

**Appointments Committee meeting minutes 29 June
2007**

Disclosable

Meeting	Agenda Item	Reference No
19/09/07	21	HEFCW/07/79

1 Issue

This paper presents for information the minutes of the first meeting of the Appointments Committee held on 29 June 2007.

2 Rationale for paper

The Standing Orders of the Appointments Committee require that the minutes of each meeting be presented to Council.

3 Recommendation(s)

The Council is invited to:

- i receive the minutes of the first meeting of the Appointments Committee held 29 June 2007;
- ii to ratify the proposed amendments to its Terms of Reference;
- iii to ratify proposed amendments to Council's Standing Orders;
- iv agree a number of points of detail on appointments procedures including maintaining a list of potential members;
- v to note a number of new committee appointments.

4 Timing for decisions

These minutes are to be reported to Council following approval by all Appointments Committee members and the Chair.

5 Council members' interests

Committee members' interests were declared in advance of the meeting.

6 Further information

Contact Niina Hammond, Clerk to the Council (Tel 029 20 682252;
E-mail: Niina.Hammond@hefcw.ac.uk)

7 Background

The Appointments Committee was established following discussion at the May Council Workshop and agreement by Council at its meeting held 29 June 2007.

The Terms of Reference of the HEFCW Appointments Committee give this committee responsibility for making appointments to all Council sub-committees. The Terms require the Committee to provide the Council with a copy of each meeting minutes for information.

8 Key Issues

The Council is invited to:

- i receive the minutes of the first meeting of the Appointments Committee held 29 June 2007;
- ii to ratify the proposed amendments to its Terms of reference;
- iii to ratify proposed amendments to Council's Standing Orders;
- iv agree a number of points of detail on appointments procedures including maintaining a list of potential members;
- v to note a number of new committee appointments.

9 Financial implications

There are no financial implications arising from this paper.

10 Communications implications

The ratified appointments and processes have been communicated to relevant committee chairs and secretaries by the Clerk to the Council. Membership details will be updated on websites and reported to the next meetings of the committees convened.

11 Diversity and Equal Opportunities implications

The establishment of the Committee contributes to the effectiveness of the Council's governance arrangements by formalising its mechanism for appointing committee and panel members of suitable expertise, and ensuring that recruitment is open, fair and promotes equality of opportunity.

This paper has no implications for age, disability, gender, race, religious belief, sexual orientation or the Welsh language.

12 Risk Assessment

If the Council does not place open, fair and consistent processes for making appointments to its committees, it is at risk of failing to identify persons of suitable experience and expertise, with potential negative effects on the efficient and effective operation of these committees.

The establishment of an Appointments Committee with responsibility for developing these processes and formally approving all Committee appointments, is intended to alleviate this risk.