



Meeting	Search and Nomination Committee
Date and time	Friday 23 rd August 2024 at 8.30 p.m.
Location	Via Microsoft Teams

Governance Officer
20 August 2024

AGENDA

Welcome and Apologies

Declarations of Interest

1. MINUTES

a.) Meeting of the Committee held on 08 December 2024

2. NON-EXECUTIVE BOARD MEMBER RECRUITMENT

Report by Governance Officer

a) Skills Matrix August 2024 (CONFIDENTIAL)

b) Draft Outline Timetable

3. AOCB

4. DATE OF NEXT MEETING

UHI | INVERNESS

Subject/Title:	Non-Executive Board Member Recruitment
Author: [Name and Job title]	Ludka Orłowska-Kowal, Governance Officer
Meeting:	Search and Nomination Committee
Meeting Date:	23 August 2024
Date Paper prepared:	15 August 2024
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.

Within AY 23/24 we have had 2 Non-Executive Members, [REDACTED] and [REDACTED], and 1 Co-Opted Member, [REDACTED], resign from the Board, and we still carry the vacancy for a Co-Opted member, since the resignation of [REDACTED]. Currently we have 9 Non-Executive and 2 Co-Opted Members, 2 Staff Representatives, 2 Student Representatives and the Principal as members of the Board of Management.

We are therefore looking to recruit 2 Non-Executive and 2 Co-Opted Members to the Board of Management.

Skills Matrix

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

Committees affected by resignations:

- Audit
- F&GP
- LT&R

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.

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 a new Board Member.

Recommendations

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

- Agree the recruitment timetable provided.

Item 02.

- Agree dates for the interviews.
- Agree who will be on the Selection Panel.

DRAFT OUTLINE RECRUITMENT TIMETABLE 2023

Date	Activity
23 August 2024	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.
23 – 30 August 2024	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 02 September 2024	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
September 2024 (date tbc)	Open Evening – potential applicants meet Chair of Board of Management and Principal
22 September 2024 23:59 hours	Closing date for applications
23 – 25 September 2024	Shortlisting Packs prepared and sent out to Selection Panel
27 September 2024	Meeting of the Selection Panel - Short listing
30 September 2024	Letter to Candidates inviting to attend interview on “agreed date”
07 & 08 October 2024	Interviews
09 October 2024	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.
17 December 2024	Formal appointment of new members following ratification by UHI.