

NOMINATIONS COMMITTEE

DRAFT MINUTES OF MEETING OF 7 JUNE 2024

10:05hrs, Remotely via Microsoft Teams

Present: Bruce Cassidy; Fiona Doring; Alex Killick; Skye Marriner; Nora Senior (Chair)

In attendance: Marcus Walker (Clerk)

1. WELCOME & APOLOGIES

- 1.1 Apologies were received from Becky Duff and Daniel Holland.
- 1.2 The Chair welcomed Skye Marriner, Student Board Member, to her first meeting of the Nominations Committee.

2. DECLARATIONS OF INTEREST

- 2.1 The Committee NOTED that Bruce Cassidy was the incumbent Support Staff Board Member. The Chair advised the Committee that with Mr Cassidy's tenure was due to end on 1 December 2024, and the Nominations Committee would be required to consider arrangements for a support staff election early in the new academic year

3. MINUTES OF THE PREVIOUS MEETING

- 3.1 The Committee APPROVED the minutes from the Nominations Committee 15 March 2023 as an accurate record of the meeting.

4. MATTERS ARISING REPORT

- 4.1 The Committee NOTED that actions from the previous meeting were either marked complete or on the agenda.
- 4.2 *PUBLIC APPOINTMENTS ADVERTISING (Minute 7.4/31.10.22 refers)*
 - 4.2.1 The Committee NOTED that the Chair of the Board and the college sector's Good Governance Steering Group would continue to highlight the drawbacks associated with its decision not to allow college boards to recruit new non-executive members through the Public Appointments Scotland website. The Clerk advised the Committee that

Ministerial Guidance on Public Appointments remained under review and its publication was significantly overdue.

- 4.2.2 The Committee AGREED that the Chair of the Board should formally write to the Head of Public Appointments Scotland in furtherance of this matter.

5. BOARD MEMBERSHIP, TENURE AND CAPACITY REPORT

5.1 The Committee NOTED that, since the last meeting of the Nominations Committee, the following membership changes had taken place:

- (i) The tenure of Non-Executive Member (and Vice Chair of the Board), Alex Killick, had been extended for a second term of three years (- until 21 September 2026).
- (ii) In response to amendments to Legislation implemented in November 2023, Alan Holligan (Lecturer, Art & Design) had joined the Board of Management as the nominated EIS-FELA Member, for a period of up to four years, from 1 February 2024.
- (iii) The Edinburgh College UNISON Branch had been invited to nominate a branch member to join the Board of Management, in line with legislation changes, however, no nomination had yet been received.

5.2 The Committee NOTED that the tenures of Non-Executive Member, Stewart Darling and Kerry McCormack would end on 15 December 2024. The Clerk advised the Committee that both Members remained eligible to seek a second term of three years on the Board. The Clerk advised the Committee that Ross Laird and Gwen Raez's terms as Non-Executive Board Members were due to end on 8 March 2025, with no further option for reappointment.

5.3 The Committee DISCUSSED the expiration date of Non-Executive Members' tenures. The Chair advised the Committee that, due to increased work commitments, Kerry McCormack was not expected to seek a second term as a Non-Executive Member.

5.4 The Committee AGREED that it should meet again in early 2024/25, to consider arrangements for the recruitment of three new non-executive members by March 2025. The Chair advised the Committee that an early meeting in the new academic year would support a longer lead in time to promote vacancies, whilst engaging with local communities and under-represented groups on college board (- in line with the Board of Management's draft 2024/25 Improvement Plan).

5.5 The Committee NOTED that the tenure of the elected Support Staff Board Member, Bruce Cassidy, was due to end on 1 December 2024. The Committee DISCUSSED the election procedure for electing staff to the Board and AGREED that the procedure, along with a proposed timescale for the election, should be considered at its next meeting in early 2024/25.

5.6 The Committee NOTED that co-opted memberships on Board committees were due to expire on 31 July 2024. The Committee DISCUSSED the extension of co-opted memberships in line with the Board's procedure and AGREED that, once the

Clerk had discussed tenure extensions with relevant parties, the Nominations Committee would be asked to consider and (if appropriate) approve extensions via correspondence.

6. MEMBERSHIP AND ATTENDANCE REVIEW 2023/24

- 6.1 The Committee NOTED a report summarising current Board membership, tenures and activity related to attendance in the 2023/24 academic year (to date).
- 6.2 The Committee NOTED that following changes to Board membership over the academic year, the overall Board gender balance was 61% female and 39% male. The Clerk advised the Committee that the current gender balance of non-executive membership remained 58% female and 42% male.
- 6.3 The Committee DISCUSSED the incorporation of wider equality, diversity, and inclusion information within the Report, and AGREED that the Clerk should explicitly reference data within the 2024 Board Effectiveness Review in this regard.
- 6.4 The Committee NOTED that the details relating to 'Board Attendance' had not yet been included in the Report, since two committee meetings had taken place on 7 June 2024 and the Board of Management was scheduled to be held on 11 June 2024.
- 6.5 The Committee AGREED that a consolidated version of the report would 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 had been agreed it would be published the College website.

7. ANY OTHER COMPETENT BUSINESS

7.1 DEPARTURE OF STUDENT BOARD MEMBER

- 7.1.1 The Committee NOTED that the tenure of the Student Board Member, Skye Marriner would end on 30 June 2024. The Chair, on behalf of the Nominations Committee, thanked Ms Marriner for her contribution to the Committee.

8. DATE OF NEXT MEETING

- 8.1 To be confirmed.

Meeting closed at 10:45