

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 potential new members of the Board of Governors in relation to the following categories of Membership:

Independent Member
Statutory Co-opted Member

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

2. To 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 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 balance of membership 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 (Academic Board)
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 two years.