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

COUNCIL OF GOVERNORS
28th May 2013

TITLE	**Nominations and Appointments Committee Minutes**
EXECUTIVE SUMMARY	The draft minutes from the Committee meeting held on 23rd April 2013 are attached for information. The Committee discussed the recruitment process for the appointment of a new Non-Executive Director to replace Peter Taylor from the end of October 2013.
The Council is asked to:	Note the minutes.
Submitted by:	Aileen McLeish, Chairman
Date:	May 2013
Decision:	For Noting

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

Draft Minutes of the Meeting of the Council of Governors' Nominations and Appointments Committee 4pm on 23rd April 2013 in Chertsey House, St Peter's Hospital

PRESENT:	Godfrey Freemantle	Public Governor – Hounslow
	Chris Howorth	Appointed Governor – Royal Holloway University
	Diana Manthorpe	Staff Governor - Volunteers
	Steve McCarthy	Public Governor - Elmbridge
	Aileen McLeish	Chairman
	Peter Taylor	Non-Executive Director
ATTENDANCE:	Raj Bhamber	Director of Workforce and Organisational Development
	Colleen Sherlock	Head of Workforce Planning & Intelligence
SECRETARY:	George Roe	Head of Corporate Affairs
APOLOGIES	Maurice Cohen	Public Governor – Woking
	Andrew Liles	Chief Executive

Minute **Action**

N&A1/13 **Minutes of the previous meeting**

The minutes of the meeting held on 6th November 2012 were agreed as a correct record.

N&A 2/13 **Matters arising**

The Chairman confirmed that Peter Taylor, Non-Executive Director and Senior Independent Director would be standing down from 31st October 2013. Jim Gollan, Non-Executive Director and Chair of the Finance Committee was potentially standing down in October 2013 due to conflicting work commitments. A final decision had yet to be made due to uncertainties about a new appointment which was waiting for regulatory approval.

Template Job Description (N&A13/12 refers): The Director of Workforce and Organisational Development confirmed that there was not a current appetite amongst HRD's for a template job description.

N&A 3/13 **Skills Audit**

The Director of Workforce and Organisational Development introduced the paper which presented the summary Board skills audit of the board of Ashford and St Peter's Hospitals NHS Foundation Trust which has been prepared by Foresight Partnership.

Committee members discussed the skills matrix and the skills which were assessed. The Committee agreed that a number of other skills should be incorporated; namely the inclusion of culture and organisational development into category three, stakeholder management into category five and improvement, innovation and transformation to be incorporated into category seven.

The skills matrix would be completed at the Board meeting that week and circulated to the Committee members. **CS/GR**

The Chairman noted that the diversity of the Non-Executive Director group should continue to be reviewed. Chris Howorth believed that the awareness and communication of vacancies to ethnic minorities was key to ensure the Trust appointed the best possible candidate.

The Chairman confirmed that her term expired in two years which would equate to ten years on the Board. It was therefore important that the Committee were conscious that a new Chairman may need to be appointed in two years time when making the current Non-Executive Director appointment. In addition three other Non-Executive members of the Board would be approaching the advisable full terms in 2-3 years time. It would therefore be important to emphasise in the advertisements and brief of the role that a long term commitment to the Trust was desirable with the Committee looking for candidates with the potential to step into the Deputy Chair role.

The Committee ENDORSED the skills audit.

N&A 4/13 Recruitment and Selection Policy and Procedure

The Head of Corporate Affairs presented the Policy and Procedure which had been updated since the last Non-Executive Director appointments in 2011. Attention was drawn to the consideration as to whether a scoring mechanism should be used following interviews. The Director of Workforce and Organisational Development confirmed that it was no longer common practice to assess candidates via scoring against set criteria.

The Committee ENDORSED the Recruitment and Selection Policy and Procedure and the use of criteria but not scoring in assessing the candidates.

N&A 5/13 Search and Selection considerations

The Director of Workforce and Organisational Development introduced the paper which set out considerations for the use of a search and selection company and the options available. Of recent appointments Gatenby Sanderson Executive Search had the most experience and had recently recruited for a position at Frimley Park Hospital.

The Head of Workforce Planning & Intelligence set out the different approaches that each company would take to source candidates with some using national advertisements whereas others using local networks.

The Director of Workforce and Organisational Development confirmed that the lead recruiter from both Gatenby Sanderson and Odgers & Berndston were reliable and well established.

The Committee ENDORSED the use of a search and selection company and for the Chairman to select which company was most appropriate.

N&A 6/13 Applicant Pack outline and timetable

The Director of Workforce and Organisational Development presented the outline for the applicant pack and the proposed timetable.

The Committee members discussed the contents of the pack and agreed that the role of the Governors and that of the Nominations and Appointments Committee should be highlighted. **CS**

Following discussion it was agreed to move the interview date to the week of the 22nd July with an open evening on 30th May. The informal meeting, scheduled for 1st – 12th July would also include the Director of Finance. The open evening would include participation of the Governors.

Given the uncertainties around Jim's position, the Chairman agreed to talk to him again and seek advice from the preferred recruitment consultant about the best way to keep options open to recruit to two rather than one vacancy. A briefing would be provided to the Committee on the outcome of these discussions. **AMcL**

The interview panel would consist of the Chairman, Chief Executive, three Governors from the Committee and an external assessor. The Chairman confirmed that the Chairman of Royal Surrey County Hospital had agreed to be the external assessor. **GR**

The Head of Corporate Affairs would ensure that all members would be alerted to the vacancy via e-mail.

N&A 7/13 **Any Other Business**

None

N&A 8/13 **Data and Time of Next Meeting**

The date and time of the next meeting was yet to be arranged.

Signed: …….
Chairman

Date:

Committee Date	Minute Ref	Topic	Action	Lead	Due Date	Comment as at 2nd August 2012	Status
23/04/13	N&A 3/13	**Skills matrix**	Revision, completion and circulation of the skills matrix.	CS/GR	ASAP	Revised and completed. Sent to Committee members on 26/04/13.	✔
23/04/13	N&A 6/13	**Applicant Pack**	Pack to include role of the Governors and the Nominations and Appointments Committee.	CS	ASAP	Pack revised.	✔
23/04/13	N&A 6/13	**Applicant Pack**	Briefing on outcome of discussions with recruitment consultant.	AMcL	May '13		
23/04/13	N&A 6/13	**Members**	E-mail to all members re NED vacancy.	GR	May '13		