

1. PRELIMINARY PROCEDURAL MATTERS

1.1 Attendance & Apologies for Absence

Membership: Nick Davies (Chair)
Mark Eastwood
Sandra Ernstoff
Tony Medhurst
Steve Owen
Sachin Shah
Ketan Sheth
Elizabeth Warriner
Antonio Weiss

In attendance: Jayne Chaplin (Clerk)

1.2 Confidential Items

It was **RESOLVED** for Item 2.2 to be discussed in the absence of the staff and student members.

1.3 Declarations of Interest

Declarations of Interest were received from Sachin Shah as a Councillor for Harrow Council and Sandra Ernstoff as a consultant for the EFA

2. ITEMS REQUIRING FORMAL REVIEW OR APPROVAL

2.1 Senior Post-Holder Recruitment

2.1a Formation of Selection Panel

Following receipt of the resignation of the Principal & Chief Executive, a report was presented outlining the formal requirements to be followed in the recruitment of Senior Posts:

- For the advertising of the position nationally; and
- For the appointment of a Selection Panel consisting, in the case of the Principal, *at least* five members of the Corporation including the Chair or the Vice-Chair or both and at least three other Board members

Members were advised that once formed, the Selection Panel would:

- Decide on the arrangements for the selection and interview of the applicants; and
- Where they consider it appropriate to do so, recommend to the Corporation for appointment one of the applicants they have interviewed.

It was **RESOLVED:**

- To **APPROVE** the formation of a Selection Panel to be formed comprising Nick Davies, Mark Eastwood, Sandra Ernstoff, Steve Owen, Ketan Sheth, Liz Warriner and Antonio Weiss.

2.1b Recruitment Arrangements

Following on from Agenda Item 2.1a (Minute 2.1a refers) a report was presented summarising the options available in deciding the arrangements for the recruitment process:

- An in-house recruitment process using the College HR department.
- Engagement of the services of an external recruitment agency. Members were advised that to facilitate discussion and decision-making, four recruitment agencies had been approached in advance of the meeting, three of which had submitted proposals for consideration AoC Create; Veredus; and GatenbySanderson.

Giving consideration to the options there was discussion:

- Of the use of an in-house recruitment process using the College HR department. Whilst agreeing that it represented the more cost effective solution the more limited pool of candidates who might respond to the advertisement was acknowledged, confirming the imperative for attracting as wide a range of candidates as possible.
- Of the engagement of the services of an external recruitment agency acknowledging the obvious cost implications and noting the budgetary implications with fees ranging between £9,500 and £19,000 plus VAT. The significant advantages presented by this option were acknowledged however, noted to be in the form of the expertise the agency would bring in dealing with recruitment at executive level and more importantly its access to a pool of candidates that could be actively approached, beyond those simply responding to the advertisement. Reviewing the proposals it was acknowledged that each demonstrated a proven track record of SPH recruitment in the FE sector in general and direct experience of assignments in London in particular. However, discussing the proposals in further detail it was agreed that overall the analysis and observations within the GatenbySanderson proposal demonstrated greater knowledge of and provided reassurance that the team possessed a greater insight into the College needs.

After consideration it was **RESOLVED** to **APPROVE**:

- The **ENGAGEMENT** of a recruitment agency to assist in the recruitment process; and
- The **APPOINTMENT** of GatenbySanderson to assist in the recruitment process

3. OTHER BUSINESS, MEETING EVALUATION & DATE OF NEXT MEETING

3.1 Any Other Business

There was none.

3.2 Date of Next Meeting

Corporation Meeting, Wednesday 25 March 2015

3.3 Meeting Evaluation

Members completed the meeting evaluation forms and the meeting closed.