

NOMINATIONS COMMITTEE OF THE BOARD OF TRUSTEES**Wednesday 07 April 2021****Zoom Meeting****MINUTES**

Present: Jack Boyer (Chair), Andrew Carr, Hazel Phillips, Andreas Raffel, Mohammed Saddiq,

In attendance: Helen Cole (Secretary), Hannah Quinn (Head of Governance & Executive Support)

Apologies: Raman Bedi, Lucinda Parr (Registrar & Secretary)

1. WELCOMES, APOLOGIES AND DECLARATION OF INTERESTS

1.1 The Chair welcomed everyone and declared the meeting as quorate.

2. MINUTES OF PREVIOUS MEETING AND ACTIONS

2.1 **APPROVED:** the minutes of the meeting of the Nominations Committee on 10 February 2021.

3. MATTERS ARISING AND ACTIONS

3.1 There were no matters arising and all actions were completed or ongoing as per the action register.

4. CHAIR'S BUSINESS

4.1 There was none.

5. BOARD MEMBERS' TERMS OF OFFICE AND COMMITTEE MEMBERSHIP (INCLUDING MEMBERSHIP TRACKER): (reference **NCB/20-21/012**).

5.1 The following points were NOTED:

5.1.1 [REDACTED: Personal information]

5.1.2 [REDACTED: Personal information]

5.1.3 [REDACTED: Personal information] It was noted that the incoming Professional Services Trustee would have a first term that ended on 31 July 2023 (see 6.1 below). This would have the advantage of staggering the membership of the Professional Services Trustees.

5.1.4 The Committee agreed that it would be beneficial for the two incoming Academic Trustees that were currently being recruited to have staggered terms. It was agreed that it would be advantageous if one incoming Academic Trustee could have an initial term from 1 June 2021 to 31 July 2023 i.e., less than 3 years. This would allow them to start before 1 August 2021, and because the term cannot be longer than 3 years their term would then be 2 years and 10 months. The second

incoming Academic Trustee would then have a term from 1 August 2021 to 31 July 2024.

- 5.1.5 That staff members of the Board were not typically members of the Committees of the Board. Only the Terms of Reference for Finance and Infrastructure Committee and Pensions Task and Finish Group stipulated membership of these groups.

5.2 The following points were DISCUSSED:

- 5.2.1 AGREED that once the interview stage had been completed, the Chair of the Board should raise the points listed under 5.1.4 with the successful candidates.

Action: Chair of the Board of Trustees

- 5.2.2 AGREED that the consideration of staggered terms (see 5.1.4) for all categories of Board membership should be considered at the June 2021 meeting.

Action: Senior Governance Officer

- 5.2.3 AGREED to RECOMMEND to the Board of Trustees that a vacancy for Academic Trustee is held on the Board of Trustees from 1 June 2021 to 31 July 2021, to cover the period between Shelia Elwood leaving the University and appointment of new trustees from 1 August 2021.

- 5.2.4 AGREED to RECOMMEND to the Board of Trustees that Professional Services Trustees Jane Khawaja's membership on the Board of Trustees is renewed for a second 3-year term from 1 August 2021 to 31 July 2024.

- 5.2.5 AGREED to RECOMMEND to the Board of Trustees that a vacancy for Professional Services Trustee is held on the Board of Trustees from 19 March 2021 to 31 May 2021 pending appointment of new trustee on 1 June 2021.

6 INCOMING PROFESSIONAL SERVICES STAFF MEMBER OF THE BOARD OF TRUSTEES (reference NCB/20-21/013).

6.1 The following points were NOTED:

- 6.1.1 The Committee discussed ways that that the person specification comprising Letter from the Chair and Further Details Summary (Appendix B) could be improved and its appeal broadened. Additionally, a sentence to be added regarding the level of support required from a Professional Services Trustee's manager.

- 6.1.2 The Committee noted the benefits of starting the induction of the incoming Professional Services Trustee as soon as possible. AGREED that the Governance Team should take this forward.

6.2 The following points were DISCUSSED:

- 6.2.1 APPROVED the Recruitment timetable (Appendix A) for incoming Professional Services member of the Board of Trustees.

- 6.2.2 AGREED that the Person Specification for the incoming Professional Services member of the Board (Appendix B) should be amended as per the discussion detailed in 6.1.1 and 6.1.2 above and AGREED to delegate approval of the final version to the Chair of the Board of Trustees.

Action: Head of Governance and Chair of the Board of Trustees.

- 6.2.3 [REDACTED: Personal information]

Action: Head of Governance

7 UPDATE ON GOVERNANCE APPRENTICESHIP SCHEME (reference **NCB/20-21/014**).

7.1 The following points were NOTED:

7.1.1 That the use of *apprenticeship* might put off some highly talented individuals from joining the scheme and that use of *secondment* might be more suitable. AGREED that the Governance Team should investigate further and update the Committee accordingly.

Action: Head of Governance

7.2 The following points were DISCUSSED:

7.2.1 AGREED that the Governance Team should continue to engage with Perrett Laver with a view to the University joining the scheme.

8 ANY OTHER BUSINESS, INCLUDING FUTURE AGENDA ITEMS, CONSIDERATION OF EQUALITY RELATED RISKS, & COMMUNICATION AND CONSULTATION MATTERS

8.1 There was no other business, and the meeting was closed.

9 INTERVIEWS FOR ACADEMIC TRUSTEE MEMBERS OF THE BOARD OF TRUSTEES (reference **NCB/20-21/015**).

9.1 [REDACTED: Personal information]

9.2 [REDACTED: Personal information]

10 MEETING CLOSES