

Teams, 4.30pm

**AGENDA**

		<b>Type</b>	<b>Lead</b>
1	Apologies and Declarations of Interest	Discussion	Trudi Craggs
2	Principal Recruitment	Approval	Trudi Craggs
3	Board Member Appointments	Approval	Trudi Craggs

(Elements of paper 3 are withheld from publication on the Forth Valley College website under Section 38 Personal Information of the Freedom of Information (Scotland) Act 2002.)

- |   |                              |  |  |
|---|------------------------------|--|--|
| 4 | Review of Risk               |  |  |
| 5 | Any other competent Business |  |  |

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**PLEASE NOTE THE CONTENT OF THIS PAPER IS EMBARGOED UNTIL AFTER THE COLLEGE HAS MADE THE OFFICIAL ANNOUNCEMENT AS OUTLINED IN SECTION 8 BELOW**

**1. Purpose**

To inform members of the process for recruiting process for a new Principal and Chief Executive Officer (the Principal) and to seek approval to appoint the preferred candidate.

**2. Recommendation**

That members review the process undertaken and approve the appointment of Kenny MacInnes as Ken Thomson’s successor as Principal of Forth Valley College.

**3. Background**

Dr Ken Thomson, Principal informed the Chair of the Board of Management of his intention to retire on 31 July 2023. The process of recruiting a new Principal is managed by the Nominations Committee behalf of the Board of Management.

The remit of the Nominations states “The Committee shall comprise of the Chair and Vice Chairs of the Board of Management and the Chairs of all other Board Committees.”

Following this guidance, the Nominations Committee consisted of:

Interim Chair	Trudi Craggs
Audit Committee Chair	Lorna Dougall
Finance Committee Chair	Liam McCabe

**4. Recruitment Process**

Aspen People Ltd being 1<sup>st</sup> ranked on the APUC Executive Recruitment Services framework were appointed as recruitment consultants to support the Nominations Committee.

Timetable

Activity	Date
Campaign Live	14 November 2022
Closing Date for Applications	12 December 2022
Sift of candidates for interview	20 December 2022
Longlist/Initial Interviews	10 January 2023
Shortlist Interviews (See section 6 below)	17 January 2023
Board Approval	19 January 2023
Appointment Announcement	20 January 2023

## 5. Interview Process

The 7 longlist interviews were conducted by Trudi Craggs and Donogh O'Brien (Aspen) and 5 candidates shortlisted for interview.

Shortlisted candidates attended an interview which consisted of

- a campus tour (for external candidates)
- Room A - presentation to a group of staff/students
- Room B - presentation/ interview with recruitment panel

The Code of Good Governance states "The college board must ensure there is an open and transparent recruitment process for the appointment. Students and staff must have an opportunity to contribute to the recruitment process."

Room A consisted of College staff including members of the Senior Management and Leadership Management teams, Executive Office staff, the FVSA Vice President along with a Student class rep and representatives from both recognised College Unions EIS-FELA and Unison.

Room A gave the candidates the opportunity to speak about themselves and their reason for applying for the role and a range of questions were asked by members to each of the candidates.

Feedback from Students, Staff and Union members was collated and fed into the recruitment panel at the end of the day.

The recruitment panel in room B consisted of –

- Trudi Craggs, Interim Chair
- Lorna Dougall, Audit Chair
- Liam McCabe, Finance Chair

Support was provided by

- Audrey Cumberland, Principal Edinburgh College
- Donogh O'Brien, Aspen People

## 6. Outcome

Following the recruitment exercise, the unanimous decision of the interview panel recommend that Kenny MacInnes be appointed as the Principal.

## 7. Resource Implications (Financial, People, Estates and Communications)

### Financial

The appointment will be on the first scale point of the Principal grade - £130,465.

### Communications

Friday 20 January 2023

- LMT/Unions – Issued 9am (E-zine)
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- Staff & Students – Issued 9.15am (E-zine)
- Stakeholders/Schools/Employers – Issued 10am (E-zine)
- External media – Issued 12noon (News release and college website/social)

## 8. Equalities

**Assessment in Place?** –No. This paper does not relate to a change in College policy or procedure.

## 9. Risk and Impact

	Likelihood	Impact
Very High (5)		X
High (4)		
Medium (3)		
Low (2)		
Very Low (1)	X	

### Total Risk Score – 5

The College has a Strategic Risk appetite for categories of risk as defined by the Board of Management. Decisions being taken at LMT/SMT/Board level must have cognisance of this. Please indicate the single most relevant risk category in the table below.

