

## **Board Members: Selection Panel, Skills Audit and CPT Conference**

### **1. INTRODUCTION**

- 1.1 The Board received an update on the Non-Councillor Member (NCM) recruitment process at the August board meeting. As part of that report it was agreed that a further report to the Board would decide on the selection panel. The paper also provides an update on the recently circulated Board Skills audit, similar to that circulated to non-councillor members earlier this year and the previous request from Mr Anderson for attendance at this year's Confederation of Passenger Transport (CPT) conference.

### **2. RECRUITMENT AND SELECTION PROCESS**

- 2.1 The August Board report outlined for noting that the recruitment process commenced publicly on 26 June<sup>1</sup> and is scheduled to close on 30 September. As discussed at the March 2017 Board meeting, the application pack is not specific on the membership of the interview panel. The August board paper outlined that once a Chair has been appointed a further paper will be tabled to September Board meeting to determine the details of the process and membership. Following discussions with the Chair, it is proposed that a 3-person selection panel should be appointed comprising of all 3 office bearers, appointed at the 11 August board meeting. This is consistent with the remit of the Succession Planning committee agreed at the August Board which recommends that one or more of the Committee should be involved (e.g. Cllr Edgar). It is proposed to undertake the selection, shortlisting and interview process during October to November and report back to the Board for consent in December. Our HR Advisers Falkirk Council has advised they will provide operational support expertise for selection and interview process.
- 2.2 Bearing in mind the timescale between interviews and the Board meeting of 8<sup>th</sup> December, the Board may wish to consider whether it wishes to delegate to the sub-committee to make the appointment, following consent of Scottish Ministers, in advance of the full Board meeting in December.

### **3. SKILLS AND DIVERSITY AUDITS**

- 3.1 The Partnership Board meeting held in March 2017, it was agreed to set up a Board Diversity Succession Planning Committee. Further, the Board agreed the first SEStran Board Succession Plan<sup>2</sup> to better achieve our

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<sup>1</sup> [https://applications.appointed-for-scotland.org/pages/job\\_search\\_view.aspx?jobId=1147&JobIndex=1&categoryList=&minsal=0&maxsal=150000&workingPatternList=&keywords=&PageIndex=1&Number=11](https://applications.appointed-for-scotland.org/pages/job_search_view.aspx?jobId=1147&JobIndex=1&categoryList=&minsal=0&maxsal=150000&workingPatternList=&keywords=&PageIndex=1&Number=11)

<sup>2</sup> [http://www.sestran.gov.uk/wp-content/uploads/2017/04/2017\\_04\\_27\\_Board\\_Diversity\\_Succession\\_Plan-1-1-1.pdf](http://www.sestran.gov.uk/wp-content/uploads/2017/04/2017_04_27_Board_Diversity_Succession_Plan-1-1-1.pdf)

Public Sector Equality Duties and also the associated purpose of delivering highly effective and diverse Boards. In doing so, the Plan has sought to balance two distinct but related concepts of Diversity:

- Member's Skills, experience, knowledge and other relevant attributes such as personal values; and
- Diversity of members in relation to their protected characteristics as defined by the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. (a confidential questionnaire was sent out in April 2017 to members of the Board in the previous 2 years, and we would propose to do so again in April 2019). The gender balance of the Partnership Board over the period of 2015 – 17 was: Identified as Male 85%; Identified as Female 15%. This data was gathered through a confidential and voluntary survey of Board Members which received a 41% response rate

3.2 The Skills Audit questionnaire seeks to address the members skills aspects of our Succession Plan. This was initially being sent to Non Cllr Members of the Board in April 2017 (there is no requirement for those who have responded already to respond again, unless they wish to update their skills information). It was also agreed that the same skills proforma would be subsequently sent to Councillor members once the appointments have been made to the new Board in Summer 2017. Part of the reason for the collation of this data would be to identify any gaps following the issuing of an advert for appointment of non-councillor members as 7 of the current terms finish in March 2018. This would enable a full picture of skills available to be gained and would assist in the delivery of the aims set out in the Board Diversity Succession Plan, while also enabling Board Members to identify any areas they would like to upskill.

3.3 Please note this process is voluntary, however as outlined in the [On Board Guidance](#) SEStran have a responsibility to identify training needs of all board members collectively and to seek to better understand diversity of representation and specific legal duties on gender balance. Responses are requested by 20<sup>th</sup> October.

#### **4. CPT CONFERENCE 2017**

4.1 Charles Anderson raised the issue of attendance at the Confederation of Passenger Transport Conference, which he stated he had attended as Chair of the Bus Forum in 2014 and 2015. The Conference was due to take place on 1<sup>st</sup> and 2<sup>nd</sup> November. Delegate cost was £450. The Partnership Director indicated that, to ensure best value was achieved for the total member expenses budget of £3000, he had already distributed a skills audit questionnaire to non-councillor members, and would now do so to elected members. The Chair said the matter would be considered subsequently

and a report brought to the next meeting. The Chair indicated to the Partnership Director his inclination that an officer should attend given the representational nature of the attendance. The Board is recommended to endorse this view and agree that an officer attend the conference.

## 5. CONCLUSION / RECOMMENDATIONS

- 5.1 The Board are asked to agree the composition of the selection panel to be the Chair Cllr Gordon Edgar, Cllr Colin Davidson and Cllr Lesley Macinnes.
- 5.2 The Board considers whether it wishes to delegate authority to the sub-committee to agree the appointments for subsequent consent of Scottish Ministers in advance of the December Board meeting.
- 5.3 Note the update provided on the Board Skills Audit questionnaire.
- 5.4 Agree the proposal on attendance by the Chair for this year's CPT conference.

George Eckton  
**Partnership Director**  
 15th September 2017

Policy Implications	The appointment process is consistent with Standing Orders and our statutory duties under the Equality Act and its associated regulations.
Financial Implications	Travel expenses for applicants will be covered from the members expenses budget line.
Equalities Implications	The appointment process is consistent with Standing Orders and our statutory duties under the Equality Act and its associated regulations.
Climate Change Implications	None