

**First meeting of HEFCW's Appointments Committee  
held Friday 29<sup>th</sup> June at 2pm at the HEFCW Offices, Llanishen**

**Present:**

**Members:** Professor Sir Roger Williams (Chair) (Chair of Council; Chair of Remuneration Committee; Chair of Strategic Development Fund Assessment Panel)  
Dr Len Arthur (Chair of Third Mission Committee)  
Ms Pauline Brown (Independent Member – alternate for Ms Sue Adams)  
Professor Philip Gummatt (Chief Executive and Chair of Learning and Teaching, Quality Assessment and Widening Access Committees)  
Mr Tim Rees (Chair of Audit and Risk Committee)  
Mrs Tina Stephens (Chair of HR Committee)

**Officers:** Mr Dale Hall (Head of Planning and Corporate Governance)  
Ms Niina Hammond (Secretary)

**Apologies:** were received from Ms Sue Adams (Independent Member).

**1 INTRODUCTORY REMARKS, APOLOGIES AND DECLARATIONS OF INTEREST**

- 1.1 The Chair welcomed members to the first meeting of the Appointments Committee.
- 1.2 It was noted that all Committee members, who were either members of Council or of other Council committees, declared their interests annually in accordance with Council processes. Tim Rees declared a specific interest in relation to item 3.2, ratifications to the Human Resources Committee.

**2 TERMS OF REFERENCE, STANDING ORDERS AND OPERATIONAL ISSUES (HEFCW\_AC/07/01)**

- 2.1 The Committee received and considered the proposed Terms of Reference and Standing Orders of the Appointments Committee.
- 2.2 Members noted a number of observations received from the independent member of HEFCE's Appointments Committee, and also some recommended best practice from The Office of the Commissioner for Public Appointments (OCPA) whose guidelines HEFCE closely followed.

*Terms of Reference and Standing Orders*

- 2.3 Noted that the overall purpose of the Appointments Committee was to make appointments to the Council's various committees and panels through fair and open processes and procedures which aimed to ensure that the quality of the skills base and level of diversity of those committees and panels were appropriate to their respective remits.

**Resolved:**

- 2.4 That the following highlighted amendment be made to the Standing Orders and membership details:

*3.A Membership and Attendance, II b Independent member - Appointed by the Council and is 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 Committee**) or the HEFCW Executive.*

*Independent Member – Ms Sue Adams, with Ms Pauline Brown as her alternate [the opposite arrangement would apply with respect to the Independent Advisor of the HR Committee]*

- 2.5 That the Committee would meet in person at least once a year to consider its Annual Report to Council.
- 2.6 That, in accordance with its Standing Orders, the Committee would hold meetings by correspondence where it was expedient to do so, and that this could include conducting business via email or and videoconference.

*Operational Issues*

- 2.7 The Committee reflected on each of its duties as set out in its Terms of Reference and agreed a number of operational points.

**Resolved:**

- 2.8 To propose amending the Council's Standing Orders to state that all Council committees shall be chaired by a member of Council, and that each committee shall have an identified process for identifying a deputy chair to cover meetings in the event of the chair's absence.
- 2.9 That, in line with terms of office for Council members, all committee members would be appointed for an initial term of three years, with the possibility of reappoint for one further term of three years subject to an assessment by the relevant committee chair. The Committee noted that these arrangements would need to be phased in to take account of existing terms of office.
- 2.10 That the Chief Executive be consulted during the assessment process as he may be familiar with Council members' activities outside of Council meetings, or outside the direct experience of the Chair.
- 2.11 That more standardised processes and procedures for selection and recruitment to committees and panels be developed, to include:
- All committee members to be assessed by the committee chair at the end of their first term to inform potential re-appointments;
  - Formal, standardised person specifications for each committee to clarify its membership requirements;
  - For committees whose membership includes representatives put forward by particular sectors or organisations, to make explicit that decisions about

appointments to those committees will be made against the person specification and also the need to maintain an appropriate balance of membership in terms of constituency mix and diversity;

- For committees whose membership includes external/independent members with particular expertise, the option of putting vacancies out to open advertisement;
- Clear processes for requesting the termination of committee membership (e.g. for non-attendance or lack of sufficient contribution).
- Standardised approaches for collating and presenting committee appointment and re-appoint proposals to the Appointments Committee for approval.

