

NOMINATIONS SUB (EDUCATION BOARD) COMMITTEE

Tuesday, 15 June 2021

Minutes of the meeting of the Nominations Sub (Education Board) Committee held virtually on Tuesday, 15 June 2021 at 10.30 am

Present

Members:

Caroline Haines (Chair)
Deputy Philip Woodhouse (Deputy Chairman)
Alderman Sir Peter Estlin
Mary Robey

Officers:

Emily Garland - Town Clerk's Department
Polly Dunn - Town Clerk's Department

1. APOLOGIES

There were no apologies.

2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

There were none.

3. MINUTES

RESOLVED, that the public minutes of the meeting held on 16 February 2021 be approved as an accurate record.

4. TERMS OF REFERENCE

Members received the Terms of Reference appointing the Sub-Committee for the ensuing year.

Members were reminded that, resulting from the meeting of the Education Board on 20 May 2021, there had been some minor amendments to the Terms of Reference accounting for the Sub-Committee's review of the nominations process and to allow a Co-Opted Member to serve.

RESOLVED, that the Terms of Reference be noted.

5. REVIEW OF THE NOMINATIONS PROCESS

The Town Clerk was heard relative to the Sub-Committee's review of the nominations process. Members were advised to follow the procedures recently implemented by the City of London School and Police Authority Board in which the Sub-Committee would implement an annual skills audit to identify skills and expertise to prioritise in the search for a new Co-Opted Member. The position would then be advertised (according to the preferences of the Sub-Committee) and reviewed by the Sub-Committee. A shortlist and preferred candidate could then be recommended to the Education Board for approval.

Members then proceeded to discuss this process and how they wished to progress.

RESOLVED, that:-

- A draft skills audit be circulated to Members of the Sub-Committee by email, asking for proposed amendments by 30 June 2021.
- The amended skills audit be circulated to Members of the Education Board by email for comment by 31 July 2021.
- A verbal update of the process be provided to the Education Board on 1 July 2021.
- The proposed change of process be recommended to the Education Board for approval on 9 September 2021.
- Upon occurrence of a vacancy, free of charge advertisement methods be pursued including LinkedIn, Corporation intranet and internet, Livery networks, Business networks and Board Members' networks.

6. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

There were no questions.

7. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There were no items of urgent business.

8. **EXCLUSION OF THE PUBLIC**

RESOLVED, that under Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.

9. **NON-PUBLIC MINUTES**

RESOLVED, that the non-public minutes of the meeting held on 16 February 2021 be approved as an accurate record.

10. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

There was one question.

11. **ANY OTHER BUSINESS THAT THE SUB-COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There were no items of urgent business.

The meeting closed at 11.00 am

Chair

Contact Officer: Emily Garland
emily.garland@cityoflondon.gov.uk