

MINUTES

Turnaround Board

Hendon Campus- Williams Building
WG17 Thursday 25th April 2013
14:00-15:00



TURNAROUND BOARD

In attendance: Shreya Paudel (Chair), Michelle D'Souza, Santhosh Rengan, Preeti Sogani, Phil Pilkington, Jenny Compton-Bishop, Kat Stark (non voting), Ed Marsh-Rowbotham (non voting), Peter Greany (non voting- present for finance items) and Aadam Ali (Clerk).

1. Minutes of the last Board Meeting

The Board approved that the minutes from the previous Board Meeting were true and accurate. The Board also decided the minutes for the Turnaround Board should be recorded as summary as opposed to verbatim and in an appropriate font size.

2. Matters Arising

2.1. MUSU's

Future

KS has also confirmed she has worked with SP on the recruitment of the Director. Consequently, options have been presented for The Board's consideration today.

3. Appointment of the new Director

KS presented to The Board the paper on the Director recruitment. She wanted The Board to make a decision on the panel interviewing candidates, what should be included in the interview and the content and what we want to check from the candidates. The Board decided the following:

- The Board would prefer to complete the interview and test day in one day rather than two however this would be dependant on the talent and number of applicants that will be interviewed. If there are 6 or more, interviews will last over two.
- BW mentioned to The Board that it is currently a challenging time to recruit for a Chief Executive level role as there are a number of vacancies out there at the moment which will affect the talent pool. Support to recruit someone for this level would cost around £9,000.00. KS responded that we have made savings on this as the University have used their accounts on various job websites to post the vacancy which has worked out cheaper as we have paid a Recruitment Consultancy charge.
- The Board agreed that it would be a good for the NUS to help suggest candidates operating

in high level strategic roles to apply as long as the future of MUSU is agreed universally. KS said MUSU has advertised with The Guardian which is the highest cost but it is important. Other websites used are Charity Job, Jobs.ac.uk and NUS Connect.

- It was agreed that a psychometric test should be included. KS said the list of exercises would be manageable as her and AA will be assisting the process. The Board noted that it would be a good idea to have a few reserve candidates if any are not able to interview on the specified days.
- The Board also discussed having a written exercise, preferably around report writing or analysis of data. It was decided to have a 2 page summary briefing along with their presentation will make it an exercise also.
- The presentation question was agreed to be clear for all candidates to approach and would be presented in front of the stakeholder panel. The Board agreed this panel should consist of no more than 10 persons and should be an odd number. The panel would consist of Barbara Goldsmith (Head of Contracts), Nick Bevan (Pro Vice-Chancellor and Head of Learning Resources), MD, PS, SR, a representative from the MUSU Staff team, and President Elect Sayed Alkadiri. PS will Chair this panel and will feed back the results to the interview panel. (It was decided after the meeting by the Chair that there would be 2 representatives from MUSU staff.)
- The interview panel would be agreed to be BW, JB, SP and PP.
- The questions for the interview were brought up. Agreed it would be competency based in terms of giving tangible examples, not aspirations. JB expressed an interests in questions such asking about attributes and values as well. This would help indicate their fit e.g. what do you feel about performance management.

Shortlisting was agreed to take place on the 20th May, AA will send out a matrix to the panel. KS mentioned she will not be here when interviews are happening but AA and a team of staff will assist.

The Board made the following changes to the job description and person specification:

- Changing the salary to a band, not an amount.
- Changing staff responsible to all staff, not a number.
- Changing stakeholder relationship to building and maintaining
- Changing 5 years experience to considerable experience.

4. AOB

No other business was discussed.