

Search and Nominations Committee, Autumn Meeting, 2023-2024

Wed 23 August 2023, 16:30 - 18:30

Attendees

Chair

- Graeme Howell (Vice Chair of the Board of Management, Chair of Finance and General Purposes Committee, Senior Independent Member)

Prescribed Board Members

- Sue Beer (Student Director)
- Lauren Doughton (Chair of Audit Committee, Absent from 1, 2, 3, 4)
- Karen Hall (Chair of Learning, Teaching, and Research Committee)

Other Board Members

- John Goodlad (Independent Director)
- Simon Clarke (Teaching Staff Director)

Ex-Officio and Management Team Member

- Jane Lewis (Principal - Shetland UHI)

Staff In Attendance

- Matt Sierocinski King (Board Secretary)

Also In Attendance

- Sara Fox (Your Students' Association Assistant Voice Manager - Shetland and Orkney, Present at 9)

Apologies

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

Meeting minutes

Opening Administration

1. Welcome, Apologies, Announcements

Mr Howell (Vice-Chair of Search and Nominations Committee) welcomed everyone to the meeting, and specifically extended a welcome to Ms Beer (Student Director) as it was her first meeting of Search and Nominations Committee.

Apologies were noted from Mr Sandison (Chair of Search and Nominations Committee)

2. Terms of Reference

Noted: The Committee noted the Terms of Reference.

3. Minutes of the Previous Meeting

Mr Howell (Vice-Chair of Search and Nominations Committee) asked the Committee to review the Non-Confidential minutes of the previous meeting for matters of accuracy.

Mr Howell (Vice-Chair of Search and Nominations Committee) asked the Committee to review the Confidential minutes of the previous meeting for matters of accuracy.

Decision: The Committee approved the Non-Confidential minutes as true and accurate record of the previous meeting.

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

4. Matters Arising

The Committee noted that the ongoing actions regarding Skills Audit and the continued search to fill the vacancy for the role of Chair of Human Resources and Remuneration Committee, were both included as part of agenda items.

FE College Governance Development

5. College Governance Update - July 2023

Professor Lewis (Principal) introduced this agenda item, with Mx Sierocinski King (Board Secretary) giving further context to the paper, around Chair remuneration and Trade Union members joining the Boards of Management of Incorporated Colleges.

The Committee discussed the paper with a focus on the potential to have Trade Union Directors of the Board of Management.

Ms Doughton (Chair of Audit Committee) joined the meeting during this agenda item.

Noted: The paper was noted.

Decision: The Committee referred whether or not to appoint TU members to the Board of Management, to the next meeting of the Board of Management for further discussion.

Decision: The Committee agreed to inform LNCC that this matter had been discussed at the meeting.

Action: The Principal shall take a sounding of LNCC before preparing a paper on TU Directors for the next meeting of the Board of Management.

Action: The Board Secretary shall add Trade Union Directors to the agenda of the next meeting of the Board of Management.

2023 Staff Director Elections

6. Election Timeline

Mx Sierocinski King (Board Secretary) presented a draft timeline to the Committee for the Staff Director elections.

Decision: The Committee approved the timeline.

Action: The Board Secretary shall implement the timeline.

7. Candidates Pack

Mx Sierocinski King (Board Secretary) presented the draft Candidates' Pack to the Committee for the Staff Director elections for their review and approval, and noted that the text in red needed to be clarified with Management.

Decision: The Committee approved the use of the Candidates' Pack for the staff elections, and recommended it be proof read prior to release.

Action: The Board Secretary shall put the Candidates' Pack into use, after proof reading it.

2023 Student Director Recruitment

9. HISA Shetland Depute President By-Election Update

Miss Fox (Assistant Voice Manager - Shetland and Orkney, at Your Students Association) joined the meeting for this agenda item only.

Mr Howell (Vice-Chair of Search and Nominations Committee) asked everyone present to introduce themselves to the Assistant Voice Manager for Shetland and Orkney, who also introduced herself.

The Assistant Voice Manager for Shetland and Orkney spoke about the typical Shetland Autumn election timeline, and the roles typically elected in such an election cycle. She also spoke about the start points of different groups of students, and when elected officers would potentially start, along with the actions she would undertake for recruitment.

