Ashford and St. Peter's Hospitals NHS
NHS Foundation Trust

COUNCIL OF GOVERNORS
18th May 2011

TITLE	**Nominations and Appointments Committee Minutes**
EXECUTIVE SUMMARY	The Draft minutes of the Nominations and Appointments Committee held on 9th February 2011 are attached. The Committee is due to meet on 5th May and any substantive changes can be advised at the Council meeting
The Council is asked to:	Note the minutes
Submitted by:	Aileen McLeish Chairman
Date:	4th May 2011
Decision:	To note

Meeting Of The
Council of Governors' Nominations and Appointments Committee
6pm on 9th February 2011 in the
Chief Executive's Office, St Peter's Hospital

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PRESENT:	Aileen McLeish	Chairman
	Chris Howorth	Appointed Governor – Royal Holloway University
	Diana Manthorpe	Staff Governor-volunteers
	Godfrey Freemantle	Public Governor – Hounslow
	Maurice Cohen	Public Governor – Woking
	Steve McCarthy	Public Governor - Elmbridge
	Peter Taylor	Non Executive Director
IN ATTENDANCE:	Mr Andrew Liles	Chief Executive
	Ms Raj Bhamber	Director of Workforce and Organisational Development
SECRETARY:	Ms Jane Gear	Board Secretary/Head of Corporate Affairs

Minute **Action**

N&A1/11 **Minutes of the previous meeting**

The minutes of the meeting held on 14th December 2010 were agreed as a correct record.

N&A2/11 **Matters arising**

The Committee reviewed all of the actions from the previous meeting and the action log, which provided a commentary on progress. The nominated leads confirmed that all respective actions had been completed.

N&A3/11 **Draft Report on Non Executive Director Recruitment**

In accordance with the Monitor Guide 'Your Statutory 'Duties' and the decisions made at the previous Committee meeting, the Director of Workforce and OD had drafted the Report to be presented to the Council of Governors meeting on 15th February. This covered the background to the recruitment, the process followed, outcome and would include a recommendation.

The Committee agreed the general format and that it should also

- Include detail of the panel members.
- Include details of the stakeholder sessions.
- Use candidate numbers if required, rather than individual names.

The paper would be presented and discussed in the closed session of the Council meeting.

N&A4/11 Candidate decisions

The interviews had taken place on 7 February 2011.

The Governance panel had reached a decision on Graham Inglis as the preferred candidate at the end of the assessment centre. The Finance panel had not reached a decision at the end of the assessment centre as they were considering two exceptional candidates and they had met again on 9 February 2011, prior to the Nominations and Appointments Committee meeting.

The Committee had extensive deliberations regarding the recommendation to the Council. Overall the process had secured extremely high calibre applications and the three possible candidates being discussed by the Committee were all highly appointable.

As two separate panels had been constructed, the panel members who had interviewed all candidates were the external assessor, the Chairman and Peter Taylor. The Governors on the two panels had not had the opportunity to interview the shortlisted candidates for the alterative role. The Stakeholder panel representatives and the Chief Executive had had the opportunity to meet all the shortlisted candidates.

The two Governors on the panel for the Finance committee chair had different first preferences of candidate between Clive Goodwin and Jim Gollan.

During the deliberations it was noted that Clive Goodwin, who had been interviewed for the Finance Committee NED, had originally applied for both NED roles. Due to the separation of the interviews, he had not been interviewed by both panels.

As the Committee reflected on the 3 preferred candidates, the Chief Executive proposed that a combination which would bring the maximum skills base to the Board would be Jim Gollan for the finance NED and Clive Goodwin for the other NED role. One of the skills Clive Goodwin would bring was merger and acquisition experience.

The Chief Executive highlighted that the decision was for the Council of Governors and it was essential that the Governors were confident in the process. It was also noted that the overarching objective was to build on the current strong Board and ensure it maintained its priority of providing excellent services for patients. Therefore the Board needed both the right skills and also for the individuals to complement each other as a unitary board.

The Committee considered the following options:

- To recommend the preferred candidate for the Governance position and one of the two exceptional candidates interviewed for the Finance position.

- To recommend the two exceptional candidates interviewed for the Finance position.

- To propose an alternative e.g. further stages to the process.

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The Committee agreed to propose that the 2 exceptional finance candidates be recommended for appointment with Clive Goodwin being offered the governance role. Prior to the Council meeting the candidates would be approached to confirm their continued interest and also conclude the relevant recruitment checks. **RB**

N&A5/11 Next Steps

The Director of Workforce and OD would update the draft report and circulate to Committee members for comment prior to its submission to the Council meeting. **RB**

The recruitment process had been managed in a very tight timescale and had been effective in securing three exceptional candidates. Nevertheless there were areas where the process could potentially be improved and the following suggestions were noted:

- Considering introducing different stages to the process
- A clear skills gap analysis
- Where more than one appointment was involved, ensuring that an overview of the relativities of the combination of the candidates and the existing Board could be taken.

It was agreed to reflect on the process at the next meeting, and to obtain feedback from the candidates to add to the reflection. **RB**

N&A6/11 Date of Next meeting

To be arranged **JG**

Signed: ……
Chairman

Date:

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Committee Date	Minute Ref	Topic	Action	Lead	Due Date	Comment as at xxx	Status
09/02/2011	**N&A5/11**	**Council Report**	Finalise draft report for submission to Council on 15 February 2011	RB	10/02/11	Completed	
09/02/2011	**N&A5/11**	**Appointments**	Contact preferred candidates to confirm continued interest. Conclude recruitment checks	RB	15/02/11		
09/02/2011	**N&A5/11**	**Recruitment Process**	Obtain feedback on the recruitment process from Candidates	RB			
09/02/2011	**N&A5/11**	**Recruitment Process**	Undertake reflection on the recruitment process at next Nominations and Appointment committee	RB			

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