The University of Chichester

# Governors’ Nominations and Effectiveness Committee

**Constitution and Terms of Reference – 2021/22**

1. **Constitution**

 The Governing Body has established a committee of the governing body known as the Nominations and Effectiveness Committee.

2. **Membership**

 The Committee and its Chair shall be appointed by the governing body. There shall be no fewer than seven members and the Committee shall include:

* the Chair of Governors, who shall chair the Committee;
* the Chair of the Finance and Resources Committee
* one Church Independent Governor;
* one Independent or Co-opted Governor
* the Vice-Chancellor
* one of the Teaching Staff Governors
* the SU President

A quorum shall be four members.

3. **Attendance at Meetings**

 The Committee may invite officers to attend if there is business to be discussed which is relevant to them.

4. **Frequency of Meetings**

 The Committee shall meet prior to the commencement of the new period of office and at such times as required.

5. **Authority**

 The Committee is authorised by the Governing Body to take decisions on issues within its terms of reference. It is not authorised to make decisions on those issues which are properly the responsibility of the full Board of Governors, as set out in the Board’s own terms.

6. **Duties**

 In accordance with the University’s Articles of Association and Equality and Diversity Policies and the promotion of best governance practice both in higher education and other sectors, the duties of the Committee shall be:

6.1 Taking account of the agreed areas of competence which are required on the Board, to seek out and recommend new lay/independent members to the Board of Governors.

6.2 To bring forward recommendations for appointment to the posts of Chair and Vice Chair of the Board.

6.3 To keep the Bishop of Chichester informed of the periods of office of Church Independent Governors so that the Residual Trustees of the Bishop Otter Trust may make recommendations to the Committee on potential appointees.

6.4 Taking account of the agreed areas of competence which are required on the Board, to seek out and recommend new co-opted members to the Board of Governors.

6.5 To oversee the arrangements made by the University Secretary for the election of Teaching Staff Governors and the Support Staff Governor.

6.6 To agree the membership of Committees of the Board and to ensure rotation of members and advise the Chair of Governors on the designation of Chairs of Committees, other than the Chair of the Finance & Resources Committee, who shall be the Vice Chair of Governors.

6.7 With the exception of the Vice-Chancellor, Staff and Student Governors, to agree the allocation of link governors and oversee their engagement with the scheme.

6.8 To ensure that new Governors benefit from a comprehensive induction programme on appointment and that all members of the Board are able to attend training and development, both internally and externally, including seminars organised by the Leadership Foundation or similar organisations.

6.9 To ensure that the Board conducts a periodic effectiveness review and develops an action plan to enhance best practice

6.10 To agree the duties and specification of the role of Chancellor, at such time as the Board of Governors agrees that such a person should be appointed and to carry out the preliminary arrangements and interviews prior to making a recommendation to the Board.

7. **Reporting Procedures**

 A report of the recommendations of the Nominations and Effectiveness Committee for appointment and any other appropriate issues will be presented to all members of the governing body.

The Committee’s papers and minutes are confidential to members of the Committee and authorised officers only and will not be released under the University’s Freedom of Information Publication Scheme.

8. **Clerking Arrangements**

 The Clerk to the Nominations and Effectiveness Committee will be the University Secretary.

**Approved by the Board of Governors: 16 November 2021**

**HL**