



For the future you want

NOMINATIONS COMMITTEE

APPROVED MINUTES OF MEETING OF 04 JUNE 2019

12:30hrs, Room M4-02, Milton Road Campus

Present: Ian Diamond (Chair); Sarah Hay; Fiona Riddoch; Jeanette Stevenson

In attendance: Ann Landels (Vice Chair of the Board); Marcus Walker (Clerk)

1 WELCOME & APOLOGIES

- 1.1 Apologies were received from Bruce Cassidy and Mike Cowley.
- 1.2 The Committee NOTED that of Beth Anderson had informed the Chair of the Board that, following the acceptance of an external job offer, the ECSA Vice President (Welfare) and Student Board Member would step down cease to be a Board Member as of 31 May 2019. In the absence of the ECSA Vice President, the Committee NOTED that Sarah Hay (ECSA Student President and Student Board Member) would act as the Committee's representative Student Board Member.
- 1.3 The Chair welcomed Jeanette Stevenson to her first meeting of the Nominations Committee, following the appointment of Ms Stevenson by the Board on 19 March 2019.

2 DECLARATIONS OF INTEREST

- 2.1 No declarations of interest were received.

3 MINUTES OF PREVIOUS MEETING

- 3.1 The Committee APPROVED the minutes from the Nominations Committee on 19 March 2019 as an accurate record of the meeting.

4 MATTERS ARISING

4.1 MATTERS ARISING REPORT

- 4.1.1 Actions from the previous meeting were either marked complete or on the agenda.

5 BOARD INDUCTION AND DEVELOPMENT PROCEDURE

- 5.1 The Committee NOTED a draft Board Induction and Development Procedure which aimed to develop a systematic approach to Board Member induction and development. The Clerk to the Board advised the Committee that the Procedure had previously been approved in 2015, however, an updated version had been provide for review in order to account of enhancements through the Board's Development Plan and updates to external guidance.
- 5.2 The Committee welcomed the updated procedure and DISCUSSED following points:
- (i) The need to include cross links between the Procedure and the new Board Mentorship Procedure, approved in March 2019;
 - (ii) the opportunities available for the Board members to put forward topics for future Board development days;
 - (iii) the evaluation of induction and development events to ensure feedback was received and enhancements implemented;
 - (iv) topics for future Board induction/development events, including the opportunity to meet with the Chief Operating Officer to discuss the Management Accounts and Annual Accounts;
 - (v) the opportunities available to develop online development materials for Board members continued reference.
- 5.3 The Committee AGREED the Board Secretary and the Clerk to the Board should consider the inclusion of points raised under Minute 5.2, and circulate a revised Board Induction and Development Procedure for the approval of the Committee outwith the meeting.

6 MEMBERSHIP AND ATTENDANCE REVIEW 2018/19

- 6.1 The Committee NOTED a report summarising current Board membership, tenures and activity related to attendance in the 2018/19 academic year (to date).
- 6.2 The Committee NOTED that following a non-executive appointment in March 2019, the overall Board gender balance was 65% female and 35% male. The Clerk to the Board informed the Committee that to maintain an appropriate non-executive skills, knowledge and experience balance, for recruitment and succession planning purposes, a non-executive skills matrix had been considered by members twice in the academic year.
- 6.3 The Committee NOTED that that it was expected that 25 meetings of the Board and its committees would take place during 2018/19. The Clerk to the Board

advised the Committee that all meetings were quorate, with the exception of the Policy & Resource Committee in February 2019, and that Board attendance had averaged over 87.8% over the course of the year (to date).

- 6.4 The Committee DISCUSSED the following details arising from the review:
- (i) The Board gender balance and wider issues of equality relating to other protect characteristics;
 - (ii) the skills balance of the Board, and the scheduling of meeting of the Committee in October 2019 to discuss future non-executive recruitment;
 - (iii) the excellent attendance record of Board members at Board and committee meetings in 2018/19.
- 6.5 The Committee DISCUSSED the current arrangements relating to the co-opted membership of the Board's committee, and AGREED that it would be appropriate for committee chairs (at the end of the academic year) to provide a memo to formally indicate their contentment for co-opted members to continue.
- 6.6 The Committee AGREED that a consolidated version of the report should be circulated to members following the final Board meeting of the academic year. The Chair advised the Committee that once a final version of the report was agreed it would be published online.

7 REVIEW OF COMMITTEE OPERATION 2017/18

- 7.1 The Committee NOTED that at the end of each academic year the Committee is required to review its annual activity. The Chair advised the Committee that the same evaluation form, which asked members to consider the committee's operation and its performance monitoring and strategic roles, would be completed by all committees of the Board.
- 7.2 The Committee DISCUSSED whether its operation had been compliant against its terms of reference over the course of the year. The Committee AGREED that membership, meetings and administration related to the Committee had all been of an appropriate level.
- 7.3 The Committee DISCUSSED the strategic role of the Committee and its conscious efforts to reflect the diversity of the College through the non-executive appointments process.
- 7.4 The Committee AGREED that the Chair and the Clerk to the Board should incorporate members' comments into a final version of the review form, and recirculate it to the Committee for information.

8 ANY OTHER COMPETENT BUSINESS

8.1 DEPARTURE OF STUDENT BOARD MEMBER

8.1.1 The Committee NOTED that the Student President, Sarah Hay, would be stepping down from her role on 01 July 2019. The Chair, on behalf of members, thanked the Student President for his contribution to the Nominations Committee over its past two meetings.

9 DATE OF NEXT MEETING

9.1 To be confirmed.

Meeting closed at 13:05.