

Committee	Board of Management		
Number on Agenda	18		
Date paper prepared	16/06/2023	Date of committee meeting	28/06/2023
Subject	Appointment of Board Secretary		
Author	Matt Sierocinski King (Board Secretary)		
Action requested	To Approve		
Purpose of the paper	To comply with the Code of Good Governance by the Board of Management formally appointing the Board Secretary.		
Brief summary of the paper	<p>The Board of Management were involved in the appointment and interview process of the current Board Secretary of Shetland UHI, Matt Sierocinski King in the summer of 2021. Professor Jane Lewis (Principal), Davie Sandison (Chair of the Board of Management), and Nicholas Oakley (Governance and Policy Manager at UHI) conducted the interviews. The Chair of the Board of Management made the verbal offer of employment, while UHI undertook the formal written processes, with Matt Sierocinski King taking up post in July 2021 to the role of: Board Secretary (Shetland UHI) and Assigned Colleges Support Officer.</p> <p>Under the Code of Good Governance, the Board of Management is required to formally appoint the Board Secretary. No written record of this is present by the Transition Board.</p> <p>The Board of Management is requested to retrospectively appoint Matt Sierocinski King to the role of Board Secretary.</p> <p>The author of this paper acknowledges the conflict of interest with regards to this paper.</p>		
Consultation	Transition Board		
Resource implications	None, if approved.		
Risk implications	Risk 6. Governance. The Board of Management might experience challenges in its operational duties without a Board Secretary.		
Link with strategy	Sustainability.		
Equality, Diversity and Inclusion	N/A		

Island Community Impact	N/A
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 Confidential - The paper must not be circulated beyond the committee members and should not be published online.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].
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