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# NOMINATIONS COMMITTEE

Minutes of the meeting of the Nominations Committee held on Thursday 12 October 2017 at 4.30 pm in the Board Room, Scottish Borders Campus, Galashiels

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| **ITEM** | **MINUTE** |
| Present:  In Attendance: | Tony Jakimciw (Chair)  Bryan McGrath  Virginia Grant  David Peace  James Ayling (Board Secretary)  Sheila McColm (Minute Secretary) |
| **11/17** | Chair’s Opening Remarks The Chair welcomed everyone to the meeting and thanked members for agreeing to attend at such short notice. The purpose of the meeting was to consider the appointment of two Board members following the resignation of Jane Martin and Gillian Crosier. |
| **12/17** | Apologies for Absence There were no apologies for absence. |
| **13/17** | **Approval of Minutes of Previous Meeting**  The minutes of the meeting held on 2 March 2017 were agreed as a true and accurate record. |
| **14/17**  05/16  06/17 | **Matters Arising**  The Principal had developed a Stakeholder Strategy which would be presented to the Board on 26 October.  The Board Secretary was looking to communicate with local groups with protected characteristics.  Remaining actions were complete. |
| **15/17** | **Declaration of any Conflicts of Interest**  There were no declarations of any Conflicts of Interest. |
| **16/17** | **Recruitment of Board Members**  The Chair suggested that the Committee focus on the following two areas:   1. To identify priorities in terms of the skills mix of Board members 2. Consider the background of the two retiring members, i.e. HR and industry to decide if their expertise should be directly replaced. |
|  | Following discussion, it was agreed that HR was often part of the skills set of business people and that the Board had sufficient HR knowledge. The College also had a specialist HR department, therefore a direct replacement was not required. However, an appropriate employment sectoral background with knowledge of HR and, in particular, a background in managing change would be beneficial.  With regard to industry, members agreed that expertise in SME or large businesses operating in the Borders was desirable. The advertisement should be as vague as “any industry operating in the Borders economy”.  It was decided not to advertise specifically for someone with a legal background as the Board Secretary had a legal background.  The Chair of the Finance & General Purposes Committee had requested consideration of another Board member from an accounting background. Committee agreed to support this request.  Members recognised the difficulty in attracting good applicants and the need to have as diverse a range of Board members as possible. It was noted that there were currently more males that females on the Board and that a younger member could bring a different perspective.  The Clerk suggested targeting the advertisement to umbrella organisations such as LGBT. B McGrath advised that he contact Douglas Scott at Scottish Borders Council for contact details of local groups.  **ACTION: JA**  Anthony Barlow, CEO of Inforgen and Chair of the DYW Industry Group would be contacted to share the advertisement.  **ACTION: BMc**    V Grant advised that the Institute of Directors was looking to create a South of Scotland IoD Group, with a strong drive to work closely with educational organisations. She would contact the CEO to ask if members in the Borders could be contacted.  **ACTION: VG**  The Employers Association, Network Rail, CGI and the Creative Industries Group were also suggested as possible targets for publicising the vacancies.  The Chair summarised that the priorities:   * 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 - the CEO of Peebles Hydro would be contacted.   **ACTION: VG**  The Chair would update the pack used for the previous round of recruitment and circulate for comment. The pack could then be sent to the aforementioned contacts and advertised more widely.  **ACTION: TJ** |
| **17/17** | **Recruitment of Board Secretary**  The Chair confirmed the appointment of J Ayling as Board Secretary.  The Board Secretary would provide a pen portrait similar to those of Board members.  **ACTION: JA** |
| **18/17** | **Any Other Business**  The Board Secretary advised that he was in the process of completing a questionnaire regarding diversity and equality on boards which would include details of the recruitment process.  The Chair would provide the Regional Board with a verbal update of this meeting.  The recruitment pack used for the previous round of recruitment in 2016 would be obtained from the HR department.  **ACTION: SMc** |
| **19/17** | Date of Next Meeting A meeting of the Nominations Committee was scheduled to take place at 4.30 pm on Thursday 22 February 2018. |

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 12 October 2017 at 4.30 pm n the Board Room, Scottish Borders Campus

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| **Item** | **Action** | Responsibility and Date |
| 16/17 | Contact Douglas Scott at Scottish Borders Council for contact details of local under-represented groups | J Ayling |
|  | Anthony Barlow, CEO of Inforgen and Chair of the DYW Industry Group would be contacted to share the advertisement. | B McGrath |
|  | Contact the CEO to ask if IoD members in the Borders could be contacted. | V Grant |
|  | The CEO of Peebles Hydro would be contacted. | V Grant |
|  | Update the pack used for the previous round of recruitment and circulate for comment. | T Jakimciw |
| 17/17 | Provide a pen portrait similar to those of Board members. | J Ayling |
| 18/17 | he recruitment pack used for the previous round of recruitment in 2016 would be obtained from the HR department | S McColm |