

NOMINATIONS COMMITTEE OF THE BOARD OF TRUSTEES

Friday 16 June 2023

Online via teams

MINUTES

Present: Gillian Bowen, Jack Boyer (Chair), Andrew Carr, Jessica Cecil, Hazel Phillips

In attendance: Helen Cole (Senior Governance Officer, **Secretary**), Michael Flay (Head of Governance), Lucinda Parr (Registrar and Secretary)

Apologies: Sarah Gilbert,

1. WELCOMES, APOLOGIES AND DECLARATION OF INTERESTS

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

2. MINUTES OF PREVIOUS MEETINGS AND ACTIONS

2.1 **APPROVED:** the minutes of the meeting of the Nominations Committee on 9 February 2023.

3. MATTERS ARISING AND ACTIONS

3.1 **AGREED** that those actions marked as Proposed Closed could be removed from the action register.

3.2 The Chair provided a verbal update on outcome of Governance Apprentice interviews that had taken place earlier that day. **[REDACTED Personal information]**
Action: Secretary

3.3 The Chair provided a verbal update on the ongoing recruitment Independent Trustees. **NOTED** that interviews were scheduled on 21, 23 and 28 June. A further interview date of 13 July also been added.

4. MEMBERSHIP OF THE BOARD AND COMMITTEES OF THE BOARD (reference **NCB/22-23/013**).

4.1 The following points were **NOTED**:

4.1.1 That on 31 December 2023, the initial three-year term of office of Board of Trustees member Stephen Robertson (Deputy Chair of Audit and Risk Committee and member of Honorary Degrees Cttee) would expire. Stephen would be eligible for reappointment for a second term of between one and four years from 1 January 2024. **[REDACTED Personal information]**
Action: Chair of the Board of Trustees and Secretary

4.1.2 That as per paragraph 5.3 in the paper, Caroline Relton, Academic Staff Trustee would be stepping down from the Board of Trustees on 31 July 2023. There would be a vacancy for an Academic Staff Trustee on the Board from 1 August 2023 and there would be one Academic Staff Trustee versus two Professional Services Staff Trustees and two Student Trustees. It was agreed that an academic staff trustee should be recruited in the next three to six months once the current recruitment process for Independent Trustees was concluded. **[REDACTED Personal information]**

Action: Secretary

4.2 The following points were DISCUSSED:

4.2.1 AGREED to RECOMMEND to the Board of Trustees, that Ian Craddock be appointed as Academic Staff Trustee on the Board of Trustees for a second 3 year term from 1 August 2023 to 31 July 2026.

4.2.3 AGREED to RECOMMEND to the Board of Trustees, that Jilly Huggins be appointed as Professional Services Staff Trustee on the Board of Trustees for an initial 3 year term from 1 August 2023 to 31 July 2026.

4.2.4 AGREED to RECOMMEND to the Board of Trustees, that Charlie Cowley be appointed as Equity, Equality, Diversity and Inclusion Oversight Committee Staff Representative for an initial 3 year term from 1 August 2023 to 31 July 2026.

5 PROPOSED POLICY ON TRUSTEE SABBATICALS (reference **NCB/22-23/014**).

5.1 The following points were NOTED:

5.1.1 **[REDACTED Personal information]**

5.2 The following points were DISCUSSED:

5.2.1 That recent activity in applying sabbaticals had broadly been successful, with the Policy presented being considered relevant and useful going forward. AGREED that the Policy required extra nuancing and additional content whilst retaining flexibility to include the following:

- A decision on each occasion as to whether or not a term extension was appropriate/ requested by the trustee taking sabbatical (in the cases so far a term extension had been assumed).
- Exploration as to when/ what would trigger/ cause a sabbatical to be considered in cases of ill health and the distinction between requiring a sabbatical and a Trustee being unwell and therefore unable to engage in University business for a short/ limited period of time. That sabbaticals should be considered on a case by case basis and always an exceptional circumstances.
- A decision on each occasion as to the amount and type of information that a Trustee received from the University whilst on sabbatical based on discussion between the Head of Governance and the Trustee. There was a balance between “staying in the loop” with the University but not so much that a Trustee on sabbatical felt compromised or retained too much accountability.

5.2.2 AGREED that the Secretary should liaise with VWV to amend the Policy as per the above and then share with the Committee via email for approval prior to the next meeting in September 2023.

Action: Secretary

6 SKILLS AND EXPERIENCE SURVEY FOR AUGUST 2023 (reference **NCB/22-23/015**).

6.1 The following points were DISCUSSED:

6.1.1 AGREED that the title for column D be amended as follows: ~~Networked into (please specify)~~ Related networks (other roles and experience)

6.1.2 AGREED that the title Marketing & Public Relations should be amended to Marketing, Public Relations and Communication.

- 6.1.3 AGREED that to reflect the increasingly fluid nature of public/private partnerships the title Government and Public Affairs should be amended to Government, Public Affairs and Partnership Working.
- 6.14 AGREED that the title Data science and Informatics should be amended as follows: Data Science, Cyber Security and AI Informatics. (The Committee explored creating a new row, but decided against this to keep the form the same length.)
- 6.15 AGREED that the description for Data science and Informatics should be amended as follows: Use of technology in organisational design. Knowledge of enterprise IT, cyber security and strategic understanding of digital trends and the potential impact on and required responses by the University.
- 6.16 AGREED that the title Academic/Student should be amended as follows: Academic/Student Research and Teaching Outputs
- 6.17 AGREED that the description for Research and Teaching Outputs should be amended as follows: Working with academics and students; involvement in secondary, further and higher education institutions; knowledge of the student experience and measures of teaching evaluation.
- 6.19 AGREED that the description for Research Funding should be amended as follows: Knowledge of Research policy and funding in the Higher Education sector. Evaluation and understanding of Research Funding at the national level including expertise in how the University is assessed by wider environment. Role and importance of national and international research collaboration in Higher Education.
- 6.20 APPROVED the Board and Board Committee members - Skills and Experience Survey for 202/2024 subject to the amendments detailed above.

Action: Secretary

7 TIMELINE FOR THE PRIORITISATION OF EXTERNAL EFFECTIVENESS REVIEW RECOMMENDATIONS (reference **NCB/22-23/016**).

7.1 The following points were NOTED:

7.1.1 The proposed timeline for the prioritisation of external effectiveness review recommendations, that the Cttee would receive further progress updates over the next few months.

7.2 The following points were DISCUSSED:

7.2.1 AGREED that in the light of feedback and comments from the Head of Governance, the timeline for the delivery of a Board portal should be delayed.

7.2.2 AGREED that Recommendation 2, should be removed from the Action Plan. The Committee were of the view that the areas referred to in the action were in hand to a sufficient degree via the different Terms of Reference of the Committees of the Board and the University's Executive Governance structures and reporting lines.

Action: Head of Governance

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.