NOMINATIONS COMMITTEE (Summary Report)

15 March 2021

COVERSHEET – Nominations Committee Summary Report

Document title:	**Summary Report of Nominations Committee Meeting (15 March 2021)**
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1. Matters Arising

1.1. Nominations Committee **discussed** the draft Council Member role descriptions and **agreed** that additional information needs to be added with feedback to be sent to the Committee Secretariat.

2. Terms of Reference and Membership 2020-21

2.1 The Committee **approved** the Terms of Reference and Membership 2020-21 subject to two minor amendments.

3. Recruitment Agencies

3.1 Nominations Committee **discussed** the opportunity for a governance apprenticeship programme and the request by an external organisation to be included in their launch scheme. Following **discussion,** the committee **decided** they would prefer to find a non-commercial route to diversifying Council and would consider other ways to introduce board experience and mentoring.

3.2 It was **agreed** that Nurole (Non-Executive Board Search Specialist) would be kept on a list of potential search agencies held by HR.

4. Membership of Council 2020/21-2021/22

4.1 The Committee **discussed** the membership of Council and the following was noted:

4.1.1. Succession for Pro-Chancellors would be planned in future to ensure only one is stepping down at once.
4.1.2. Chair to reach out to two individuals who may be suited to the role of Pro-Chancellor.

5. Internal Audit Report Recommendations

5.1 Nominations Committee **discussed** the three recommendations within their remit from the internal audit delivered by PwC.

5.2 Nominations Committee **agreed** that recruitment of lay members should be done via as wide a network as possible. The Committee **reviewed** the web page created by the Committee Secretariat for recruitment of Council members and made some recommendations for changes to images used.

5.3 Nominations Committee **agreed** that the training programme for members should be comprehensive, and that a buddying system should be used to introduce new members to Council responsibilities and expectations. Additionally, the induction for new members should be expanded to include meetings with key stakeholders of the university. Key resources for Council members should be compiled by the Committee Secretariat.

5.4 They **agreed** that annual performance reviews and objective setting should be trialled.

6. **University Chancellor Update**

6.1 The Committee was updated on the status of the appointment of the new University Chancellor.

7. **Appointment of Chair of Council**

7.1 Following the Chair of Council leaving the meeting, an update was provided on the appointment of a new Chair of Council with a list of names having emerged from discussions with Council members.