

NOMINATIONS COMMITTEE

TERMS OF REFERENCE

1 CODE OF CONDUCT

All Members are required to adhere to the Code of Conduct as set out in the Good Practice Guide for Governors.

2 AUTHORITY OF COMMITTEE

The Committee is an advisory body to the Board of Governors.

3 DUTIES OF THE COMMITTEE

1. To seek out and recommend potential new members of the Board of Governors in relation to the following categories of Membership:

Independent Member

Statutory Co-opted Member,

and such re-appointment of membership on completion of a period of appointment is not automatic but will be subject to the recommendation of the Nominations Committee.

To seek out potential new external members of the Sub-Committees of the Board (as prescribed from time to time).

To seek out for ratification by the University Board all University nominee Governors for Bolton College (being a wholly owned subsidiary of the University) who in the opinion of the University have the necessary skills and diversity to ensure the College's Board carries out its functions pursuant to its Articles of Association.

2. To (if so required) publicise, as widely as possible including press advertisements, vacancies for the membership specified in paragraph 1. The Committee will invite staff and students, as well as members of the governing body to forward names for nomination to the Clerk to the Governors and will encourage self-nomination from appropriate parties.
3. To receive, on an annual basis from the Clerk to the Governors, a full list of applications if received for membership within the categories stated in paragraph 1 above, and in the interim period as and when appropriate.
4. To make recommendations to the appointing authority having regard to:
 - (a) the perceived skills balance required on the Governing Board and the needs of the University;
 - (b) the Instrument of Government 1993 (amended 2005);
 - (c) RBL1 – Membership and Terms of Office,
 - (d) RBL4 – Procedures for the nomination and appointment of Independent Members, and the Terms of Reference for the Ad Hoc Appointments Committee and RBL9.
 - (e) The requirements of the Office for Students in relation to the appointment of 'Fit and Proper Persons' (Securing student success: Regulatory framework for higher education in England, Office for Students, Feb 2018. pp146-7).

4 **MEMBERSHIP**

To be confirmed annually by the Board:

The Chair of the Board of Governors

Three Members of the Board of Governors

One Senate Member

The Vice Chancellor

The Clerk to the Governors shall act as Clerk to the Committee at all meetings.

4.5 **QUORUM**

Quorum will be three members, the majority of whom must not be members of staff.

4.6 **APPOINTMENT OF CHAIR**

The Chair shall be appointed by the Board for a term of two years and, subject to the approval of the Board, may be re-appointed for a subsequent term.

4.7 **FREQUENCY OF MEETINGS**

Meetings shall take place as and when required but there shall be at least one each year.

4.8 **ATTENDANCE AT MEETINGS**

Meetings shall be attended only by the membership.

4.9 **COMMITTEE REPORTING**

The minutes of each meeting will be circulated in accordance with the University Good Practice Guide on 'Minutes' (paras 1.25 to 1.29), 'Implementation of Decisions' (para 1.30) and 'Approval of Minutes' (paras 1.31 to 1.33).

4.10 **REVIEW**

The Terms of Reference of the Committee shall be reviewed by the Board of Governors at their first meeting in the academic year every year.