NOMINATIONS COMMITTEE OF THE BOARD OF TRUSTEES

Monday 23 September 2019

Room 1.32 1st Floor Beacon House, Queens Road, Bristol BS8 1QU

MINUTES

Present: Mr Jack Boyer (Chair), Ms Jessica Cecil (via Skype), Ms S Gilbert, Dr Moira Hamlin, Dr Hazel Phillips, Dr Andreas Raffel (via Skype)

In attendance: Mrs Helen Cole (Secretary), Ms Hannah Quinn (Head of Governance), Ms Lucinda Parr (Registrar & Secretary)

Apologies: no apologies

1 WELCOMES, APOLOGIES AND ANNOUNCEMENTS

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 of Court on 25 June 2019 subject to the amendment detailed below: [REDACTED: Personal information].

3 NOMINATIONS COMMITTEE TERMS OF REFERENCE FOR 2019/20: RECEIVED (reference NCB/19-20/001).

3.1 APPROVED a revised Nominations Committee Terms of Reference for 2019/20. NOTED that this revised version had been approved by the Board of Trustees at its meeting on 20 September 2019.

3.2 AGREED that the Governance Team would clarify and report to the next meeting the reason why the role of University Librarian was listed under section 4.12.1 executive roles that the committee would need to consider when formulating plans for succession. [Subsequent to the meeting it was confirmed that the Librarian is a Board of Trustees appointment according to Statute 9.]

Action: Secretary to Nominations Committee

4 PRO CHANCELLOR APPOINTMENT UPDATE

4.1 The Registrar and Secretary provided a verbal update on the University’s progress in this area and noted that the Nominations Committee had an advisory role in relation to the appointments of the Pro Chancellors.

4.2 In discussion the Committee highlighted the importance of due diligence and consideration of the University’s reputation prior to approaching individuals. NOTED that the appointment of two Pro Chancellors would be considered by the Board of Trustees at its meeting on 22 November.

4.3 In response to a question it was AGREED that the Governance Team would clarify and report to the next meeting whether there was a link between the role of Pro Chancellor
for the University and the role of Lord Lieutenant of the City of Bristol. [Subsequent to the meeting it was confirmed that there is no link between these two roles.]

Action: Secretary to Nominations Committee

5 2019 SKILLS AUDIT AND EQUALITY & DIVERSITY ANALYSIS: RECEIVED (reference NCB/19-20/002).

5.1 This was the analysis of the questionnaires completed by Board of Trustee members over the summer. There were two areas for consideration
1. Skills gaps and any implications for future recruitment or training
2. Equality & diversity analysis and any ambitions for setting targets or similar

5.2 CONSIDERED the results of the 2019 Skills Audit and the Diversity Analysis.

5.3 AGREED that the Committee would receive the draft 2020 Skills Audit for comment prior to its circulation to members of the Board of Trustees and members of the Committees of the Board.

5.4 AGREED that in future the Skills Audit should include greater emphasis on the following areas:
- research collaboration in relation to the Higher Education environment
- enterprise IT, cyber security and strategic understanding of digital trends
- experience in international positioning and marketing [REDACTED: likely to prejudice commercial interests].

5.5 With reference to local community, the Committee considered whether links between the University Court and the Board of Trustees could be developed to provide the Board with access to a base of individuals who were embedded and representative of the local area's social and cultural diversity.

5.6 AGREED that ideally the Board and the Committees of the Board should have expertise to an adequate level across all areas and that although the provision of professional assistance by University staff was useful it was not a substitute for expertise by members.

5.7 AGREED that for the next round of recruitment, the Committee did not wish to establish preferred parameters for any diversity categories of Board members. NOTED that in the future the University might need to accept alternative definitions of the prerequisites/qualifications required to become a member of the Board of Trustees or a member of a Committee of the Board with the purpose of increasing diversity.

5.8 AGREED that the suitability of the current induction processes for new Lay Members of the Board of Trustees should be considered by the Committee at its meeting on 11 February 2020.

Action: Secretary to Nominations Committee

6 FIT AND PROPER DECLARATION: RECEIVED (reference NCB/19-20/003).

6.1 NOTED the results of the Fit and Proper Process Declaration.

6.2 AGREED that University staff administering the DBS check that was now required by Board of Trustees members should attend a future meeting of the Board so that members could receive assistance in completing the DBS check at the meeting.

Action: Head of Governance

7 LAY TRUSTEE UNIVERSITY OF BRISTOL INTERIM REPORT
RECEIVED paper from Inclusive Boards (Tabled to meeting).
7.1 [REDACTED: likely to prejudice commercial interests].

7.2 NOTED that a subgroup of the Committee would meet on 9 October to shortlist lay member applications that had been received. NOTED interviews for new lay members of the Board of Trustees would take place on 22 October.

7.3 AGREED that the Head of Governance would investigate whether it would be useful for the Chief Information Officer to advise on the shortlisting process for candidates in terms of the IT expertise required by the Board of Trustees.

7.4 NOTED that the applicant who had been shortlisted during Summer 2019 round of recruitment had been invited to interview on 22 October.

7.5 [REDACTED: Personal information]

8 COURT REFORM MEMBERSHIP UPDATE: RECEIVED (reference NCB/19-20/004)

8.1 NOTED the Court Reform Membership Update

8.2 NOTED that Dr Hazel Phillips and Prof Raman Bedi had both been elected unopposed to the Nominations Committee. The terms of office began from 24 September 2019 for an initial (slightly shorter than usual) three-year term, until 31 December 2021.

9 ANY OTHER BUSINESS
9.1 There was no other business and the meeting was closed.

10 Date of next meeting
   Tuesday 11 February 2020