

## NOMINATIONS COMMITTEE

Minutes of the meeting of the Nominations Committee held on Thursday 2 March 2017 at 4.30 pm in the Board Room, Scottish Borders Campus, Galashiels

ITEM	MINUTE
Present:  In Attendance:	Tony Jakimciw (Chair) Virginia Grant David Peace  David Killean (Interim Board Secretary) Sheila McColm (Minute secretary)
<b>01/17</b>	<b>Chair's Opening Remarks</b>  The Chair welcomed everyone to the meeting.
<b>02/17</b>	<b>Apologies for Absence</b>  Apologies for absence were received from G Crosier and B McGrath.
<b>03/17</b>	<b>Approval of Minutes of Previous Meeting</b>  The minutes of the meeting held on 18 February 2016 were agreed as a true and accurate record.
<b>04/17</b>  04/16  05/16	<b>Matters Arising</b>  All actions had been completed.  The Chair reported that one of the items on the Board development plan was to have better engagement with stakeholders. He had asked the Principal to produce a stakeholder engagement plan, using Board members networks to fill any gaps.
<b>05/17</b>	<b>Nominations Committee Remit</b>  The Interim Board Secretary presented proposed amendments to the Nominations Committee Remit.  He advised that the most important change was the removal of 2.10 "To consider any matters relating to suspension or termination of service of an executive member as an employee of the College subject to the provisions of the law and their service contract." This point had been removed as the termination of service of an executive member would be the responsibility of the Board.  2.9 had been expanded to recognise that the only recruitment process the Nominations Committee would be involved in would be for new Board members.

	<p>2.4 had been amended to clarify the dual remit of ensuring the Board has the right mix of skills and expertise while also ensuring diversity amongst the Board members.</p> <p>2.8 had been expanded to provide greater clarification on guidance to take into account.</p> <p>The above amendments to the Remit were agreed by the Committee.</p>
06/17	<p><b>Succession Planning</b></p> <p>The Interim Board Secretary presented Guidance on Succession Planning for Public Body Boards from the Scottish Government with a recommendation for the Committee to adopt this “light touch” guidance.</p> <p>The Committee considered the document to be very useful and agreed to adopt it in terms of succession planning. The document would be added to the Resources area on the Board website.</p> <p style="text-align: right;"><b>ACTION: Interim Board Secretary</b></p> <p>There was discussion around increasing the diversity of the Board and members agreed that the protected characteristics the Board would most benefit from were race and disability along with LGBT plus. It was agreed to raise the possibility of co-option of people with protected characteristics at the Board. SMT would identify local groups to target.</p> <p style="text-align: right;"><b>ACTION: SMT</b></p>
07/17	<p><b>Recruitment of Board Secretary</b></p> <p>The job description, person specification and advertisement for a new Board Secretary were presented for discussion. The Committee agreed with the proposal to replace the Clerk to the Board title with Board Secretary.</p> <p>The Chair clarified that the actual appointment of the Board Secretary would come under the remit of the Chair’s Committee. The Nominations Committee was being asked to oversee the recruitment process but would not have the authority to make the appointment.</p> <p>The following amendments were agreed:</p> <p><u>Advertisement</u></p> <ul style="list-style-type: none"> <li>• to increase the number of days allocated to 52 days per annum.</li> <li>• the salary would be grade 6,£42k .</li> <li>• second paragraph; amend to <i>role of the Board Secretary...</i></li> </ul> <p><u>Person Specification</u></p> <p>Other Abilities/Qualities; move <i>commitment to principles of public life</i> to top of list.</p> <p><u>Job Description</u></p> <p>To include an explanation of division of duties of Board Secretary and Board Administrator.</p> <p>The Interim Board Secretary agreed to make the above amendments.</p> <p style="text-align: right;"><b>ACTION: Interim Board Secretary</b></p>

08/17	<p><b>Equality and Diversity</b></p> <p><u>50/50 by 2020 Pledge</u></p> <p>The Chair advised that there had been no opportunity to register concerns expressed by the Board on signing up to the 50/50 Pledge on the One Scotland website.</p> <p>Following discussion the Committee agreed to recommend to the Board that it sign up to the 50/50 Pledge.</p> <p style="text-align: right;"><b>ACTION: The Chair</b></p>
09/17	<p><b>Any Other Business</b></p> <p>There was no further business for discussion.</p>
10/17	<p><b>Date of Next Meeting</b></p> <p>To be confirmed.</p>

Signed:.....  
Chair

Signed:.....  
Board Secretary

**BORDERS COLLEGE**  
**NOMINATIONS COMMITTEE**

Actions from the  
Meeting of the Nominations Committee held on  
Thursday 2 March 2017 at 4.30 pm in the Board Room, Scottish Borders Campus

<b>Item</b>	<b>Action</b>	<b>Responsibility and Date</b>
06/17	Add Guidance on Succession Planning for Public Body Boards to Resources area on website	D Killean
	Identify local groups with protected characteristics to target for co-opted Board members	SMT
07/17	Amend Board Secretary job description, advert etc.	D Killean
08/17	Recommend to the Board that it sign up to the 50/50 Pledge	The Chair