

BIRMINGHAM AND SOLIHULL MENTAL HEALTH NHS FOUNDATION TRUST
COUNCIL OF GOVERNORS TO BE HELD ON THURSDAY 14 MAY 2015

Nomination & Remuneration Committee
Purpose of report - To update the Council of Governors on the work of the Nomination & Remuneration Committee.
Actions required – The Council of Governors are asked to approve the proposed plan outlining the process to recruit of an Associate Non-Executive Director
<p>Summary</p> <p>The Council of Governors will recall that it has agreed with the Chair’s recommendation to recruit a new Associate Non-Executive Director (NED), with a financial background. This role is required due to the upcoming retirement of David Boden, who will be replaced by the current Associate Non-Executive Director, Waheed Saleem.</p> <p>The aim is for the new appointee to move into a full NED role in the autumn of 2016 when Sukhbinder Sing Heer retires, at which point they will also take over as Chair of the Audit Committee.</p> <p>This process has been shared with members of the Nominations and Remuneration Committee for views and updated following discussion with the Chair and Lead Governor.</p>
<p>Board Director Sponsor: Sue Davis, Chair</p> <p>To be presented by the Lead Governor, Faheem Uddin, Chair of the Nominations and Remuneration Committee</p>
Report Author: Deborah Lawrenson, Company Secretary
Previously Discussed: Shared by email with the Nominations and Remuneration Committee

Outline of proposed process for recruiting a new NED (Associate NED)

May 5th 2015 v3 post discussion with Chair and Lead Governor

Monitor's reference guide for Governors on their statutory duties suggests a recruitment process involving external advertisement is followed in most cases. This does not mean we would have to advertise formally in newspapers but does mean that to meet the requirements of the *Code of Governance*, we need a 'formal, rigorous and transparent procedure' that ensures that 'the appointment is awarded on merit and based on objective criteria'. We also need to describe the process in our next Annual Report as the appointment will be made in the current financial year.

Task	By whom	Date/deadline
Approve <ul style="list-style-type: none"> • person specification and candidate brief • application form or ask for letter outlining how the specification is met • advert • process for sifting 	Nominations and Remuneration Committee (DL to draft with input from CB)	Documents to be approved by the end of May 2015
Present proposal to COG	Lead Governor, Chair of Nominations and Remuneration Committee	May 14 th 2015
Identification of dates for shortlisting and the interviews	Board Support Officer	By May 14 th 2015
Commencement of search using <ul style="list-style-type: none"> • Nedworks and other online forums via Nedworks such as LinkedIn • Institute of Directors • Birmingham Chamber of Trade • Institute of Asian Businesses • Institute of Directors • Individual Board networks One month deadline given to send applications to Co Sec	Company secretary to co-ordinate with support from the Board Support Officer	1 st June – 30 th June
Sift - stocktake on potential candidates to arrange shortlist for interview	N & RC – this will either be in person or by phone – date tbc	Early July
Interviews	Panel from N & RC (including an external assessor (via the Chairs networks – probably an Audit Committee Chair, and the Chair of the Trust)) Plus a forum discussion (stakeholders including Board and Governor reps)	End of July
Report to COG with recommendation and confirmation by COG of appointment	Company Secretary	August 2015
Start in post 1st September 2015		