

**MINUTES of the MEETING of the SEARCH AND NOMINATION COMMITTEE  
held in the Board Room, 1 Inverness Campus on Thursday 24<sup>th</sup> November 2016**

**PRESENT:** Brian Henderson, Neil Stewart, John Wilson  
**CHAIR:** Neil Stewart  
**APOLOGIES:** Hazel Allen, Louise James  
**ATTENDING:** College Secretary  
Principal

**1. MINUTES OF MEETING OF THE SEARCH AND NOMINATION  
COMMITTEE HELD ON 19 JULY 2016**

The minutes of the meeting held on 19 July were agreed as a correct record, approved and signed by the Chair.

**2. BOARD MEMBER RECRUITMENT 2017**

The Chairs Committee had agreed, at its meeting in September, that a recruitment campaign be undertaken in early 2017. The Board Secretary referred to the skills matrix which showed the skills and experience of current non-executive members. The main area with a shortage of skills was in all areas of education – school, FE and HE.

The Board Secretary also referred to two individuals whom it might be appropriate to contact to see if they might be interested in joining the Board. One was a current head teacher and the other a member of the UHI Court.

An independent member and a member of FERB or a member of the UHI Court was required to complete the four person selection panel (there also being two College Board members on the panel). Andrea Sillars, who had assisted with the 2016 recruitment had confirmed her willingness to be involved again. The Corporate Governance Manager at UHI had advised that Fiona McLean, Vice Chair of UHI Court and Lisa Massey, Independent member of FERB had previously indicated their willingness to participate in academic partner board member recruitment.

The Committee **AGREED**

- 1) That the recruitment campaign should focus on the need to recruit board members with a background in education or research but that a range of skills should also be sought
- 2) That the Chair or Board Secretary would approach the head teacher to ascertain if he might be interested in submitting an application to join the board and to consider further the approach to the member of the UHI Court.
- 3) That both Fiona McLean and Lisa Massey be approached to see if they would be willing and able to be part of the selection panel.

3. **EQUALITY CHALLENGE UNIT – 2016 AMENDMENTS TO THE SPECIFIC DUTIES AND IMPLICATIONS FOR COLLEGES**

The Board Secretary referred to the briefing document from the Equality Challenge unit which summarised recent changes to the Equality Act that had an impact on College Board members and institutional reporting.

The Scottish Government had amended the specific duties of the Equality Act to introduce a new requirement on listed authorities, which included Colleges, to publish the gender composition of their boards and to produce succession plans to increase the diversity of their boards. Boards were now being asked to look at all protected characteristics in their succession planning, not just sex, as the potential benefits for a wide range of groups within society on boards was recognised.

The new regulations also complemented and strengthened the Code of Good Governance for Scotland's Colleges in relation to promoting the diversity of governing bodies and seeking to reflect the make-up of the local community by offering the opportunity of membership to a range of potential members.

The Committee **NOTED** the requirements.

4. **GOOD PRACTICE GUIDE FOR ELECTION OF STAFF MEMBERS TO BOARDS (JUNE 2016)**

The Board Secretary advised that Colleges Scotland had produced a good practice guide for election of staff members to boards. The guide included election rules and templates for use in the election process.

Inverness College has followed a process since 2012, when electronic voting was first introduced, which mirrored the election rules included in the good practice guide. However, before making, varying or replacing the election rules, there was a requirement to "consult the representatives of any trade union which the Board recognises as being, or which otherwise appears to the Board to be, representative of the academic/support staff of the College".

The Board Secretary had contacted EIS, GMB and Unison and had sought their agreement to the formal adoption of the rules. If all parties responded favourably, the rules would be submitted to the Board meeting in December for formal adoption.

The Committee **NOTED** the position.

Signed by the Chair: \_\_\_\_\_



Date: \_\_\_\_\_

31/01/2017