

NOMINATIONS COMMITTEE

MINUTES OF MEETING OF 30 JANUARY 2014

1600hrs, Boardroom, Milton Road Campus

Present: I Young (Chair); K Bradford; M Cahill; A Johnston; K Parry

In attendance: S Breadner; P Davis; S Earp; M Findlay; I McKay; M Walker (Clerk)

1 WELCOME & APOLOGIES

1.1 No apologies were received.

1.2 Members welcomed Marcus Walker, the new Clerk to the Nominations Committee.

2 DECLARATIONS OF INTEREST

2.1 None.

3 MINUTES OF PREVIOUS MEETING

3.1 The Committee APPROVED the Minutes from 20 October 2013 as an accurate record of the meeting, with following amendment:

3.1.1 The VP Corporate Development requested that minute 10.9 was amended to confirm that access to the CRM contacts would be shared and coordinated, as appropriate.

4 MATTERS ARISING

4.1 Actions from the previous meeting were either marked complete or on the agenda, with the exception of the following two items:

4.1.1 Members AGREED that the Board of Management's 50:50 gender split should continue to be highlighted across the College.

4.1.2 Members were informed that the presence of a student representative on all committees would be considered once the appointment of a second student member to the Board had been confirmed.

5 MEMBERSHIP

- 5.1 Members NOTED a paper outlining the membership of the six committees of the Board of Management.
- 5.2 The Committee Chair thanked the VP Corporate Development and the Director of Organisational Development and Communications, for both agreeing to serve as Executive Leads to the Nominations Committee.
- 5.3 Members DISCUSSED the number of members and co-opted members sitting on the Academic Council. The Governance Director informed the Committee that an increased numbers of attendees allowed for greater representation on academic matters.

6 VIP VISITORS PROTOCOL

- 6.1 The Head of Communications provided an overview of the protocol for VIP visits to the College. The Protocol provided guidance on what to do if a VIP requested a visit, or was invited by the College or an external organisation.
- 6.2 Members welcomed the VIP Attendance Protocol and DISCUSSED the need to promote its content across the College. The Nominations Committee APPROVED the VIP Attendance Protocol with the following amendments:
 - 6.2.1 In the case of events concerning the Chair and Vice Chair, members AGREED that the role of the Governance Team should be included in the document. The triangulation between the Communications Team, and both the Governance and Principal's Office was a point emphasised by the Committee.
 - 6.2.2 Members requested the inclusion of a paragraph on the vetoing of VIPs, with whom Edinburgh College did not wish to be associated.
- 6.3 The Committee Chair emphasised that the College should encourage VIP visits, and that these must align with the guidance provided.

7 BOARD ENGAGEMENT PROPOSAL

- 7.1 Members received a proposed engagement programme for the Chair, Vice Chair and Board to help build stronger relations with stakeholders across Edinburgh and the Lothians.
- 7.2 The Committee Chair requested that the names presented in the programme were interchangeable, allowing Leadership Team members to support the Board, as and when required.
- 7.3 Members DISCUSSED the suggested schedule of meetings from March to June 2014, and the demands placed on the Chair and Vice Chair's time. Members were content that events should remain in the calendar despite the busy schedule, as appropriate replacements for the Chair and Vice Chair could be identified – if necessary.

- 7.4 Members AGREED with the concept and approach outlined in the programme and asked the Head of Communications to continue with the implementation of the programme, taking into account the Committee's feedback.

8 COMMUNICATIONS STRATEGY

- 8.1 Members NOTED updates to the Communication Strategy and Members DISCUSSED the timing of the Communication Survey, which the Head of Communications informed members would be delayed following industrial action.
- 8.2 The Student President informed members that the ECSA were currently working on a separate strategy, hence their omission from the Communications Strategy. Members NOTED this information, and looked forward to reviewing the ECSA's strategy at a later date.
- 8.3 The VP Corporate Development updated members on the implementation of a CRM system. Members NOTED that the system was currently being established within specific areas, and once business requirements and functionality were known, the system would be rolled out to other areas.

Members AGREED that the VP Corporate Development would be provided with an update on developments to the next Committee meeting.

- 8.4 Members DISCUSSED the utilisation of current College sites to engage the community. The Head of Communications stated that efforts had been made to get more local people using the sites, and the Team planned to engage current, recent and past students. Members NOTED that the main limiting factor to this initiative was students' understanding of alumni.

Board members links to Alumni and Development at Edinburgh University were NOTED and the Head of Communication was advised to seek guidance from these individuals.

- 8.5 Members APPROVED the presented Communications Strategy.

M Findlay, Head of Communications left the meeting.

D Rigby, Head of HR and B Mealyer, Head of Organisational Development joined the meeting.

9 NEW STAFF GRIEVANCE POLICY & PROCEDURE

- 9.1 *Paragraph removed: presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 30, Prejudice to the Effective Conduct of Public Affairs.*
- 9.2 Members APPROVED the new Staff Grievance Policy & Procedure, and stressed the importance of communicating the procedures to all staff.

