

Minutes of: CORPORATION
Date: 12th July 2022
Time: 5:30pm
Place: via Microsoft Teams



Present: Mr S Brand
Ms K Carr-Fanning
Mr P Cook MBE (Principal)
Mr S Crick
Mr I Meaton
Mr I Pursglove (Chair)
Mr C Todd (Vice Chair)
Ms N Williams

In attendance: Mrs Y Doherty (Clerk to the Corporation)

21/86 APOLOGIES

Apologies for absence were received from Dr H Friend, Ms J Lewis-Bell and Ms L Miervaldis.

21/86 DECLARATIONS OF INTEREST

There were no declarations of interest.

FOR DECISION

21/87 VICE PRINCIPAL FINANCE & RESOURCES POSITION

The report was provided on the requirements associated with Senior Post Holder recruitment stipulated by the Corporation's Instrument and Articles of Government and the issues for consideration at the meeting (circulated, document July 22/2).

Discussion points:

Selection Panel

- It was noted that a Selection Panel needed to be constituted, the membership of which needed to be the Principal and at least three other Governors.
- The Selection Panel was responsible for determining the recruitment processes.
- Mr Brand, Mr Crick, Mr Pursglove and Mr Cook agreed to serve on the Selection Panel
- Mr Todd, Ms Carr-Fanning and Ms Williams agreed to act as reserve members

Use of agency for recruitment

- It was noted that the use of agency services for recruitment had previously been successful.
- It was acknowledged that it would be necessary to obtain at least three quotes.
- The quotes would be considered by the Selection Panel and a provider identified.

Agencies

- The report provided detail on agencies that had previously been used.
- Experience of these agencies outside of the College was confirmed.
- It was agreed that there would be a need to be clear with regard to what the College was looking for in the candidates, and consideration should be given as to whether agencies should be specialists within the sector or include other agencies that were not necessarily FE specific.
- It was suggested that widening the scope beyond FE would provide for different views and perspectives.

Interim Appointment

- It was considered prudent to consider an interim appointment with the intent to recruit to the role permanently as soon as possible.
- An interim appointment would be appropriate given the immediate pressures around financial responsibilities/requirements in the autumn term e.g.
 - Annual Accounts
 - Revised Budget
 - Accommodation Strategy
- It was suggested that the hand over period be for as long as possible, and potentially for the interim appointment to be a specialist from within the sector.
- It was acknowledged that any interim appointment would need to be made on the basis of the candidates and that this would need to recognise issues such as costs/IR35/fixed-term contracts.
- Governors advertising via their own professional networks once the advert wording and JD were confirmed
- Potential for the current post holder to serve in a consultancy capacity after notice period if required
- Considered unlikely that a suitable candidate would not be identified, but this could be considered if necessary
- Biggest concern/risk was the completion and sign-off of the annual accounts
- Risk of loss of knowledge
- Where there any known candidates
- Preferable for any interim to come from within the sector/with specific sector knowledge.

Job Description/Person Specification

- Was the job title/job description/person specification/remit correct
- This would be reviewed the possibility of redistribution of responsibilities considered.

It was **RESOLVED THAT**

- i. the Vice Principal Finance and Resources position would be advertised on an interim basis in the first instance, to include a hand-over period;
- ii. recruitment on a permanent basis would be completed as soon as possible;
- iii. the Selection Panel members would be Mr Brand, Mr Cook, Mr Crick and Mr Pursglove;
- iv. the Clerk would approach relevant agencies;
- v. the position would be advertised on the College website;
- vi. Governors would utilise their professional networks as appropriate;
- vii. the Principal and Clerk would have a follow up meeting to discuss requirements to support the recruitment process.