

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.**

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

IN ATTENDANCE:	<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. 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
