

Appointments and Governance Committee

20/14 A meeting of the Appointments and Governance Committee was held via teams on Tuesday 6 June 2020 at 12.00 pm.

Present: -

The President, Dr P.R. Preston (in the Chair)

The Vice-President, Mr R. Evans

The Vice-President, Mrs K. Owen

Member of the Council, Mrs S. Maple

Member of the Council, Mrs S. Woodman

The Vice-Chancellor

The Deputy Vice-Chancellor

Mr James Magee

By invitation: -

Member of the Council, Mr J. Taylor

Member of the Council, Mr T. Beardmore-Gray

Member of the Council, Ms H. Gordon

The University Secretary

Head of Governance (Secretary)

20/15 **Minutes of the last meeting**

The Committee received and approved the Minutes of its meeting held on 28 January 2020.

20/16 **Matters arising**

It was noted that the report of the Committee to the Council on 16 March 2020 had been accepted.

20/06 Diversity of Council and its Sub-Committees

It was noted that this matter was picked up under Minute 20/20.

20/08 Membership of the Council – Appointment of Vice-Presidents

It was noted that Tom Beardmore-Gray and Helen Gordon had been appointed as Vice-Presidents to 31 July 2013.

Matters for Report

20/17 Reports of Committees of Selection (Item 3)

The Committee received and noted reports of Committees of Selection.

20/18 Report of the University Executive Board (Item 4)

The Committee noted that there was no separate report on this occasion.

Appointment Matters

20/19 Recruitment and Selection Process – PVC International (Item 5)

The Committee received a note on the process followed for the appointment of the Pro-Vice-Chancellor (International). It was noted that Mr Paul Inman had been appointed and would join the University in August 2020.

20/20 Membership of the Council in Class 2 (Item 6)

The Committee noted a statement of the present overall position in respect of lay membership of the Council.

The Committee also received a recommendation from the University Secretary in regard to the process for appointing to the lay vacancies on Council.

It was noted that Council had 15 lay memberships, 12 of which were currently filled from 1 August 2020. The gender balance of lay members was 33% female and 67% male. No lay member had declared themselves as BAME, LGBTQ+ or as having a disability. Council had determined that broadening its diversity was a primary factor in the upcoming recruitment process. To that end Appointments and Governance Committee received a presentation from Joanna Abeyie at its last meeting, and advice had been sought from the Deputy Vice-Chancellor and the Dean for Diversity and Inclusion. It was proposed that an advert be placed (draft text was considered in the meeting).

The University had been advised that in order to reach potential applicants from a broader range, there would need to be consideration of affordability for them. More Universities were offering remuneration to their lay members. After discussion with the President, that had not been recommended as a way forward. Instead, it was proposed that the current arrangement of offering to meet lay members' expenses be made clear to potential applicants, and that this was explicitly to cover not just travel but also, for example, caring commitments.

The Committee noted that should the selection process not be successful in recruiting a sufficiently diverse range of new lay members, a company with a track record of success in this area would be hired to manage the process.

The Committee discussed the proposed advert and approach and the following comments were made:

- It would be helpful to test the advert with Joanna Abeyie in addition to seeking her views on where it might be best placed. The Vice-Chancellor agreed to speak further with Joanna.
- The advert as written sounded formal and should be phrased differently.
- The advert should be checked with Legal Services.

In regard to remuneration for lay members the President reported that increasingly other universities were paying members. By not offering remuneration he was aware that the field of potential applicants could possibly be narrowed. The following comments were made:

- If the University could continue to attract good quality applicants without paying it should continue to not offer remuneration.
- The amount of remuneration at other institutions ranged greatly.
- It could be possible to have a blended scheme with remuneration/payment in exceptional circumstances.
- The Committee needed to be mindful of the current environment of pay freezes/cost cutting/redundancies for University staff and the optics of paying lay members.
- Some lay members were still keen to undertake the position as a way of giving back.
- A voluntary stipend might be an option with members choosing whether to draw it or not dependent on their circumstances. Many Research Councils offered a small voluntary honorarium.

