

SUCCESSION PLANNING COMMITTEE

**REMOTE MEETING ON MICROSOFT TEAMS
ON TUESDAY 7TH MAY 2024 AT 3PM**

PRESENT:	<u>Name</u>	<u>Organisation</u>
	Cllr Colin Davidson (Chair)	Fife Council
	Dr Doreen Steele	NCM SEStran
	Brian Butler	SEStran (Partnership Director)
	Gavin King	City of Edinburgh Council

IN ATTENDANCE:	<u>Name</u>	<u>Organisation</u>
	Angela Chambers	SEStran
	Nikki Boath	SEStran

1. ORDER OF BUSINESS

It was confirmed that there was no change to the order of business.

2. APOLOGIES

Apologies were received from Paul White, NCM, SEStran Board.

3. DECLARATION OF INTERESTS

None.

4. MINUTES

The minute of the Succession Planning Committee of 18th November 2021 was approved as a correct record.

5. SUCCESSION PLANNING UPDATE

The Committee considered a report by the Business Manager to progress the Partnership's succession planning objectives. The Committee was asked to:

- (i) Review the Skills Audit results and to agree an appropriate programme of training for the Partnership.
- (ii) Consider the appointment of Board Observers, and:
- (iii) Delegate authority to SEStran Officers to review and update the Board Diversity Succession Plan.

Decision

The Committee suggested:

- (i) Raising the topic of training at the June Partnership Board to identify Board members particular interests. The Committee suggested Board sessions on topical issues such as Freeports, Emission Zones, DRT and how to scrutinise better. These sessions could be run from Victoria Quay as hybrid meetings and invites sent 2 months prior to these sessions to gain good attendance.
- (ii) The Committee agreed in principle to appointing Observers to the Board, subject to considering the timing of a recruitment exercise and proposed that the duration of appointments could be increased from 12 months to 2 years.
- (iii) The Committee agreed to delegate authority to SEStran Officers to review and update the Board Diversity Succession Plan, in line with the report proposals.

6. DATE OF NEXT MEETING

Autumn 2025