(Details on all of the above to be worked through by the Head of Planning and Corporate Governance and the Clerk to the Council in consultation with committee secretaries and other officers.)

2.12 That a list be maintained of individuals who agreed to be considered as potential future committee members, to be drawn from:

- Departing Council members;
- Subject to discussion with the Assembly, unsuccessful but suitable individuals who had applied to serve on Council;
- Unsuccessful but suitable applicants from committee appointments exercises;
- General expressions of interest received from individuals (Agreed to look into the experiences of HEFCE and SFC, who included on their websites open invitations for expressions of interest in serving on committees.)

(Data Protection issues in setting up and maintaining such a list to be checked.)

2.13 That there should be no change to the current arrangements for identifying committee observers.

### **Non-disclosable (for future publication)**

## **3 RECENT AND FUTURE COMMITTEE AND PANEL APPOINTMENTS (HEFCW\_AC/07/02)**

3.1 Committee received for ratification a number of recent committee appointments, and noted a timetable of future appointments requirements based on current committee members' terms of office.

### **Resolved:**

3.2 To ratify the appointment of Mr Tim Rees and Professor Garel Rhys as members of the Human Resources Committee. [Mr Tim Rees took no part in ratifying this item.]

- 3.3 To ratify the appointments of Mr Peter Treadwell (UWIC), as one of its three HE institution representatives and Mrs Pauline Thomas (Head of Abertillery Comprehensive School), as one of its three specialist advisors on the Widening Access Committee.
- 3.4 To ratify the following appointments to the Learning and Teaching and Quality Assessment Committees

**i) Learning and Teaching Committee**

Mr David McParlin (UW Aberystwyth) (HEI representative) - re-appointed to August 2008;  
Ms Jacqui Hare (UWIC) (HEI representative) – re-appointed to August 2008;  
Dr Richard Dover (NEWI) (HEI representative) – new appointment to August 2009;  
Professor Tony Cryer (Cardiff University) (HEI representative) – new appointment to August 2009;  
Professor Robert Pearce (UW Lampeter) (HEW nominee) – re-appointed to August 2008;  
Dr Peter Noyes (UW Newport) (HEW nominee) – new appointment to August 2009;  
Dr Carl Peters (UCET Cymru representative) - re-appointed to August 2008  
Professor Tony Hazel (Velindre Health Trust) (employer representative) - re-appointed to August 2008;  
Dr Alyson Twyman (WHECS representative) – re-appointed to August 2008.

**ii) Quality Assessment Committee**

Mr David McParlin (UW Aberystwyth) (HEI representative) - re-appointed to August 2008;  
Professor Robert Pearce (UW Lampeter) (HEW nominee) – re-appointed to August 2008.

- 3.5 That four further individuals from HEIs who had expressed an interest in serving on the Learning and Teaching / Quality Assessment Committees be invited to have their details kept on the list of potential committee members.
- 3.6 That interviews for the Audit and Risk Committee independent member vacancy, for which two expressions of interest had been received, be held as soon as practicable and would involve the Chair of the Committee, Professor Nigel Stott (the other Council member on the Committee), and one of the HEFCW officers serving the Committee.
- 3.7 That Council members be asked to provide feedback on their current committee roles, in particular to ask if they wished to continue to serve the committee(s) or would be interested in serving on others.
- 3.8 That in relation to the timetable of future appointments, proposals should need be put to the Appointments Committee circa three months before the end of committee members' terms of office. The Committee acknowledged that it might also need to consider other committee appointments on an ad hoc basis as needs arose.

**4 ANY OTHER BUSINESS**

There was no other business raised.

**5 DATE OF NEXT MEETING**

Resolved that the date of the next meeting be arranged when required.

Signature..... Date.....