

## Board of Management

### MINUTES of the MEETING of the SEARCH AND NOMINATION COMMITTEE held in the Board Room, 1 Inverness Campus on Thursday 16 May 2019

<b>PRESENT:</b>	Hazel Allen, Neil Stewart, Steve Walsh
<b>APOLOGIES:</b>	Sarah Burton, Brian Henderson, John Wilson
<b>CHAIR:</b>	Neil Stewart
<b>ATTENDING:</b>	Principal Secretary to the Board of Management

#### 1. MINUTES

The minutes of the Meeting of the Committee held on 12 March 2019 were **ACCEPTED** as a correct record and were **APPROVED** and signed by the Chair.

#### 2. SUCCESSION PLANNING

A report by the Board Secretary provided the intentions of members regarding their end of term dates. A number of members would be standing down at the end of their current term but a number of others intended to seek an extension to their appointment. Board members had still to update the skills matrix so that the autumn recruitment campaign could focus on any skills gaps within the Board.

It was **AGREED** that prior to the start of the autumn campaign, the following actions should be progressed

- Determine skills gap + agree recruitment targeting
- Preparation of all recruitment paperwork with emphasis on achieving a gender balanced and diverse board
- Determine two members to be College representatives on Selection Panel. Chair/Chair elect and one other.
- Approach independent person and seek UHI nominee.
- Agree shortlisting and interview dates

#### 3. RECRUITMENT PROCESS – BOARD CHAIR

A report by the Board Secretary outlined the procedure to be followed for the recruitment and appointment of a new Board Chair and provided a number of draft documents for review.

The Committee **AGREED** that

1. the Chair and the Board Secretary would review the job advert and the role description and applicant brief
2. the Board Secretary would take forward the various aspects of the recruitment process as outlined within the recruitment schedule.
3. The Board Secretary would liaise with the Marketing and PR Officer to issue a press release to raise awareness of the recruitment campaign which would run from the beginning of June

**4. DATE OF NEXT MEETING**  
Thursday 12 September 2019

**Signed on behalf of the Chair:**

*Sarah Burton*

**Date:** 10.09.20