

**SUCCESSION PLANNING COMMITTEE**

**HELD IN CONFERENCE ROOM 12, VICTORIA QUAY, EDINBURGH EH6 6QQ  
ON WEDNESDAY 29 MARCH 2017  
2.00 P.M. – 3.00 P.M.**

| <b>PRESENT:</b> | <u>Name</u>              | <u>Organisational Title</u> |
|-----------------|--------------------------|-----------------------------|
|                 | Councillor Lesley Hinds  | City of Edinburgh Council   |
|                 | Councillor Jim Fullarton | Scottish Borders Council    |

  

| <b>IN ATTENDANCE:</b> | <u>Name</u>     | <u>Organisation Title</u>              |
|-----------------------|-----------------|--|
|                       | George Eckton   | SEStran Partnership Director           |
|                       | Angela Chambers | SEStran Resources Manager              |
|                       | Andrew Ferguson | Fife Council (Secretary/Legal Adviser) |
|                       | Emily Whitters  | SEStran Business Support Officer       |
|                       | Lynn McKenzie   | Falkirk Council (HR Adviser)           |

**ORDER OF BUSINESS**

The Chair confirmed that the Order of Business was intended to be as per the agenda.

**APOLOGIES**

None.

**A2. UPDATE ON INITIAL TERMS OF REFERENCE**

The Committee considered a report by George Eckton, Partnership Director and Andrew Ferguson, Secretary outlining the initial terms of reference agreed by the Board on 2 March for a Succession Planning Committee. The Secretary updated the Committee on the need to amend the committee's remit to allow non-councillor members to be members of the Committee.

**Decision**

The Committee noted the initial terms of reference and the update from the Secretary.

**A3. BOARD DIVERSITY SKILLS AUDIT**

The Committee noted a draft proposed questionnaire to enable the completion and reporting to a future Board meeting of the skills of the current non-councillor member appointees to the SEStran Board.

**Decision**

The Committee noted the proposed skills survey, and agreed that it should be issued to non-councillor board members to inform an initial skills audit for the SEStran Board.

**A4./**

**A4. GENDER DIVERSITY SURVEY**

The Committee considered a report by George Eckton, Partnership Director outlining a draft proposed gender diversity questionnaire to enable the completion as far as possible of SEStran's Equality Mainstreaming Report.

**Decision**

The Committee noted the proposed gender diversity survey, and agreed that it should be issued to non-councillor board members to inform an initial skills audit for the SEStran Board.

**A5. UPDATE ON BOARD OBSERVERS**

The Committee considered a report by George Eckton, Partnership Director, relating to the decision of the Board in September 2016 to appoint four to five Board Observers.

**Decision**

The Committee noted the likely appointment of two Board Observers by the next meeting of the Partnership Board in Summer, 2017.

**A6. NON-COUNCILLOR MEMBER BOARD VACANCY UPDATE**

The Committee considered a report by George Eckton, Partnership Director and Emily Whitters, Business Support Officer, outlining the agreement that was made to the appointment of Non-Councillor Board members in 2018.

**Decision**

The Committee agreed (i) to recommend that subsequent non-councillor member Board appointments proposed over the next nine to twelve months were undertaken using the basis of the November, 2016 application pack appended and amended as required following the results of an initial skills audit; and (ii) delegated officers to investigate the feasibility of remuneration of the next cohort of non-councillor members.

**A7. OTHER ACTIONS BEING PROGRESSED**

**Decision**

**A8. AOCB**

Councillor Fullarton thanked the Chair for all her work on the Partnership, and wished her well for the future.

**A9. DATE OF NEXT MEETING**

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