

Search and Nominations Committee Spring Meeting 2022-2023

Wed 8 February 2023, 16:30 - 18:30

Attendees

Chair

- David Sandison (Chair of the Board of Management, Chair of Search and Nominations Committee)

Board Members

- Graeme Howell (Vice Chair of the Board of Management, Chair of Finance and General Purposes Committee, Senior Independent Member, Absent from 1, 2, 3, 4, 5)
- Lauren Doughton (Chair of Audit Committee)
- Simon Clarke (Teaching Staff Director)
- John Goodlad (Independent Director)

Ex-Officio

- Jane Lewis (Principal - Shetland UHI)

Also In Attendance

- Matt Sierocinski King (Board Secretary)

Apologies

- Karen Hall (Chair of Learning, Teaching, and Research Committee)
- Grant Cumming (Vice-Chair of Human Resources and Remuneration Committee)
- Sinead Lucock (Student Director)

Meeting minutes

Opening Administration

1. Welcome, Apologies, Announcements

Mr Sandison (Chair of Search and Nominations Committee) welcomed everyone to the meeting.

The apologies were noted.

2. Terms of Reference

Mx Sierocinski King (Board Secretary) updated the committee that the terms of reference would be brought forward to the next Board of Management meeting as part of the annual cycle of refreshing terms of reference from each of the Board of Management's committees.

3. Minutes of the Previous Meeting

Mr Sandison (Chair of Search and Nominations Committee) asked members of the committee to review the Confidential minutes of the Previous Meeting, and the Non-Confidential minutes of the previous meeting for matters of accuracy.

Decision: The Committee approved the confidential minutes as a true and accurate record of the previous meeting.

Decision: The Committee approved the non-confidential minutes as a true and accurate record of the previous meeting.

4. Matters Arising

Mr Sandison (Chair of the Board of Management) opened this agenda item. Mx Sierocinski King (Board Secretary) confirmed that all matters arising were either completed or on agenda, with just a handful of attendance records to be checked.

2023 Director Recruitment

5. Fisheries Nominee

Mr Sandison (Chair of Search and Nominations Committee) updated the committee on the progress on this matter, hoping for a resolution from the Shetland Fishermen's Association soon.

Action: The Chair of Search and Nominations Committee will call Shetland Fisherman's Association next week regarding a nominee for the Board of Management of Shetland UHI.

6. Seafood Nominee

Mx Sierocinski King (Board Secretary) updated on timeline of Mr Cumming's (Vice-Chair of Human Resources and Remuneration Committee) expected resignation. Mr Sandison (Chair of Search and Nominations Committee) felt that a letter requesting his replacement could only be sent after his resignation had been received in writing.

During this agenda item, Mr Howell (Chair of Finance and General Purposes Committee) joined the meeting.

Action: A letter to Seafood Shetland, specifically to Ruth Henderson is to be sent in the name of the Chair of Search and Nominations Committee, requesting a nominee for the Board of Management of Shetland UHI, after the Vice-Chair of Human Resources and Remuneration Committee's resignation had been received.

8. Initial Independent Director Recruitment

Mr Sandison (Chair of the Board of Management) introduced the agenda item, and informed the committee of the recruitment process undertaken, and the the interview process of Dr Robbins. The committee discussed the potential for appointment of Dr Robbins, and his previous experience.

Decision: The committee recommended to the Board of Management that Doctor Robbins be appointed as a Non-Executive Director.**Action:** The Board Secretary shall instigate the PVG process for Doctor Robbins.

Action: The Board Secretary shall prepare and instigate an induction process for Doctor Robbins.

9. Subsequent Independent Director Recruitment

Mx Sierocinski King (Board Secretary) updated on the progress being made, and asked the committee to clarify what actions they wished to be undertaken, should the number of applications not exceed the number of vacancies in this recruitment cycle.

The committee discussed the options including, utilising board members' connection, contacting HR departments re: professional opportunities that UHI Shetland provides, and approaching local NHS staff, in addition to contacting staff at other UHI academic partners.

Action: Advert to go out to board members to circulate to their connections, as soon as possible.

Action: The Board Secretary shall check whether UHI partnership staff are able to join the Board of Management of Shetland UHI.

Committee Assignments

10. Appointment of (Interim) Chair of Human Resources and Remuneration Committee

Mr Sandison (Chair of the Board of Management) introduced this item, and spoke about the challenges of recruiting a Chair for Human Resources and Remuneration Committee. The Committee were asked for suggestions as to who could serve as Chair.

Decision: The Chair of the Board of Management shall serve as the interim chair, as no matters of remuneration are on the agenda for the next meeting.

11. Third Committee Assignment for Chair of Human Resources and Remuneration Committee

This agenda item was deferred to the next meeting, as an interim chair was appointed.

12. Draft Skills Audit

Mx Sierocinski King (Board Secretary) introduced this item of the agenda, and requested for members of the committee to review the proposed skills audit and give feedback ready for release as soon as the final Independent Directors have been recruited.

The committee raised concerns regarding the timeline of the process.

Action: The Board Secretary shall send out the skills audit, with a focus on the new members.

Action: The Board Secretary and Mr Sandison (Chair of the Board of Management) are to meet to discuss the date of the next meeting.

Action: The Board Secretary shall send members copies of their Skills Audit submissions from last year.

Final Matters

13. Any Other Business

There was no additional business raised.

14. Date of Next Meeting

The date of the next meeting is 01/03/2023, subject to confirmation.