BoM Risk Categories & Risk Appetite (Select one area only)			
Cautious <15		Open 15 > <20	Eager >20
Governance	x	Strategy	People
Legal		Financial	Project/Programme
Property		Reputational	
		Technology	

The key risk is if the process failed to identify a suitable candidate. This risk was mitigated by the appointment of Aspen People Ltd who are experienced in recruiting at this level. They assisted in the identification of candidates, managed the process and provided professional support to the Nominations Committee.

**Is the score above the Board Risk Appetite level? No**

**Risk Owner** – Trudi Craggs, Interim Chair

**Action Owner** – Alison Stewart

**Paper Author** – Alison Stewart

**SMT Owner** – Alison Stewart

**1. Purpose**

To seek member's endorsement for the appointment of new non-executive members of the Board.

**2. Recommendation**

That members endorse for recommendation to Scottish Ministers the appointment of –

- [REDACTED]
- Lorna Dougall
- Philip Harris
- Caroline Johnston
- Liam McCabe

**3. Background**

Following the implementation of the Post-16 Education (Scotland) Act 2013, and the introduction of the "College Sector Board Appointments: 2014 Ministerial Guidance" College Boards are required to seek Ministerial approval for appointments to non-executive positions within the Board of Management.

**4. Key Considerations**

Legislation requires that Regional College Boards have between 15 and 18 members, with 12 of these being non-executive members. Owing to some recent retirements and members who are reaching the end of their appointment but who are not reapplying, there are 6 non-executive positions to fill.

Two existing members, Lorna Dougall and Liam McCabe, are approaching the end of their current period of appointment. As per the Ministerial guidance, as both these members had previously been reappointed, they were required to re-apply for the Board positions which they did do.

Normally the Nominations committee of the Board consists of the Board Chair and Committee Chairs however this was not possible this time considering Lorna Dougall and Liam McCabe are Chairs of the Audit and Finance Committee's respectively and were applicants.

During the shortlisting meeting, led by the Chair of the Board and attended by John Blackie, Independent Advisor along with Ken Thomson and Alison Stewart, it was agreed that owing to their current experience with the Board, it was not necessary to interview Lorna Dougall and Liam McCabe who would be recommended to the Board for appointment.

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For the interviews of the other candidates, following consultation with the Board Chair, an interview panel was created consisting of the following –

Trudi Craggs, Chair  
 Claire Green, Student Board Member  
 Jen Hogarth, Staff Board Member  
 John Blackie, Independent Advisor  
 Alison Stewart, Board Secretary (advisory)  
 Ken Thomson, Principal and Board Member (advisory)

Following the interview process on Wednesday 18 January 2023, as noted above, the following candidates are being recommended to the Board for endorsement.

- [REDACTED]
- Philip Harris
- Caroline Johnston

Attached to this paper are copies of the CV's for each successful candidate.

**5. Resource Implications (Financial, People, Estates and Communications)**

Upon receipt of Ministerial sign off to the Board's recommendations, the College will release appropriate communications to highlight the incoming members to the Board.

**6. Equalities**

**Assessment in Place?** – No. The College is following the relevant guidance as provided by Scottish Ministers.

It should be noted that there is the Gender Representation on Public Boards (Scotland) Act 2018 which requires the College to have cognisance of the gender balance of the Board and to move towards parity wherever possible.

Of the non-executive members of the Board (the only members the Board has direct input into recruitment) the gender balance is as follows

	As at 13 January 2023.		Incorporating recommendations in this paper	
Female	5	56%	7	70%
Male	4	44%	3	30%

**7. Communities and Partners**

Not applicable.

8. Risk and Impact

If the paper is an approval, please reflect on whether the approval will have any direct or indirect impact for any other areas of operational activity internally or externally within the College – No

	Likelihood	Impact
Very High (5)		X
High (4)		
Medium (3)		
Low (2)	X	
Very Low (1)		

Total Risk Score – 10

The College has a Strategic Risk appetite for categories of risk as defined by the Board of Management. Decisions being taken at LMT/SMT/Board level must have cognisance of this. Please indicate the single most relevant risk category in the table below.

BoM Risk Categories & Risk Appetite (Select one area only)					
Cautious <15		Open 15> <20		Eager >20	
Governance	X	Strategy		People	
Legal		Financial		Project/Programme	
Property		Reputational			
		Technology			

Failure to recruit non-executive members would result in the College Board total numbers falling below the legislated limit of 15. The recruitment activity outlined in this paper is the mitigating action for this risk.

Is the score above the Board Risk Appetite level? No

Risk Owner – Trudi Craggs

Action Owner – Alison Stewart

Paper Author – Stephen Jarvie

SMT Owner – Alison Stewart