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# NOMINATIONS COMMITTEE

Minutes of the meeting of the Nominations Committee held on Thursday 30 August 2018 at 4.00 pm in the Board Room, Scottish Borders Campus, Galashiels

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| **ITEM** | **MINUTE** |
| Present:  In Attendance: | Tony Jakimciw (Chair)  Elaine Acaster  Virginia Grant  David Peace  James Ayling (Board Secretary)  Sheila McColm (Minute Secretary) |
| **01/18** | Chair’s Opening Remarks The Chair thanked everyone for coming and welcomed Elaine Acaster to her first meeting as a member of the Nominations Committee. |
| **02/18** | Apologies for Absence Apologies for absence were received from Bryan McGrath. |
| **03/18** | **Approval of Minutes of Previous Meeting**  The minutes of the meeting held on 12 October 2017 were agreed as a true and accurate record. |
| **04/18** | **Matters Arising**  All actions were complete with the exception of contacting the CEO of Peebles Hydro. |
| **05/18** | **Declaration of any Conflicts of Interest**  There were no declarations of any Conflicts of Interest. |
| **06/18** | **Recruitment of Board Members**  The Chair presented a paper to assist in identifying the skills and knowledge requirements of two new Board members and agreeing the appointment and selection process.  In addition to the current vacancy on the Board, Ian Ireland had indicated that he would not be seeking re-appointment at the end of his term in February 2019. Elaine Acaster and Bryan McGrath had agreed to continue and ministerial approval had been granted for their reappointment in February. It was not yet clear whether Steven Ker would seek re-appointment at the end of his term in September 2019.  In the meantime, two new Board members would be recruited, which would raise the membership to eighteen. |
|  | The Committee considered that the advert should not be too explicit with regard to profile but noted the loss of I Ireland’s expertise in quality systems and his curriculum experience in the FE sector and in schools.  It was agreed that a discussion with the education authority could be beneficial in targeting head teachers. Skills Development Scotland was also suggested as a target area, although a possible conflict of interest was noted. Both of these suggestions would be discussed with the Principal prior to taking forward.  **ACTION: TJ**  The priorities detailed in the previous minute were considered:  It was agreed that someone with an accounting background remained a priority and to ask S Ker if he could provide any contacts.  **ACTION: JA**  A local Financial Advisor was suggested as a possible Board member or as a network opportunity. D Peace would take this forward.  **ACTION: DP**  The Finance Director sector would also be contacted.  **ACTION: VG**  Banks and accountancy firms would be targeted via mailshot.  **ACTION: JA**  Local employers also remained a priority.  There had been problems in attracting anyone of under-represented characteristic during the previous recruitment. However, the Board Secretary now had access to several lists of contacts. He would also advertise at the College event on 23 September as part of Diversity Week in the Borders.  The list of priorities was updated as follows:   * Someone with educational experience * A local employer * Someone with an accounting background * Someone young * Someone of under-represented characteristic * Someone from key regional industrial sector e.g. tourism industry   Details would be forwarded to several individuals that had already expressed an interest.  **ACTION: JA**  The Board Secretary advised that Scottish Government guidance on Board succession planning was to attempt to encourage less experienced applicants. This was agreed, providing it was made clear at interview what they were expected to contribute. It was also noted that some previous applicants had not carried out any research prior to interview and that a sentence could be included in the advert, e.g. to inform that information was available on the website. The pack would be further updated highlighting mentoring and training opportunities.  **ACTION: JA**  Interview questions would need to be amended in line with fresh guidance around diversity.  **ACTION: JA**  Committee members agreed to their photographs and pen pictures being used in the advertisement to encourage applicants. They were also happy to be contacted by any potential applicants.  The recruitment process should be completed in time for a recommendation for appointment to be taken to the Board for approval on 6 December. Both new members could then join the Board immediately, one as a co-opted member.  A schedule would be produced with a closing date time of three weeks from advertisement. Organisations would be informed that the adverts were being posted and provided with the closing date.  **ACTION: JA**  The HR department would be asked to inform the Committee of any repeat applicants.  **ACTION: JA**  The same budget as the previous year would be applicable. |
| **07/18** | **Any Other Business**  There was no further business for discussion.  The recruitment pack and advertisement would be circulated to Committee members for comment.  **ACTION: JA**  The Committee agreed with the suggestion to invite an external interviewee from Dumfries & Galloway College to join the panel.  **ACTION: TJ** |
| **08/18** | Date of Next Meeting Dates for shortlisting and interviews would be circulated in due course. |

Signed:…………………………………. Signed:…………………………………

Chair Board Secretary

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**BORDERS COLLEGE**

# NOMINATIONS COMMITTEE

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Actions from the

Meeting of the Nominations Committee held on

Thursday 30 August 2018 at 4.00 pm n the Board Room, Scottish Borders Campus

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| **Item** | **Action** | Responsibility and Date |
| 06/18 | Discuss suggestions to contact the education authority to target head teachers and Skills Development Scotland with the Principal | T Jakimciw |
|  | Ask S Ker if he could provide any contact with an accounting background | J Ayling |
|  | Contact local Financial Advisor was suggested as a possible Board member or as a network opportunity | D Peace |
|  | The Finance Director sector would also be contacted | V Grant |
|  | Banks and accountancy firms would be targeted via mailshot | J Ayling |
|  | Details would be forwarded to several individuals that had expressed an interest post-advert the previous year | J Ayling |
|  | The pack would be updated around generality of approach, with mention of mentoring and training opportunities | J Ayling |
|  | Interview questions would need to be amended in line with fresh guidance around diversity | J Ayling |
|  | A schedule would be produced with a closing date time of three weeks from advertisement. Organisations would be informed that the adverts were being posted and provided with the closing date | J Ayling |
|  | The HR department would be asked to inform the Committee of any repeat applicants | J Ayling |
| 07/18 | The recruitment pack and advertisement would be circulated to Committee members for comment | J Ayling |
|  | Invite an external interviewee from Dumfries & Galloway College to join the panel | T Jakimciw |