The Committee discussed the matter with a focus on the academic start point for different groups of students affecting the timeline of the election cycle.

Action: The Assistant Voice Manager for Shetland and Orkney is to clarify with Mrs Burden (Depute Principal Tertiary) with regards to the numbers and start time of cadets this academic year.

2023-2024 Independent Director Recruitment

11. Seafood Shetland Nomination Update

Mx Sierocinski King (Board Secretary) raised the matter of the vacancy for the Independent Director role nominated by the Seafood Industry.

The Committee discussed the matter, noting it was currently ongoing with Mr Sandison (Chair of the Board of Management).

Action: The Board Secretary shall add this item to the next meeting of Search and Nominations Committee.

12. Independent Director Recruitment

Mx Sierocinski King (Board Secretary) raised the matter of the two remaining vacancies for Independent Director roles and asked the Committee as to whether the Committee wished for the Board Secretary to undertake recruitment of Independent Directors.

The Committee discussed the matter, in the context of both the vacancies and the upcoming application of the Board Extensions Policy.

Action: The Board Secretary was asked to prepare for Independent Director recruitment, but not begin such a recruitment cycle as yet.

Action: The Board Secretary shall add this item to the agenda of the next meeting of Search and Nominations Committee.

Committee Assignments

13. Chair of Human Resources and Remuneration Committee

Mx Sierocinski King (Board Secretary) raised the topic of the vacancy for the role of Chair of Human Resources and Remuneration Committee, and how it could be filled. The Committee discussed the matter.

Action: Mr Howell (Vice-Chair of Search and Nominations Committee) is to write to Directors who are not currently serving as a chair of any of the Committee's to the Board of Management and invite them to serve as Chair of Human Resources and Remuneration Committee.

Recommendation: The Committee recommended that the vice-chair vacancies of Finance and General Purposes Committee, Learning, Teaching and Research Committee, and Human Resources and Remuneration Committee be raised at the next Board of Management meeting.

Action: The Board Secretary shall add the topic of Committee Vice-Chair vacancies to the agenda of the next Board of Management meeting.

Final Matters

17. Any Other Business

Professor Lewis (Principal) raised the topic of a member of Shetland Islands Council being invited to serve as an observer to Board of Management Meetings. Mx Sierocinski King (Board Secretary) informed the Committee that the Chief Executive of Comhairle nan Eilean Siar previously sat as an observer to the Board of Management of UHI Outer Hebrides prior to the merger of UHI Outer Hebrides, UHI North Highland, and UHI West Highland into UHI North, West, and Hebrides.

The Committee discussed the matter, and suggested that an Officer, rather than a Councillor, be asked to serve as an observer to the Board of Management.

Action: The Principal shall approach Shetland Islands Council to seek an observer to the Board of Management, and present the outcome of their discussions to the next Board of Management meeting.

18. Date of Next Meeting

The date of the next meeting is: 1st November 2023

Agenda Item	Action	Responsible	Progress
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5	Take a sounding of LNCC before preparing a paper on TU Directors for the next meeting of the Board of Management.	Principal	Complete
5	Add Trade Union Directors to the agenda of the next meeting of the Board of Management.	Board Secretary	Complete
6	Implement the timeline.	Board Secretary	
7	Put the Candidates' Pack into use, after proof reading it.	Board Secretary	
9	Clarify with Mrs Burden (Depute Principal Tertiary) with regards to the numbers and start time of cadets this academic year.	Assistant Voice Manager for Shetland and Orkney	Complete
11	Add this item to the next meeting of Search and Nominations Committee.	Board Secretary	Complete
12	Prepare for Independent Director recruitment, but not begin such a recruitment cycle as yet.	Board Secretary	
12	Add this item to the agenda of the next meeting of Search and Nominations Committee.	Board Secretary	Complete
13	Add the topic of Committee Vice-Chair vacancies to the agenda of the next Board of Management meeting.	Board Secretary	Complete
17	Approach Shetland Islands Council to seek an observer to the Board of Management, and present the outcome of their discussions to the next Board of Management meeting.	Principal	