

**MINUTES of the MEETING of the SEARCH AND NOMINATION COMMITTEE  
held in Room 220, 1 Inverness Campus on Tuesday 12 March 2019**

**PRESENT:** Hazel Allen (by VC), Brian Henderson (by VC), Neil Stewart, John Wilson  
**APOLOGIES:** Sarah Burton, Steve Walsh  
**CHAIR:** Neil Stewart  
**ATTENDING:** Principal  
Secretary to the Board of Management

**1. SUCCESSION PLANNING**

A Report by the Board Secretary outlined the various steps in succession planning and highlighted the recruitment process, as per the 2014 Ministerial Guidance on College Sector Board Appointments. It also set out an outline timetable for a recruitment campaign beginning autumn 2019.

The Committee discussed the report and **AGREED** the following first steps

- a. The Board Chair and Board Secretary to seek the intentions of those Board members whose initial period of appointment would come to an end during 2019/2020, namely whether they would wish to seek reappointment or to step down at their end of term date.
- b. That the Board Chair and Board Secretary also approach all other board members to see if they had any intentions of stepping down before their end of term date.
- c. That all members be asked to update their skills as appropriate
- d. The responses, with an updated skills matrix to be considered by the Committee at its next meeting in May. This would enable the Committee to identify the skills gaps on the board going forward and to agree on specific targeting of certain skill groups as part of the recruitment.

The Committee also **NOTED** the outline/indicative timetable for a recruitment campaign in early autumn 2019

**2. ELECTION PROCESS AND TIMETABLE – SUPPORT STAFF MEMBER ON THE BOARD OF MANAGEMENT**

A report by the Board Secretary advised that the term of office of the current Support Staff member on the Board of Management would come to an end on 31 July 2019. The rules for election of staff members to Boards was approved by the Board of Management in March 2017. A suggested timetable for recruitment had been prepared.

The Committee **APPROVED** the election timetable and requested the Board Secretary to follow the rules for election of staff members to Boards.

**3. DATE OF NEXT MEETING**

Thursday 23 May 2019 @ 09.30

Signed by the Chair: Neil Hunt

Date: 28/5/19