

# LEEDS COLLEGE OF BUILDING

## SEARCH COMMITTEE

Minutes of the meeting held on Friday 18 February 2011 at 8.00 am in Meeting Room 3.

### PRESENT:

D Roberts (Chair)  
I Billyard  
C Harrigan  
G Lister  
Dr I Nip

### IN ATTENDANCE:

R Scanlan (Clerk to the Corporation)  
N Fearnside (minutes)

**ACTION  
BY AND  
TARGET  
DATE**

#### 1. CHAIRMAN'S COMMUNICATIONS

D Roberts welcomed Dr Ivan Nip to his first meeting as a member of the Search Committee.

#### 2. DECLARATION OF INTEREST

There were no declarations of interest.

#### 3. APOLOGIES FOR ABSENCE

There were no apologies for absence.

#### 4. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 22 October 2010 were accepted as a true record.

#### 5. MATTERS ARISING

##### 5.1 Ref Min 6

The Clerk confirmed that S Waite had been invited to join the Board and had attended the Governors' Awayday on 31 January 2011. She also confirmed that a letter had been prepared inviting interest from potential community members.

##### 5.2 Ref Min 6

Actioned.

##### 5.3 Ref Min 6

The Clerk reported that an application for membership had been received from S Bartley (President of WorldSkills). No response had yet been received from two other individuals who had expressed an interest.

##### 5.4 Ref Min 7

Taken under Agenda Item 7.

**5. MATTERS ARISING** (continued)

**5.5**

C Harrigan gave a brief overview of the Governors' Awayday on 31 January 2011. A Working Group had been set up to carry out a review of Governance and the recommendations from the Group had been considered at the Awayday.

The sub-committee structure was reviewed and it was agreed that more regular Board meetings would be held (three per term) and the majority of sub-committees would be dissolved. Audit and Search sub-committees were mandatory and these would continue; as would Remuneration.

It was noted that Inspectors did comment at the recent Inspection on the number of 'special' Board meetings held; the new structure would remove the need for these. On balance there should be no increase in attendance at meetings by Governors.

Board papers would be accompanied by Executive summaries and it was expected that members would have read the papers prior to the meeting; with pertinent questions welcomed. Papers would be placed on the Governors' portal, as well as being mailed to members.

The role of the student was discussed and it was agreed that more effort was required to engage the wider student body.

A regular review of Governors' performance would be carried out by the Chair of Governors.

The new structure would commence after Easter and would be reviewed as appropriate. The Clerk stated that nationally there was a mixed picture regarding the model of governance adopted but more and more were working towards the Carver model.

G Lister asked if it was felt that this new structure would affect the attendance of Governors. The Clerk did not believe it would; it was mainly special meetings where attendance was a problem.

I Billyard stated that a new Code of Governance was being introduced and would be more business based. The new Code is supposed to allow greater flexibility for colleges longer term. Members agreed that the primary role of Governors was to advise the Senior Management Team, not to act as a controlling body.

**6. MEMBERSHIP ISSUES**

The Clerk stated that currently there were no vacancies on the Board. However, the period of office for some members expires during the course of 2011.

D Hutchinson's period of office expires on 31 March 2011; he will have completed one four year term. D Hutchinson's attendance at meetings was high, although it was acknowledged that he did struggle with time commitments.

**6. MEMBERSHIP ISSUES** (continued)

Following discussion it was agreed that the Clerk would contact D Hutchinson to discuss further.

**RS  
18 March  
2011**

D Whiteley's period of office expires on 31 July 2011; he will have completed one two year term (which was the basis of his initial appointment). It was acknowledged that D Whiteley's attendance at meetings had not been very good and he had difficulty attending.

Following discussion it was agreed that the Clerk would contact D Whiteley to discuss further.

**RS  
18 March  
2011**

Councillor Driver's period of office expires on 30 June 2011 and he has been appointed on an annual basis, which appeared to fit with the Council's wishes. It was agreed that a re-appointment would be recommended if Councillor Driver wished to continue as a Governor. The Clerk would contact him to discuss.

**RS  
18 March  
2011**

The Clerk would also contact J Ingham, the external member on the Audit Committee, whose period of office expires on 31 March 2011 to ascertain if he wished to continue.

**RS  
18 March  
2011**

The Clerk confirmed that the normal term of office was four years, with a recommended maximum of two terms (ie eight years served). This can be varied under exceptional circumstances.

H Ramsden's (staff member) term of office expires on 31 July 2011 but this will be determined by the due election process. The two student members are nominated directly by the Student Union.

The Clerk circulated S Bartley's CV for information. It was agreed that the Clerk would contact him to inform him of the new Governance arrangements and ascertain if he still wished to be considered; bearing in mind that he was based in London and may have difficulty in attending a greater number of meetings.

**RS  
18 March  
2011**

**7. SKILLS AUDIT**

The Clerk presented a revised Governors' Skills / Experience Audit for consideration.

The Skills Audit had now been split into essential skills (core) and non-essential skills (other).

It was noted that responses to the Skills Audit are based on individual Governors' assessment which may not take into account professional qualifications and experience.

The Skills Audit was discussed in detail and the following amendments agreed:

- The Skills Audit would be condensed on to one side of A4, if possible.

**7. SKILLS AUDIT** (continued)

- A qualifying statement should be added under the High category: “eg qualified in this area” and under the Moderate category: “eg forms part of your role / expertise”.
- Construction Industry would be added to Property / Estates Matters.
- Business Development would be added to Marketing.
- The Green Agenda / Renewables would be added under non-essential skills.

The Clerk would action the above as appropriate.

**RS  
11 March  
2011**

It was agreed that Board members would be asked to complete the revised Skills Audit at the next Board meeting.

**RS  
22 March  
2011**

Members acknowledged that an analysis of the Skills Audit was received annually. It was agreed that the Skills Audit form should be reviewed on an annual basis also.

**8. ANY OTHER BUSINESS**

**8.1**

I Billyard reported that R Hudson (National Association of Shopfitters) had expressed an interest in joining the Board. It was agreed that the Clerk would forward an information pack and application form.

**RS  
30 March  
2011**

**8.2**

A discussion took place regarding the possibility of introducing “Friends of LCB”; a network of people who wished to be associated with the College and who could be kept informed annually or bi-annually. Informal meetings could also be held a couple of times a year. It was agreed that the Clerk would prepare a paper for consideration at the next Board meeting on possible ways it could work.

**RS  
22 March  
2011**

**9. DATE OF NEXT MEETING**

The next meeting is scheduled for Friday 13 May 2011 at 8.00 am.

Signed for Distribution: .....  
(Chair)

Date: .....

Approved: .....  
(Chair)

Date: .....