

## Appointments and Governance Committee

16/24 A meeting of the Appointments and Governance Committee was held in Committee Room 2, Whiteknights House on Monday 10 October 2016 at 2.15 pm.

Present:

The President of Council (Dr P.R. Preston) (Chair)  
The Vice-Chancellor  
Pro-Vice-Chancellor (Professor Brooks)  
Mrs K. Owen  
Mr Sherman  
Mrs Woodman

In attendance:

University Secretary (Dr R.J. Messer)  
Head of Governance (Ms L.V. Sharman)

Apologies were received from Mr Evans, Professor Chandler-Wilde.

16/25 The Minutes (16/13-16/23) of the meeting held on 14 June 2016 were approved.

Arising on the Minutes:

Minute 16/17 Appointment of the Deputy Vice-Chancellor

Report that, at its meeting on 11 July 2016, the Council resolved that Professor S.J. Mithen be appointed as Deputy Vice-Chancellor for a further two year period from 1 August 2016 to 31 July 2018.

Minute 16/19 Appointments to Committees and other bodies

Report that, at its meeting on 11 July 2016, the Council resolved that:

(a) *Appeals against the decisions of School Promotions Groups*

Mr R. Dwyer be appointed to chair the Appeals against the decisions of School Promotions Groups for a period from 1 August 2016 to 31 July 2019;

(b) *Student Disciplinary Committee*

Mr J. Wilkins be appointed to the new Student Disciplinary Committee for a period from 1 August 2016 to 31 July 2019.

Alternates to be drawn from the lay membership of Council, in the first instance from among lay members of the Student Experience Committee. In

each case the particular name would need to be approved by the President on behalf of Council;

(c) *Student Appeals Committee*

Mr R. Dwyer be appointed to the new Student Appeals Committee for a period from 1 August 2016 to 31 July 2019.

Alternates to be drawn from the lay membership of Council, in the first instance from among lay members of the Student Experience Committee. In each case the particular name would need to be approved by the President on behalf of Council.

(d) *Statute XXXIII Panels*

The named individuals on Council from which membership for 2016-17 panels is drawn continue:

Tribunals: Lord Crisp, Mr Palmer and Ms Woodman

Grievances: Lord Crisp, Mr Evans and Ms Woodman

If none of those already listed is available, any lay member of Council may be approached to act in their stead. In each case the particular name to be approved by the President on behalf of Council.”

Minute 16/22 CUC Code of Practice

Report that, at its meeting on 11 July 2016, the Council resolved that a report that the University was now fully compliant with the CUC Code of Practice, now submitted, be approved.

## **Matters for Report**

16/26 Membership and Terms of Reference of the Appointments Committee  
(Item 2)

The Committee received a statement of its Membership and Terms of Reference.

16/27 Disclosure of Interests (Item 3)

The Committee received and noted a paper from the University Secretary in regard to Disclosure of Interests.

The Committee noted the Risk Register for 2016/17.

16/28 Reports of Committees of Selection (Item 4)

The Committee received the following Reports of Committees of Selection:

- (i) Professor of Executive Development
- (ii) Executive Director – Thames Valley Clinical Trials Unit

16/29 Report of the University Executive Board (Item 5)

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

## Appointments Matters for Discussion and Decision

### 16/30 Membership of the Council (Item 6)

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

The Committee noted that in the course of the Session 2016/17, it would fall to it (acting as Nominations Committee) to propose for appointment by the Council two members of the Council in Class 2 (*vice* Mr T. Bartlam and Mr H.W.A. Palmer) to serve for the period from 1 August 2017.

The Committee discussed the names of two potential Lay Members of Council.

The Committee asked the Vice-Chancellor to arrange an informal lunch with one of potential candidates and to informally speak with the second candidate to ascertain their views around joining the Council.

**Action: Vice-Chancellor**

### 16/31 Update on the Appointment of the Chief Financial Officer (Item 7)

The Vice-Chancellor informed the Committee that Odgers had been engaged to help with the recruitment of the Chief Financial Officer. Longlisting had taken place and shortlisting was due to be completed by the end of the week. The candidates long listed represented a good selection from a variety of different sectors, there was a good gender balance but no ethnic minorities. It was hoped that final selection would take place towards the end of the month; the interview panel would comprise: Dr Preston, Mr Beardmore-Gray, Mrs Owen, Vice-Chancellor, Professor Van de Noort and Professor Yaqoob.

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### 16/32 Provost UoRM (Item 8)

The Committee noted that the Provost and CEO of University of Reading Malaysia, Professor Tony Downes, had indicated that he wished to retire on 31 July 2018. The recruitment process would be led by the Pro-Vice-Chancellor (Global Engagement).

The Committee agreed that given the nature and significance of the post, the involvement of search consultants would be sensible. Internal candidates would also be able to apply to any externally advertised role.

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The Committee asked the Vice-Chancellor to start work on drafting the job description and to start the process for selection of recruitment consultants.

It was agreed that a Committee of Selection be established for the appointment with the following membership:

President of Council (Chair)

Vice-Chancellor

Pro-Vice-Chancellor (Global Engagement) Mr Raimo

A lay member of the Council or other external member (TBD)

An academic representative

The Committee noted that it would be preferable for the Provost-designate to be appointed by 1 January 2018 to allow the necessary familiarisation to take place.

16/33 Proposal to update the membership of the University Court

The Committee approved revisions to the membership of the University Court. The revisions would allow Court to be comprised, in the main, of the institutions most strategically important stakeholders with whom the University wanted to engage beyond attendance at the annual meeting.

16/34 Appointment to the Audit Committee

The Committee noted that a vacancy had occurred for an ad hoc member of the Audit Committee following the retirement of Mr Richard Buller. This vacancy was for an external appointment, but not a member of Council.

The Chair of the Audit Committee organised a process for the appointment. It had been determined that in terms of a preferred skill set to best complement existing members of the committee, candidates be sought with strong technical accounting backgrounds.

The Committee recommends that Mr Luke Holt be appointed to the Audit Committee for a period of three years from 1 January 2017.

## **Governance Matters for Discussion and Decision**

16/35 Assurance statements from governing bodies as part of the new operating model for quality assessment (Item 11)

The Committee noted that HEFCE had published a revised operating model for quality assurance in March 2016. The new approach included a role for governing bodies to provide annual assurances about the quality of higher education provision.

It was noted that all HEFCE-funded providers would be required to submit by 1 December 2016 assurances about the continuous improvement of the student academic experience and of student outcomes, and the reliability of degree standards.

The University Secretary informed the Committee that he intended to establish a small working group to put in place arrangements for the completion of the return required by 1 December 2016 and to consider how best to provide assurance in the future.

16/36 The Prevent Duty (Item 12)

The Committee noted that the University Executive Board had approved the submission of the following papers in respect of the Prevent Duty to HEFCE:

- Prevent Policy Statement
- Prevent escalation flowchart
- Safeguarding Policy
- Training Plan
- Draft Equality Policy
- Policy on Access by Staff and Students to Security-Sensitive Material

These documents addressed the issues that HEFCE had said required improvement.

The Committee also noted that HEFCE had released a monitoring framework setting out how they would monitor whether relevant higher education bodies were demonstrating due regard to the Prevent duty. The monitoring framework required governing bodies to give assurance that their institution was actively implementing and engaging with Prevent issues and that they were fully meeting their responsibilities as part of the Prevent duty.

16/37 Dates of meetings in the Session 2016/17

Meetings of the Appointments Committee in the Session 2016-17 had been scheduled for:

31 January 2017 at 3.30 pm

13 June 2017 at 12.00 pm