

Committee(s): Education Board	Dated: 9 September 2021
Subject: Proposed Skills Audit Process	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	3, 8, 10
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	£n/a
What is the source of Funding?	n/a
Has this Funding Source been agreed with the Chamberlain's Department?	n/a
Report of: The Town Clerk	For Decision
Report author: Emily Garland, Town Clerk's Department	

Summary

This report seeks the Board's approval of implementing a skills auditing process for the recruitment of Co-Opted Members to the Education Board.

Recommendation(s)

Members are asked to **approve** the skills audit process as set out below.

Background

1. At their meeting on 16 February 2021, Members of the Nominations Sub-Committee raised concerns that, when recruiting for a Co-Opted Member of the Board, consideration should be taken to obtain nominations from a diverse pool of candidates. It was felt that recruitment of external appointments provided an opportunity to expand the diversity of the Education Board and it was highlighted that in their final report, the Tackling Racism Taskforce had recommended that external recruitment processes be reviewed to encourage this.
2. Subsequently, the Education Board agreed that a review of the Co-Optee appointment process be undertaken by the Nominations Sub-Committee and reported back to the Board for approval in due course.
3. At their meeting on 15 June 2021, upon advice from the Town Clerk based on procedures recently implemented by other City of London Committees, the Sub-Committee agreed a proposed way forward as below.

Main Report

4. An annual skills audit of the Education Board should be implemented to identify skills and expertise to prioritise in the search for a new Co-Opted Member. Members would be asked to complete a form as seen in Appendix 1. This is adapted from a skills matrix recommended by the National Governance Association, as used by the City of London Academies Trust.
5. Upon occurrence of a Co-Opted Member vacancy, the position would be advertised by the Sub-Committee using free of charge methods including LinkedIn, Corporation intranet and internet, Livery networks, Business networks and Board Members' networks. The Sub-Committee would request all candidates provide a completed skills audit form alongside their supporting statement.
6. After reviewing these (using the skills matrix in Appendix 2), the Sub-Committee would provide a shortlist and preferred candidate to the Education Board for approval.

Corporate & Strategic Implications

Strategic implications – 3. People have equal opportunities to enrich their lives and reach their full potential. 8. We have access to the skills and talent we need. 10. We inspire enterprise, excellence, creativity and collaboration.

Financial implications – None.

Resource implications – None.

Legal implications – None.

Risk implications – None.

Equalities implications – This proposal allows the Board to conduct a fair and robust recruitment process.

Climate implications – None.

Security implications – None.

Conclusion

7. Noting the previous discussions of the Nominations Sub-Committee, as outlined in this paper, the Board are asked to approve the above skills audit process for use in recruitment of Co-Opted Members to the Education Board.

Appendices

- **Appendix 1** - Proposed skills audit form
- **Appendix 2** - Proposed skills audit review matrix

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