

HEFCW Appointments Committee Annual Report 2010-11

Introduction

1. The Terms of Reference of the Appointments Committee (the Committee) require the Committee to provide the Council with an annual report on the discharge of its duties. This report sets out the Committee's activities during the financial year to 1 April 2010 to 31 March 2011.

Terms of reference

2. The Terms of Reference of the Committee were reviewed by the Committee in October 2009 and the revised remit was approved by the Council in December 2009. The Terms of Reference are attached to this report. The Committee deals with non-Council appointments to Committees and Working Groups.

Membership

3. Membership is made up of Chairs of each of the HEFCW committees and an external independent member. Committee members who served during the year were as follows:

Name	Status	Term of Office
Mr Roger Thomas	Council and Committee Chair (and Chair of Remuneration committee)	3 years from May 2008, reappointed May 2011 to May 2014
Professor Robin Williams	Chair of Research, Innovation and Engagement Committee	To 31 July 2012
Professor Leni Oglesby	Chair of Student Experience and Teaching Quality committee	To 30 Nov 2011
Dame Sandra Burslem	Chair of Reconfiguration and Collaboration Committee	To 30 Nov 2011
Ms Nina Park	Chair of Human Resources Committee	To 31 March 2013
Mr David Allen	Chair of Audit and Risk Committee	To 30 Nov 2011
Professor Phil Gummett	Chief Executive	-
Dr Malcolm Ballin	Independent member	To 7 May 2011 *

- * *The independent member is a member of the Human Resources Committee and is currently proposed for reappointment for a further two years.*

- 3.1 Dame Sandra Burslem acted as HR Committee Chair during the period to December 2010 when on 10 December 2010, Council approved Nina Park as Chair.

Meetings

4. The Committee conducts its business via correspondence (email) which is then reported to the next meeting of Council for information.
5. All proposed appointments and reappointments are considered by each member with responses received on average within a week. Queries and approvals are administered to by the Clerk who informs the Committee secretary of progress and the final decision.

Appointments and reappointments approved by the Appointment Committee 2010-11

a) To HEFCW Committees

Research, Innovation and Engagement Committee:

- Professor Michael Woods (a member of academic staff with significant research engagement) to Jan 2013; approved 10 May 2010
- Mr Simon Bradley (business rep), 2 years; approved 31 March 2011
- Prof Dylan Jones-Evans (3M/Engagement/Innovation staff member) 2 years; approved 31 March 2011
- Prof Graham Hutchings (PVC or equiv – Research); approved Appts Cttee 31 March 2011.

Audit and Risk Committee:

- Mr Ieuan Griffiths (co-opted non-Council member) To 31 August 2013 3 year term, reappointed 21 June 2010, ratified by Appts Cttee

b) To External committees/working groups

None during 2010-11

HEFCW Appointments Committee Remit

1 CONSTITUTION

A Committee of the Council to be known as the Appointments Committee (the Committee) established with the following Terms of reference and standing orders by a resolution of the Council dated the 23rd day of October 2009.

2 TERMS OF REFERENCE

The Committee shall contribute to the effectiveness of the Council by appointing non-Council committee members of suitable expertise, and seeking to ensure that recruitment is open, fair and promotes equality of opportunity.

The Committee shall:

- a) make non-Council appointments to committees with appropriate terms of office in each case, and report them to the Council.
- b) make reappointments to committees, having regard to the outcomes of the appraisals by the relevant committee chair and the changing needs of committees.
- c) make appointments and reappointments of Council members or third parties as HEFCW nominees to external committees and panels, having regard to the recommendations of the relevant committee/panel chair or HEFCW officer and the changing needs of committees/panels and report them to Council
- d) agree and keep under review the person specifications, advertisements for vacancies and other recruitment practices, having regard to the terms of reference of each committee
- e) consider any matters concerning committee or panel appointments and membership referred to the Committee by the Council.

3 STANDING ORDERS

3.1 The standard HEFCW Committee Standing Orders shall apply.

3.2 Membership and Attendance

3.2.1 The Committee shall comprise:

- The Chair of the Council
- The Chairs of each of the Council's committees;
- The Chief Executive; and
- An independent member appointed by the Council as a person with expertise in recruitment and in equalities good practice in the higher education or public sectors. The independent member will not be a member of Council, its committees (other than the Human Resources and/or Remuneration Committees) or the HEFCW Executive. The independent member will be appointed for an initial period of 2 years. The independent member shall be excluded from any discussions relating to his/her appointment to the Human Resources and/or Remuneration committees.

3.2.2 The roles of the Committee members will be as follows:

- a. Chair of Council – shall chair the Committee
- b. The independent member - will receive all Committee papers, advise the Committee on good practice, give independent assurance as to the Committee's standards and to this end may countersign any report from the Committee and its annual report.
- c. Chief Executive - will advise the Committee on the impact of HEFCW's Corporate Strategy and Plan on the requirements of the committees, including with respect to the range of knowledge and expertise needed to ensure the committees effectively fulfil their remits.
- d. Committee chairs – will review the terms of reference and person specification of their respective committees and make proposals to Council for any changes, appraise serving members, and shortlist new applications to be recommended to the Appointments Committee. (To support the committee chair, the secretary may prepare a long list of applications and advise on a shortlist prepared against the person specification agreed with the committee/panel chair.)

3.2.3 Chairs of committees may nominate from Council members of their committee a member to attend a physical meeting of the Appointments Committee on their behalf

3.2.4 The quorum for a physical meeting of the Committee will be the Chair or his/her nominee;; the chair of each committee to which appointments are being made or his/her nominee; and the Chief Executive.

3.2.5 The Clerk to the Council shall service the Committee.

3.3 Frequency of Meetings

Meetings shall normally take place by correspondence or e-mail. In such cases the quorum comprises the Chair of the Council, the appropriate committee/panel chair(s), the Chief Executive, with all other members of the Committee copied into the correspondence.

3.4 Authority

- 3.4.1 The Committee has delegated authority to make appointments and re-appointments of non-council members to the committees of the Council.