

Search and Nominations Committee

Wed 7 May 2025, 16:30-18:30

Teams

Attendees

Chair

- Mason Robbins (Vice Chair of Audit Committee)

Prescribed Board Members

- Harley Green (Student Director)
- Karen Hall (Chair of Learning, Teaching, and Research Committee)
- Claire Christey (Chair of Audit Committee)
- Brian Smith (Chair of Finance and General Purposes Committee)

Other Board Members

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

Ex-Officio

- Jane Lewis (Principal - Shetland UHI)

Staff In Attendance

- Matt Sierocinski King (Board Secretary)

Meeting minutes

Opening Administration

1. Welcome, Apologies, Announcements

Dr Robbins (Interim Chair of the Board of Management) welcomed everyone to the meeting, and extended a particular welcome to Mr Smith (Chair of Finance and General Purposes Committee) as it was his first meeting of the Committee.

2. *Terms of Reference

Noted: The Committee noted the Terms of Reference.

3. Declarations of Interest

Dr Robbins (Interim Chair of the Board of Management) asked members of the Committee to review whether they had any conflicts of interest with matters on the agenda. Mx Sierocinski King (Board Secretary) felt that Dr Clarke (Teaching Staff Director) had one with item 8 of the agenda. The Teaching Staff Director declared an interest with agenda item 8.

4. Minutes of the Previous Meeting

Dr Robbins (Interim Chair of the Board of Management) asked members of the Committee to review the minutes of the previous meeting for matters of accuracy.

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

5. Matters Arising

Mx Sierocinski King (Board Secretary) confirmed that the work on the Student Directors Recruitment Pack and the work on recruiting a Seafood Industry nominee, remains ongoing.

Action: The Board Secretary shall continue the work on the Student Directors Recruitment Pack.

Action: The Board Secretary shall continue the work on the recruiting of a Seafood Industry nominee.

2024-2025 Student Director Recruitment

6. Nominations Update

On behalf of Miss Sara Fox (HISA Development Manager - Shetland and Orkney), Mx Sierocinski King (Board Secretary) updated the Committee on the re-election of Mr Harley Green to the role of HISA Shetland Depute President, and confirmed that he will therefore remain a student director. The Board Secretary also confirmed that no other nomination for the role of student director had been received from HISA at present.

2024-2025 Independent Director Recruitment

9. Seafood Industry Nomination Update

Noted: The Committee noted that action around this agenda item remains ongoing, as reported in matters arising.

10. Other Independent Director Recruitment

10.2. Recruitment Approach Update

The Committee discussed the recruitment approach, with a focus on word of mouth and promoting the role of Independent Director in the press and social media. Mr Smith (Chair of Finance and General Purposes Committee) suggested that Shetland UHI utilise the contacts that Mr Leask has for recruitment.

Action: Members of the Board of Management will continue to promote the role of Independent Director via word of mouth.

Action: The Senior Management Team will advertise the role of Independent Director via social media and the local press.

2024-2025 Staff Director Recruitment

There were no agenda items under this heading at this meeting.

Appointment to Roles of the Board of Management

11. Vice-Chair of the Board of Management

Mx Sierocinski King (Board Secretary) spoke to the idea of advertising the role of Vice Chair of the Board of Management formally, in writing, to Independent Directors.

Decision: The Committee agreed for the formal advertising the role of Vice Chair of the Board of Management, in writing, to Independent Directors to go ahead.

Action: The Board Secretary shall formally advertise the role of Vice Chair of the Board of Management, in writing, to Independent Directors.

Committee Matters

12. Chairs of Committees

12.1. Human Resources and Remuneration Committee

Mx Sierocinski King (Board Secretary) spoke to the idea of advertising the role of Chair of Human Resources and Remuneration Committee formally, in writing, to Independent Directors.

Mr Smith (Chair of Finance and General Purposes Committee) left this meeting at the during this agenda item.

Decision: The Committee agreed for the formal advertising the role of Chair of Human Resources and Remuneration Committee, in writing, to Independent Directors to go ahead.

Action: The Board Secretary shall formally advertise the role of Chair of Human Resources and Remuneration Committee, in writing, to Independent Directors.

13. Vice Chairs of Committees

13.1. Vacancies created by any current Vice-Chair being nominated for any other vacant position

Noted: The Committee noted that no such vacancies had arose.

14. Committee Assignations

Mx Sierocinski King (Board Secretary) explained the proposed approach to complete new committee assignations at an extraordinary meeting on 11th June, with the hope of also being able to appoint a new Vice Chair of the Board of Management, a new Chair of Human Resources and Remuneration Committee, a new Trade Union Director, an updated skills audit of Independent Directors, and have completed recommendations of an internal effectiveness review passed through Audit Committee.

Decision: The Committee approved the recommendation to hold an extra-ordinary meeting of Search and Nominations Committee on 11th June at 16:30 via Teams.

Final Matters

15. Any Other Business

There was no additional business.

16. Date of Next Meeting

The date of the next meeting will be an extraordinary meeting to be held on 11th June 2025 at 16:30 via Teams.

Action: Mx Sierocinski King (Board Secretary) shall send invitations to members of the Committee for the extraordinary meeting.

Agenda Item	Action	Responsible	Progress
5	Continue the work on the Student Directors Recruitment Pack.	Board Secretary	Ongoing
5	Continue the work on the recruiting of a Seafood Industry nominee.	Board Secretary	Ongoing
10.2	Continue to promote the role of Independent Director via word of mouth.	Members of the Board of Management	Ongoing
10.2	Advertise the role of Independent Director via social media and the local press.	The Senior Management Team	

11	Formally advertise the role of Vice Chair of the Board of Management, in writing, to Independent Directors.	Board Secretary	Complete
12.1	Formally advertise the role of Chair of Human Resources and Remuneration Committee, in writing, to Independent Directors.	Board Secretary	Complete
16	Send invitations to members of the Committee for the extraordinary meeting.	Mx Sierocinski King (Board Secretary)	Complete