

BISHOP GROSSETESTE UNIVERSITY COLLEGE LINCOLN

MINUTES OF THE MEETING OF THE
SELECTION COMMITTEE

THURSDAY 20 SEPTEMBER 2012

Present:

Mrs Judith Babb
Mr Haydn Beeken (Chair)
Dr Tony Hill
Mrs Pamela Taylor
Rt Rev'd Christopher Lowson

In attendance:

Professor Muriel Robinson, Principal (for agenda item 10)
Mrs Haf Merrifield, Deputy Principal
Mrs Alison Smith, Head of Human Resources
Ben Tucker, Heidrick and Struggles
Alex Acland, Heidrick and Struggles

1. Apologies

None

2. Declarations of interest

None.

3. Minutes of last meeting

Deferred to later business. Agreed as a true record.

Action

4. Recruitment of the Principal: Project Plan

The committee noted that the advert must be approved by midday on Friday 21st to meet the insertion deadline for publication in Times Higher on Thursday 27th September.

To accommodate Bishop Christopher's other diary commitments shortlisting will take place from 8.00am to 10.00am on November 8th. Remuneration Committee will be brought forward to run straight after this.

VM

November 15th will be added to the project plan as the Candidate Information day. A schedule has been prepared for candidates to individually meet key Governors, staff and students to inform their decision and assist with interview preparation. This will be circulated to those involved in due course by the Head of HR.

AS

5. Feedback from briefing sessions.

The committee considered the briefing document circulated by Heidrick and Struggles. The findings were considered very encouraging and there was nothing that Governors weren't already aware of.

Minor points of clarification were discussed.

- Regarding the paragraph about future growth Governors stated that there would only be opportunity for incremental growth at BG but that an entrepreneurial approach would be needed to identify and secure that growth.
- The successful candidate would need to have academic rigor within their background but this should not be restricted to someone working in academia now.
- The comments about international strategy were endorsed.
- Notwithstanding these comments it was agreed that this was a useful background note for the consultants to use when briefing prospective applicants.

6. Candidate information pack

The Head of HR directed members to the mock up draft booklet which had been circulated with the agenda.

The mock-up was considered and a number of amendments were noted with regard to the text and the photography. These will be incorporated into the final version.

It was agreed that final sign off will be delegated to the Chair in liaison with the Head of HR.

AS

HB

7. Agree advert

Amendments to the draft advert were agreed and final copy will be signed off via e-mail by the Chair.

BT/HB

8. **Agree format of selection day and use of psychometric testing**
It was agreed that Heidrick and Struggles would administer a pre-selection test on the shortlisted candidates. The Bishop had recent experience of a useful test and would pass this information to the agency. It was agreed that the agency would consider appropriate tests and additional cost and contact the Head of HR with a proposal.

BT

An external panel member will be sought for the final interview stage

HM

It was recommended that no more than 4 candidates were considered in the final selection.

There was discussion around the selection process and how to ensure there is sufficient rigor and depth. The following programme was agreed:

Monday 3 December from 3.30pm to 7.00pm panel hold "carousel" topical discussion with candidates. Subjects covered will be Finance, Ethos, Strategic Leadership and Learning and Teaching. Members of the selection committee will consider the topics and notify the Head of HR. Feedback from these sessions will be collated for the selection panel before the interviews commence the following day.

ALL

Academic and professional support staff will be invited to be involved in this process in addition to Governors. Detailed arrangements will be drawn up and circulated by the Head of HR.

AS

Tuesday 4 December from 8.00am formal interviews will take place, one hour in length to include a short (7 minute) presentation to the selection panel at the outset.

The subject for the presentation is to be considered by the Chair and candidates will be advised of this prior to the interview.

HB

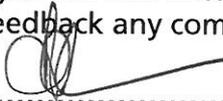
9. **Any Other Business**

BT and AA left and the Principal joined the meeting.

The panel considered the options for appointing two replacement Deans and agreed that it would be advantageous for the new Principal to be involved in these appointments and therefore the earliest these posts will be advertised is January 2013.

A revised job description for the Dean of Students and Academic Engagement was circulated to members and it was agreed that they will feedback any comments to the Head of HR.

ALL

Signed  Date 8-11-12

