

MINUTE OF THE NOMINATIONS COMMITTEE MEETING HELD REMOTELY ON 25 JANUARY 2024 AT 4:00 PM

PRESENT:

David Newall	Chair
Lindsey Paterson	Committee Member
Rena McAdam	Committee Member
Fergus Brown	Committee Member

IN ATTENDANCE:

Kirsty Mavor	Clerk to the Board (Minute Taker)
Andrew Jack	Observing

24.01 WELCOME AND APOLOGIES

D Newall welcomed everyone to the meeting including A Jack who is observing the meeting. There were no apologies.

24.02 DECLARATIONS OF INTEREST

There were no declarations of interest.

24.03 DRAFT MINUTES OF MEETING HELD ON 8 NOVEMBER 2023

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

24.04 ACTION GRID

The Committee noted the update on the actions grid.

24.05 RECRUITMENT 2024

K Mavor provided a summary of what was discussed at the 8 November 2023 meeting and updated the Committee on the position regarding the Chair recruitment process. GCRB has now advised the approach they will be taking and the likely panel and timeframes. The Board of GCRB will be asked to formally approve the panel and the approach at its 29 January 2024 meeting. K Mavor confirmed that she will keep the Committee informed.

While GCRB is overseeing the administration of the recruitment exercise, the Committee agreed that it should take a proactive role in asking current Board members to contact people in their network who may be interested and suitable for the role. Regular reminders can be provided to Board members and a copy of the advert will be shared. Also, once the recruitment pack is agreed for the other two Board positions, it can signpost the Chair opportunity and ask potential applicants to check GCRB's website.

The Committee then discussed its approach to recruiting two further Board members. In particular, the Committee was asked to consider whether the recruitment exercise should run at the same time as the Chair recruitment exercise or earlier. The Committee was also asked to approve the proposed advert.

It was agreed that the College should advertise for two new Board members by the end of February 2024, or earlier if possible. This will allow potential applicants to also consider whether they are interested in the Chair role. The Committee approved the proposed timeframe and noted that the interviews are likely to take place in April. It was agreed that CDN should be contacted to see if they have anyone that would be interested in being the independent member on the panel **(KM)**.

The Committee considered the proposed advert and was happy with the overall content subject to some changes. K Mavor will update the advert to reflect discussions and also ensure the recruitment information pack is modernised **(KM)**. Both documents will be shared with the Committee before advertising.

24.06 REVIEW OF REMIT

The Committee discussed its own remit and noted paragraph 6 of the current remit suggests it has a compliance role in relation to governance. The Committee agreed that it did have a role in relation to the Board's overall governance but this was more of an oversight rather than compliance role. It was agreed that paragraph 6 should be amended to reflect that the Committee will consider governance developments and ensure the Board implements any significant governance changes. Also, this Committee would have a role in putting forward suggestions about how the Board could be more effective in the way it operates. Given the role of this Committee in relation to governance arrangements, the Committee reached the view that the name of the Committee should be changed to Nominations and Governance Committee. The Committee's main role will be recruitment but the name change would reflect the other aspects of the Committee's remit.

It was agreed that the remit should be amended to reflect discussions, shared with the Committee and then to the Board for approval **(KM)**.

24.07 ANY OTHER BUSINESS

There was no further business. It was noted that the next meeting is scheduled for 15 May 2024.

DATE OF NEXT MEETING –15 MAY 2024