The Committee agreed that for the purposes of this advert it would continue with the arrangement proposed to offer expenses (including childcare expenses).

The Committee asked the University Secretary to circulate a final copy of the advert.

20/21 **Committee Vacancies (Item 6)**

The Committee received an update as to lay vacancies on Council committees as at 1 August 2020. Audit Committee, Honorary Degrees Committee and Student Experience Committee had a full complement of lay members.

Strategy and Finance Committee:

The lay membership of Strategy and Finance Committee was seven (the President, the three Vice-Presidents (Beardmore-Gray, Gordon, Owen), Egan and Pryce), leaving one vacancy. It was proposed that the recruitment to the three lay vacancies on Council be undertaken before making a recommendation as to filling this vacancy.

Appointments and Governance Committee:

The lay membership of Appointments & Governance Committee was the President plus four other lay members (Maple, Owen, Taylor), so there was one vacancy. Custom and practice had been that both Vice-Presidents have been members of this Committee given its importance. Now that three Vice-Presidents have been appointed, either Beardmore-Gray or Gordon could be added. The Committee agreed to recommend to the Council that Gordon be added to membership of the Committee and that Beardmore-Gray attend by invitation.

Remuneration Committee:

Remuneration Committee had a full complement of lay members (Beardmore-Gray, Preston, Maple, Owen, Taylor). Custom and practice had been that both Vice-Presidents have been members of this committee given its importance. The Committee agreed to recommend to the Council that Gordon attend by invitation.

Investments Committee:

Investments Committee would from 1 August 2020 be chaired by Corrigan. The President was a member, and there were two other members appointed by the Council. These had usually been lay members of Council. Both were vacant from 1 August 2020. As with Audit Committee, there was a category of ad hoc member recruited for their particular expertise; Lewis has been a member in this category for some years and continued. For the two vacancies, the President was in discussion with Corrigan as to filling them. The options were looking for members with property expertise regardless of whether or not they were members of Council; or appointing members of Council even without property expertise; or, perhaps best, a combination of the two. The President agreed to follow up these vacancies further with the incoming Chair.

The Committee noted figures in respect of the gender split for Council and its Sub-Committees.

Governance Matters

20/22 Professional Staff - how might Council be kept informed (Item 7)

Mr Magee, as the member of academic staff elected to the Council, sought the views of members on how best to inform Council of the successes/concerns of the professional staff. It was noted that Council currently received reports from RUSU and the Senate, but nothing was received from the Functions.

The following comments were noted:

- It was important to recognise the work undertaken by the professional services, which often took place behind the scenes.

- It was helpful to have the appropriate Head of Function attend meetings for certain items, e.g. in considering the Estates Strategy.
- The Vice-Chancellor could bring forward examples into a regular report.
- Measures to increase the student voice had worked well; raising the staff voice now needed attention.

It was suggested that Mr Magee and Ms Gordon should speak further outside of the meeting. As part of the role of Vice-President she had agreed to look at how to better understand the staff voice. It was suggested that attending a meeting of the Staff Forum would also be useful.

20/23 CUC Code Consultations (Item 8)

The Committee received and noted a progress report from the University Secretary in regard to the CUC Code of Practice. It was noted that a significant number of these items were now regarded as business as usual.

The Committee noted that the actions that remained outstanding were in relation to the annual appraisal of lay members. The University Secretary and President agreed to speak further on this matter outside of the meeting.

The Committee received and noted the consultation on the new CUC Code. The University Secretary had submitted a response to the consultation.

20/24 Prevent Monitoring Requirements during COVID-19 (Item 9)

The Committee received and noted a letter from the OfS in regard to Prevent Duty monitoring requirements during the COVID-19 pandemic.

20/25 Provisional Dates of Meetings in Session 2020-21

Monday 19 October 2020 at 1.30 pm

Thursday 4 February 2021 at 3.30pm

Tuesday 8 June 2021 at 12.00pm