	-/4 (-%)	-	-	-/1 (-%) +1	-/14 (-%) +2
Student Director +10	Ian McCormack	-/5 (-%) +4	-	-/4 (-%) +4	-	-/2 (-%) +2	-	-	-/11 (-%) +10
Staff Directors +6	Simon Clarke	-/5 (-%)	-	-/4 (-%) +2	-	-/2 (-%) +2	-	-	-/11 (-%) +4
	Angela Sutherland	-/5 (-%)	-/4 (-%) -1	-	-/4 (-%) +2	-	-	-/1 (-%) +1	-/14 (-%) +2
Other Independent Directors +25	John Goodlad	-/5 (-%) -2	-	-/4 (-%) +1	-	-/2 (-%) -1	-	-	-/11 (-%) -2
	Rory Gillies	-/5 (-%) -2	-/4 (-%) -4	-	-/4 (-%)	-	-	-/1 (-%) +1	-/14 (-%) -5
	Maria Bell	-/5 (-%) -2	-/4 (-%) +3	-3	-	-	-	-/1 (-%) +1	-/10 (-%) -1
	Lucy Wilson	-/5 (-%) +3	-	-/4 (-%) +4	-	-	-/4 (-%) +3	-/1 (-%) +1	-/14 (-%) +11
	Claire Christey	-/5 (-%) +3	-	-/4 (-%) +4	-	-	-/4 (-%) +3	-/1 (-%) +1	-/14 (-%) +11
	Chris Bolton	-/5 (-%) +3	-	-/4 (-%) +4	-	-	-/4 (-%) +3	-/1 (-%) +1	-/14 (-%) +11