



Minutes of the Imperial College Union  
Appointments and Remunerations Committee  
10 December 2015  
Meeting Room 3, 10.30

**Present:**

Lay Trustee - Chair	Julia Higgins (JH)
Lay Trustee	Neil Sachdev (NS)
Lay Trustee	Kate Owen (KO)
Union President	Lucinda Sandon-Allum (LSA)
Deputy President (Clubs & Societies)	Ben Howitt (BH)
Deputy President (Welfare)	Jennie Watson (JW)

**Permanent Observers**

Managing Director	Joe Cooper (JC)
Governance Manager – Clerk	Rebecca Coxhead (RJC)

**Observers**

Emma Harvey (EH) – Peridot Recruitment Consultant

**1. WELCOME AND APOLOGIES**

NOTED:

- a) No apologies were received and Emma Harvey was welcomed to the meeting.

**2. DECLARATION OF CONFLICT OF INTEREST – NONE**

**3. MINUTES OF LAST MEETING – 18 NOVEMBER 2015**

NOTED:

- a) The minutes were passed as an accurate reflection of the meeting.

**RESOLVED:**

- 1) To pass the presented minutes.

**4. MATTERS ARISING**

NOTED:

- a) 2 Strategic Managers applied to take on the interim Managing Director role and it was agreed that the Head of Student Voice and Communications Alex McKee will be undertaking this role.
  - i. It was requested that a plan on how the organisation will operate in the interim vacancy period come to the January meeting of Board.

**ACTION:**

1. JC present a plan to the January meeting of Board to show how the organisation will operate in the interim vacancy period.

## 5. APPOINTMENT OF MANAGING DIRECTOR

RECEIVED: Papers were tabled by EH

NOTED:

- a) EH tabled a summary of conversations that she had undertaken with various Union stakeholders.
- b) The following points were raised in regards to the presented document.
  - i. A website will be a key communication tool with adverts referring interested parties to the site.
  - ii. Reference to secured funding should be expressed retrospectively.
  - iii. The appropriate candidate should have a passion for governance and understand the balance of being the voice of the variety of students and change management. Also, understand the financial sustainability needs to underpin the actions of the charity. There should also be evidence of resilience in multiple stakeholder engagement and high level leadership.
- c) KO and JW to redraft the advert, person specification and role description.

**ACTION:**

- 1. KO and JW to redraft the advert, person specification and role description.**

- d) It was agreed that the timetable will be redrafted with the advertising to begin in the New Year.

**ACTION:**

- 1. EH to circulate an updated timetable.**

- e) Advertising of the role will occur in a variety of print and web based mediums.
- f) There will be a short turnaround from close date to long listing but it was felt that this could be met.
- g) The selection panel may consist of LSA, NS, and Student or Officer Trustee, a student volunteer and a college stakeholder.
  - i. It was suggested that a member of the Board assist LSA in the long listing however not be a part of the selection panel.
  - ii. The Provost could be involved in some form; potentially as part of a tour of the campus.
  - iii. Final interviews could involve a presentation to students.
- h) The opportunity to contact trustees, staff and students could be offered to short listed candidates.
- i) A campus tour could be undertaken by an officer or student trustee.
- j) Psychometric testing could be requested for the successful candidate as well as candidates invited to speak of their experiences of psychometric testing during interview.
- k) Long listing will take place with BH, NS, LSA and JW with KO and Jill Finney assisting.
- l) The process will be communicated to Union Council and they will be invited to be part of the students receiving the presentation from the final candidates.

The meeting closed at 12.15pm