The Chair left the meeting.

K Parry, Student President entered the meeting.

10 HUMAN RESOURCES LEADERSHIP STRATEGY

- 10.1 Members received the Human Resources Leadership Strategy 2013-18. The paper was accompanied by a PowerPoint presentation, outlining the current status of human resources at the College, and the vision for the Department.
- 10.2 Members DISCUSSED the levels of outsourcing for CPD programmes. The Head of HR informed members that current staff had received little management development, and accepted that more needed to be done to support management personnel in the coming year.
- 10.3 The Committee APPROVED the Human Resources Leadership Strategy, with a minor amendment to the 'Where we are now?' key objectives - to highlight the College's statutory obligations.

D Rigby, Head of HR left the meeting.

11 ORGANISATIONAL DEVELOPMENT LEADERSHIP STRATEGY

- 11.1 Members received the Organisation Development Leadership Strategy 2013-2018. The paper was accompanied by a PowerPoint presentation outlining the current status of organisation development at the College, and the vision for the Department.
- 11.2 Members DISCUSSED the long-term nature of the plan and asked for details of annual landmarks. The Head of Organisational Development confirmed that the College's Operation Plan provided a year-by-year overview of key objectives.

A Johnston left the meeting.

- 11.3 The Committee DISCUSSED the Strategy, focussing on areas of performance management, reward strategy, and ways in which Board Members expertise could be utilised.
- 11.4 Members APPROVED the Organisation Development Leadership Strategy 2013-2018.

B Mealyer, Head of Organisation Development left the meeting.

12 COMMUNITY PLANNING UPDATE

- 12.1 The VP Corporate Development provided a verbal update on Community Planning Partnerships (CPP). Members NOTED that a matrix had been developed to rationalise current community planning progress.
- 12.2 Members AGREED that Jane Handley, the Head of the College Community Centre would be invited to a future meeting of the Nominations Committee to provide a presentation on CPP.

13 MONITORING OUR PERFORMANCE

- 13.1 Members NOTED two KPIs related to communication and communities.
- 13.2 The Clerk AGREED to confirm before the May 2014 meeting if the Nominations Committee were required to review more KPIs than the two provided.

S Breadner, Director of Organisational Development and Communications entered the meeting.

14 DEVELOPMENT TRUST UPDATE

- 14.1 Members NOTED that the Development Trust had now appointed eight Trustees.

15 POST-16 ACT: APPOINTMENTS

- 15.1 Members NOTED that regional colleges would be designated in March 2014, with the Chair confirmed in February 2014. The migration period from March 2014 to March 2015, and the draft appointments process were also NOTED.
- 15.2 The Student President provided a brief update to members on the appointment process for a second student member of the Board. It was NOTED that this would happen at the next sabbatical elections.
- 15.3 The Committee Chair informed members that changes to the appointment process would affect the role of the Nominations Committee. Members NOTED that the Committee's role had extended beyond nominations.
- 15.4 Members DISCUSSED whether the College's Governance Code would have implications for the Nominations Committee. The Governance Director confirmed that as an advisor to the steering group, the Code would be complementary to the Government's appointment guidance.

16 INDUCTION AND TRAINING

- 16.1 Members received and NOTED an update on the induction and development of Board members.
- 16.2 Members AGREED that an annual evaluation plan would be brought to the next Committee meeting on 20 May 2014.

17 COAT OF ARMS

- 17.1 Members received a discussion paper from the Governance Director with details on a proposed Edinburgh College coat of arms. The Committee was informed that the coat of arms proposal had been developed with both the marketing and communications teams.
- 17.2 The Committee supported the idea of a competition to find a suitable design, although accepted that parameters would need to be set for entrants. It was proposed that the College's Design Team draft a brief for the competition.

- 17.3 Members NOTED that the design of the coat of arms needed to be co-ordinated with the branding review as the two projects were related. The VP Corporate Development stated the importance of aligning the design with the underlying principles of the review findings.

Members DISCUSSED the time required for approval of the design, in light of the branding review and the Lord Lyon process. The Governance Director AGREED to check with Lord Lyon what the latest date for submission would be in order to have the design available for the next graduation.

- 17.4 Members AGREED that the coat of arms proposal be provided to the Board for discussion before a final decision to proceed was confirmed.

18 ANY OTHER BUSINESS

18.1 NOMINATIONS COMMITTEE TITLE

18.1.1 In light of the changes to the Nominations Committee's role, the Chair requested that a change of name be considered. The Chair proposed the 'Nominations and Communities Committee', but accepted that further discussion with the Board Chair would be required.

18.1.2 The Chair welcomed the ideas of members in time for the next meeting of the Committee.

19 DATE OF NEXT MEETING

- 19.1 The date of the next meeting is 20 May 2014, 4pm, Milton Road Campus.

The meeting closed at 1810hrs.