

**MINUTE OF THE NOMINATIONS COMMITTEE MEETING
HELD REMOTELY ON 8 NOVEMBER 2023 AT 4:30 PM**

PRESENT:

Sandra Heidinger	Acting Chair
Lindsey Paterson	Committee Member
Rena McAdam	Committee Member
Fergus Brown	Committee Member

IN ATTENDANCE:

Kirsty Mavor	Clerk to the Board (Minute Taker)
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23.10 WELCOME AND APOLOGIES

S Heidinger welcomed everyone to the meeting and advised that she was standing in for D Newall. R McAdam and F Brown were welcomed to their first Nominations Committee meeting and apologies were noted from D Newall.

23.11 DECLARATIONS OF INTEREST

There were no declarations of interest.

23.12 DRAFT MINUTES OF MEETING HELD ON 17 MAY 2023

The Minutes were accepted as a true and accurate record of the meeting.

23.13 ACTION GRID

The Committee noted that some of the actions listed in the action grid were complete with one action now included in the Board development plan.

23.14 RECRUITMENT 2023/24

S Heidinger confirmed that she has been asked to lead on the College's involvement with the recruitment of a new Chair and provided a summary of the proposed approach to Chair recruitment. The College Chair appointment falls within GCRB's remit and S Heidinger had been in touch with the GCRB Chair to suggest that the College administer the recruitment and selection process, with the GCRB Chair (or a successor) being a key member of the interview panel and with the GCRB giving formal approval to any appointment recommendation. It was noted that the current GCRB Chair is demitting office at the end of this year and the College is waiting to hear what the arrangements will be.

Also relevant to the upcoming recruitment is the College's need to replace two other longstanding members of the Board who complete their second term in July 2024 (both of whom are Board sub-committee Chairs). It was suggested that there is a particular need for a board member who would have the skills and interest in Chairing Finance and Resources Committee.

K Mavor confirmed that the Committee's views were sought on: -

- Whether the Chair recruitment should be handled inhouse or through an external recruitment agency.
- The content of the Chair job description and identified core competencies.
- The approach to recruitment including the proposed timescales and potential interview panel.

The Committee discussed the advantages and disadvantages of handling recruitment for both the Chair role and the other vacancies inhouse or appointing an external agency. Based on Committee members' recent experience for other

organisations, it was agreed that recruitment should initially be handled inhouse as this can be a more resource effective way of achieving high quality candidates. However, there is time in the proposed timeframe to utilise an external agency if the inhouse approach is not successful. It was agreed that the Committee may wish to revisit this decision if the timescales are delayed for any reason.

The Committee considered both the Chair job description and the proposed advert and was happy with the overall content subject to some minor changes. It was agreed that the core competencies for the Chair role should be more focused. S Heidinger agreed to update the core competencies to reflect discussions and share a shorter version with the Committee **(SH)**.

The Committee discussed whether the recruitment campaign for the other Board members, particularly a Chair of Finance and Resources Committee, should run at the same time as or after the Chair recruitment. It was agreed that, given the timescales and as a way of generating interest in all available posts, the campaigns should run simultaneously. Applicants will be asked to express an interest in the Chair position, the Finance and Resources Chair vacancy and/or the more generalist board position. It was agreed that a CV and covering letter, setting out how the applicant considers they meet the core competencies, would be the most straightforward approach. The interview panel will be finalised closer to the time when hopefully the position with regard to the GCRB's Chair involvement is known.

It was agreed that the Chair post in particular would benefit from being advertised on the public appointments website. It was noted that College board appointments had previously been advertised on this website but there had been a change in approach by Scottish Government. K Mavor was asked to seek clarification of the current position with regard to advertising on the public appointment website. The importance of using LinkedIn and of current Board members reaching out to known contacts alongside advertising on a range of job boards for more underrepresented groups was also discussed. Finally, it was agreed that the information pack supporting the recruitment process should be modernised so that it is more inviting to potential candidates **(KM/SH/RM)**.

23.15 BOARD DEVELOPMENT PLAN

K Mavor advised that a draft of the Board Development Plan has previously been shared with Nominations Committee and had now been approved by the Board. It is part of this Committee's remit to oversee progress of the actions in the Board development plan. It was noted that the action relating to the approach to Board reporting and papers will not be progressed until the New Year due to current workload pressure.

The Committee noted the development plan and looked forward to seeing updates on progress.

23.16 ANY OTHER BUSINESS

There was no further business. It was noted that the next meeting is scheduled for 15 May 2024 but there is likely to be an interim meeting before then to discuss progress with recruitment.

DATE OF NEXT MEETING –15 MAY 2024 AND INTERIM MEETING TBC