

Procedure for Appointing New Board Members

[QP2.50]

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Procedure

This procedure is to be followed when appointing external members to the Board of Governors of Adam Smith College, Fife.

- 1.0 When a vacancy arises, a meeting of the Nomination/ Remuneration Committee shall be convened as soon as possible.
- 2.0 Bearing in mind statutory requirements for the composition of the Board of Governors including the public duties, the Nomination/Remuneration Committee will consider the post-vacancy structure of the Board. The Committee will consider the skills, knowledge and experience and balance of the Board, using the skills matrix information that Board members provide as well as those lost as a result of the vacancy. The Committee will determine a preferred skills profile for the new board member(s). The strategic needs of the college will also be considered when deciding on the required skills and expertise profile with reference made to the generic job description for Board members.
- 3.0 The Committee will set a timetable for the recruitment of the new member(s) and determine the selection process to be used with a view to ensuring that appointments will be drawn from a broad talent pool. Such a process will include an interview with members of the Nomination/ Remuneration Committee. It may also include tours of campus, informal meetings with senior staff and opportunities to meet other Board members not on the Nomination/ Remuneration Committee. The preferred skills set, timetable and selection process will be made know to the Board through the notes of meetings and verbal updates depending upon the timing of the board meetings and the Nomination/ Remuneration Committee meetings.
- 4.0 In determining the timetable and selection process, the Committee will be mindful of the need to ensure that the process is fair and transparent and of the needs of applicants/ candidates are considered. This includes, but is not excluded to, any alterations at the application and selection stages, such as consideration of accessibility of venues, timing of meetings, and adaptation of written materials.
- 5.0 Board members may be invited to approach people who they feel have the required skills set however all applicants will be required to submit an application in line with the advertisement requirements. Similarly, all applicants will be subject to the same selection process.
- 6.0 Public advertisement, using a diverse range of sources such as mail shots to relevant organisations, advertisements in specialist media or utilising local organisation networks, will normally be used to bring the vacancy, or

vacancies, to the attention of the general public and may include a positive statement encouraging people from all backgrounds to apply.

- 7.0 The Secretary to the Board will act as the contact and information point for anyone interested in the applying for the vacancy and to receive any applications. These will be held by the Secretary to the Board until the closing date has passed.
- 8.0 The Secretary to the Board will collate all the applications received and send these to the Nomination/ Remuneration Committee for consideration against the skills set.
- 9.0 The Nomination/Remuneration Committee will meet and, bearing in mind the required skills set, will develop a short list of candidates from the applications received.
- 10.0 After this meeting, the Secretary to the Board will write to the unsuccessful applicants informing them of the decision. Letters will also be sent to the successful candidates inviting them to a selection process and detailing what that will entail.
- 11.0 Following the selection process, the Nomination/Remuneration Committee will convene and consider against the skills set all the applicants in the light of information from the selection process. The outcome of which will be reported to the Board for final approval consistent with the Standing Orders and Constitution of the College.
- 12.0 All candidates will be written to informing them whether they were successful or not following the Board approval. For those who request feedback, this will be available from the Secretary to the Board.
- 13.0 Successful candidates will also be required to undertake a programme of induction as described in the Induction Policy and Checklist.
- 14.0 In certain situations, a candidate may not meet all the skills set but with some support and exposure to the Board environment may do so in a reasonable period of time.
- 15.0 If there are no successful candidates or no applications are received, the Nomination/ remuneration Committee will need to consider the next steps and whether it is appropriate to re-advertise and within what timescale. This will be reported to the Board using the normal reporting mechanisms.

- 16.0 There are reasons why a candidate cannot be appointed to the Board. These are detailed in the Constitution and Standing Orders and cover sequestration, bankruptcy and insolvency, certain convictions that carry a prison sentence over three months but without the option of a fine; incapacitation through mental illness and certain disqualifications or removal from office under various Acts.
- 17.0 Board members must be within the age range of 16 to 69 to be eligible for appointment and must not be a full time student or member of staff, except where the appointment is by virtue of being a staff or student member.
- 18.0 An offer of appointment to the Board is subject to an enhanced disclosure check by Disclosure Scotland. It is advisable to perform the check prior to appointment however that may not always be feasible. Offers made prior to such a check should be made on a conditional basis.
- 19.0 The process to appoint to a staff board position is by election. The vacancy is advertised internally for two weeks seeking nominations. Once nominations are received, the individuals are requested to provide a short brief on why they should be selected for inclusion in the mailing to the relevant staff group along with the voting paper. The voting papers are sent out one week prior to the election proper. Voting is by way of ballot boxes placed reception areas at the various campuses of the College and voting takes place over a week. The votes are counted and verified and the results are announced internally in the week following the ballot.
- 20.0 The student board member is nominated by the Students' Association and the period of office normally expires on 31 August following their appointment. If a vacancy during the year arises then the Secretary to the Board will contact the Students' Association within three weeks of that vacancy to seek a new nominee for approval by the Board at their next meeting.