



Meeting	Search and Nomination Committee
Date and time	Thursday 19 January 2023 at 9.00 a.m.
Location	Via Microsoft Teams

Governance Officer
12 January 2023

AGENDA

Welcome and Apologies

Declarations of Interest

- 1. MINUTES**
Meeting of the Committee held on 02 February 2022
- 2. BOARD MEMBER RECRUITMENT (Including Skills Matrix Review)**
Report by Governance Officer
- 3. AOCB**
- 4. DATE OF NEXT MEETING**

Board of Management

MINUTES of the MEETING of the SEARCH AND NOMINATION COMMITTEE held via Microsoft Teams on Wednesday 02 February 2022

PRESENT: Donald MacKenzie, Innis Montgomery, Gillian Galloway and Tina Stones
APOLOGIES: Mark Sheridan
CHAIR: Tina Stones
ATTENDING: Secretary to the Board of Management

There were no declarations of interest.

1. MINUTES

The minutes of the Meeting of the Committee held on 09 September 2021 were **ACCEPTED** as a correct record and were **APPROVED**.

2. TEACHING STAFF MEMBER ON THE BOARD OF MANAGEMENT

The Board Secretary spoke to her report advising that the current teaching staff member's term on the Board of Management is due to conclude on 22 March 2022. Committee members were advised that the current teaching staff member has advised that she wishes to step down from the position.

The Board Secretary advised that if approval is given today then the position will be advertised this week with nominations closing on 28 February 2022. The Board Secretary explained the election process to the Committee.

Committee members highlighted the need for a robust election process and looked at the current gender balance on the Board of Management. It was noted that we require to promote this as a development opportunity for a member of staff.

Action: It was noted that the Board Secretary will liaise with the current teaching staff member over the role.

Decision: It was **AGREED** that an informal drop in session would be arranged where the current teaching staff member would be able to discuss the role with any interested members of staff.

Decision: The Committee **AGREED** that they were content for the recruitment campaign to progress in February and March 2022.

3. DATE OF NEXT MEETING

TBA

Signed by the Chair:

Date _____

UHI | INVERNESS

Subject/Title:	Board Member Recruitment
Author: [Name and Job title]	Lisa Ross, Governance Officer
Meeting:	Search and Nomination Committee
Meeting Date:	19 January 2023
Date Paper prepared:	12 January 2023
Brief Summary of the paper:	This report provides the Committee with a background to the new recruitment campaign to the Board of Management, the skills and experience which we currently have on the Board of Management and the steps which need to be taken to begin this process.
Action requested: [Approval, recommendation, discussion, noting]	The Committee is asked to discuss and agree the following: <ul style="list-style-type: none"> ➤ Determine and agree the skills gap within the current Board and agree how to target these areas during a recruitment drive. ➤ Approve the draft outline timetable for the recruitment campaign. ➤ Discuss and agree who will be on the Selection Panel.

Item 02

Link to Strategy: Please highlight how the paper links to, or assists with:: <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> new opportunity/change	<input type="checkbox"/> Governance Compliance. <input type="checkbox"/> Risk Management		
Resource implications:	Yes / No If yes, please specify:		
Risk implications:	Yes / No If yes, please specify: Operational: Implications for Audit Committee and Risk Management Organisational:		
Equality and Diversity implications:	Yes/ No If yes, please specify:		
Student Experience Impact:	Yes/ No If yes, please specify:		
Consultation: [staff, students, UHI & Partners, External] and provide detail			
Status – [Confidential/Non confidential]	Non-Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	Yes		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (s33)		Its disclosure would constitute a breach of confident actionable in court (s36)	
Its disclosure would constitute a breach of the Data Protection Act (s38)		Other (Please give further details)	

Further guidance on application of the exclusions from Freedom of Information legislation is available via

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp> and

http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

BOARD MEMBER RECRUITMENT

Introduction

As per our Constitution our Board of Management should consist of not less than 13 or more than 18 Members. It is worth highlighting that the Scottish Government are currently consulting on plans to add trade union representatives to all College Boards and if approved it is expected that our membership would change to not less than 15 or more than 20 Members.

Within AY 21/22 we ran a successful recruitment campaign and appointed 4 Non-Executive Members and two Co-opted Members. Since then, we have had one Non-Executive Member and one Co-opted Member resign from the Board. Currently we have 12 Non-Executive Members, 2 Staff Representatives, 2 Student Representatives and the Principal as members of the Board of Management.

We are therefore looking to recruit 1 Non-Executive Member to the Board of Management along with further co-opted members.

Skills Matrix

Our current skills matrix can be found as confidential appendix 1.

Following review of this matrix and as part of discussions within both the Finance and General Purposes Committee and the Audit Committee the following skills gaps have been identified:

- Accountancy
- Finance
- Marketing/Media/PR
- Quality

Both the Finance and General Purposes and Audit Committee would benefit from members with an accountancy and/or financial background. It is worth noting that members of the Finance and General Purposes Committee cannot sit on the Audit Committee.

The College recognises the importance of having a diverse Board of Management and so a conscious effort will be made to encourage individuals from under-represented groups such as disabled people, people aged under 50 and people from ethnic minorities to apply.

Recruitment Timetable

A draft recruitment timetable has been drawn up and can be found as Appendix 2.

Selection Panel

There is a requirement for 4 individuals (2 Board Members, 1 Member of Regional Strategic Committee or Court and an independent person) to be part of the selection panel for new Board Members.

Recommendations

It is recommended that the following actions be agreed in advance of the recruitment campaign.

- Determine and agree the skills gap within the current Board and agree how to target these areas during a recruitment drive.
- Approve the draft outline timetable for the recruitment campaign.
- Agree who will be on the Selection Panel.

Item 02 - Appendix 2

DRAFT OUTLINE RECRUITMENT TIMETABLE 2023

Date	Activity
19 January 2023	Meeting of Search and Nomination committee to <ol style="list-style-type: none"> 1. Determine skills gap + agree recruitment targeting 2. Approve outline timetable 3. Determine two members to be College representatives on Selection Panel. Chair and one other. Approach independent person and UHI nominee.
19 January – 26 January 2023	Preparation of all recruitment paperwork (Governance Officer with input from Chair of the Board of Management)
Recruitment period of 3 weeks Recruitment goes live on 31 January 2023	Listing on: CDN website Chamber of Commerce, FSB, SCDI Key stakeholders Professional bodies – e.g., Finance, HR Social Media – IC Facebook, Twitter College Website UHI Newsletter Highland Business Women Changing the Chemistry
08 February 2023	Open Evening – potential applicants meet Chair of Board of Management and Principal
20 February 2023 23:59 hours	Closing date for applications
21 – 23 February 2023	Shortlisting Packs prepared and sent out to Selection Panel
28 February 2023	Meeting of the Selection Panel - Short listing
01 March 2023	Letter to Candidates inviting to attend interview on “agreed date”
07 & 08 March 2023	Interviews
09 March 2023	Report to UHI to seek Court ratification of appointments subject to PVG checks.
	PVG checking
	New Board members will be invited to attend Committee and Board Meetings as observers in advance of appointment or potentially as a co-opted member in advance of appointment.
27 June 2023	Formal appointment of new members following ratification by UHI.