

Minutes
Search, Governance & Remuneration Committee
Governance 2024-2025

Date 02/07/2025
Time 09:00 - 09:45
Location Microsoft Teams Meeting

Present Simon Boulcott – Chair
Mel Nebhrajani – Vice Chair
Jenny McLaughlin
Mike Sutcliffe
Nick Davies
Susan Kingman
Sujit Reddy

Keith Smith (Ex officio)
Julie Amory, Chief People Officer

Clerk Clare Mitchell, Interim Director of Governance

Note Taker Nataliia Tymkiv

1 - General disclaimer statement at start of meeting:

The meeting was being recorded for the purposes of minute-taking purposes. No objections were raised.

2 - Apologies for absence

There were no apologies for absence. ND and MN would be joining the meeting late.

3 - Declarations of Interest

MN declared an interest in one of the items to be discussed in the confidential section of the meeting (see separate minutes). There were no other declarations of interest.

4 - Minutes of the last meeting dated 4th June 2025

The minutes were approved as an accurate record.

RESOLUTION: The Committee approved the minutes of the meeting on 4 June 2025 as an accurate record.

5 - Actions from last meeting

The Committee noted the updates provided on the action log. The following actions would be taken forward by CM over the Summer:

Action 6 – Identifying governor vacancies and recirculating the advert for a Governor with a finance background

Action 7 – Harrow Staff Governor role

Action 8 – Proposal on Governor strategic pillar and champion roles

Updates on actions 9 and 10 would be given during the confidential section of the meeting (see separate minutes).

6 - Governor Attendance report 2024-25

The Committee **noted** the updated Governor Attendance Report for 2024-25 to date.

7 - Governor Organisation Chart 2025-26

The Committee reviewed the changes to the organisation chart for 2025/26. ND proposed that the Committee recommend both Grant Cooper and Niran Mothada to the Corporation for appointment as full Governors for a

four-year term of office. Both GC and NM would become vice-chairs of committees in 2025/26. GC had expressed an interest in becoming the link governor for health and safety replacing SB who would be leaving the Board in July 2025. NM was considering taking on the role of link governor for safeguarding replacing NK whose term of office as a Governor ended in July 2025.

RESOLUTION: The Committee recommended the Governor Organisation Chart for 2025/26 to the Corporation for approval

RESOLUTION: The Committee recommended Grant Cooper and Niran Mothada to the Corporation for appointment as full Governors for a four year term of office

8 - Annual Cycle of Business

The Committee noted that CM would be reviewing the annual cycle of business over the summer.

ACTION 1: Review the annual cycle of business over the summer – CM

9 - Governor Budget 2025/26

CM reported that she had spoken to the Finance team about the Governor Budget for 2025/26. The budget would be the same as for 2024/25. It appeared that some expenditure related to governance, e.g. Governor training, had been coded to other budgets historically and this would need to be resolved for future years. CM would provide further details by email.

ACTION 2: Further details of the governance budget 2025/26 to be circulated to members by email – CM

10 - Full Corporation meeting dates 2025/26.

The Committee reviewed the proposed dates for Corporation and Committee meeting dates for 2025/26. The dates of the CESQ, Audit and Risk and Finance and Resources meetings scheduled for November 2025 would need to be amended to fit with the timescale for the external audit of the 2024/25 financial statements and the development of the SAR.

ACTION 3: Dates of the CESQ, Audit and Risk and Finance and Resources meetings scheduled for November 2025 to be amended - CM

RESOLUTION: The Committee recommended the Corporation and Committee meeting dates for 2025/26 to the Corporation for approval subject to amending the dates of the CESQ, Audit and Risk and Finance and Resources meetings in November 2025

11 - People Plan Progress Update

JA provided an update on the People Plan progress and invited questions from the Committee. Questions were raised about leveraging the College's relationship with Reed, equitable approaches to recruitment, and the accessibility of digital recruitment. JA advised that the HR team was working closely with Reed on recruitment days and sector employers were now being used more widely as part of the recruitment strategy. A reward specialist was undertaking a piece of work which included benchmarking HRUC salaries and benefits and considering what benefits, other than pay, were attractive to potential staff.

The Committee asked about using recruitment and retention allowances in hard-to-recruit areas to reduce reliance on agency staff. JA stated that this type of incentive was being considered as part of the work on the reward package, while being mindful of potential equal pay issues.

Digital recruitment methods would be supplemented by traditional recruitment and candidates would be able to apply for roles using non digital methods. Job advertisements were being reviewed to ensure that there was an emphasis on transferrable skills.

Governors raised concerns about Civica payroll functionality limitations, which had been highlighted as a risk. JA confirmed that manual systems were in place in the short term to address this and issues were being formally logged with Civica. The immediate focus was on rolling out the payroll system, other HR processes would follow. Civica was aware of HRUC's concerns and had brought forward changes to its systems to meet HRUC's needs.

12 - Confidential Items

See separate minutes.