

Meeting
30/01/09

Agenda Item
17

Reference No
HEFCW/09/10

1 Issue

- 1.1 This paper updates the Council on progress following the recent review of the Council committee structure. Details of Council members Chairing/serving the reviewed committees are attached at **Annex A**. A timetable of the process is attached for information at **Annex B**. Confirmed committee meeting dates are attached at **Annex C**.

2 Corporate Planning Implications / Rationale for paper

- 2.1 Objective 8 (Improving Operational Efficiency, Standards of Service and Customer Care) of the Council's current Corporate Strategy and Corporate & Operational Plan states that :

We intend, over the period of this plan, to: review our committee structure.

3 Recommendations

- 3.1 The Council is invited to:

- i Note Council membership of the new committees;
- ii Note the timetable and progress in implementing the new committee structure;
- iii Note 2009 committee meeting dates confirmed to date;
- iv Delegate authority to the Chair to extend the term of the independent member on the Appointments Committee to 31 March 2009.

4 Timing for decisions

- 4.1 The new structure has been implemented to allow incoming Council members to take up their committee roles at the start of their first term.
- 4.2 The new structure has been implemented to allow for 2009 committee meeting dates to be set at the beginning of the year.

5 Council members' interests

- 5.1 No conflicts of interests, other than the standing declarations have been declared in advance of the meeting.

6 Further information

contact Richard Hirst (Tel 029 2068 2253; E-mail: Richard.Hirst@hefcw.ac.uk)

7 Background

- 7.1 The new committee structure, Standing Order and individual revised Terms of Reference for the new committees were approved by Council at its meeting held 12 December 2008.
- 7.2 At its meeting 12 December 2008, authority was delegated to the Chair to appoint Council members to the committees. The Chair subsequently discussed the roles with Council members and agreed Chair and membership (**Annex A**).

Appointments Committee

- 7.3 Council at its meeting 12 December 2008, approved the extension of the Appointments Committee independent members Ms Sue Adams to 30 January 2009. Once the timetable for recruitment was confirmed, it emerged that this appointment would be needed to 31 March 2009 in order to ensure a quorate Appointments Committee in February and March 2009 to approve the appointments of the new external members.

8 Financial implications

- 8.1 There are no direct financial implications arising from implementation of the new committee structure.

9 Communications implications

- 9.1 Changes to the committee structure have been communicated to all HEFCW staff and incoming/existing Council members via the Clerk and the Chair, and documents made available via the Council Members' Extranet.
- 9.2 The committee review has been communicated to previous external members via committee secretaries.
- 9.3 The review of external committee membership has been communicated to the Welsh Assembly Government, HEW, Heads of HEIs and Clerks to the Governors via the Clerk.
- 9.4 Invitations to apply for committee roles were placed on HEFCW's website on 16 January 2009.

10 Diversity and Equal Opportunities implications

The appointments process is monitored by the Appointments Committee to ensure that appointments are made on an open and transparent basis, meeting equal opportunity requirements.

11 Risk Assessment

RISK	ACTION TO ADDRESS RISK
<p data-bbox="217 338 772 405">Skills mix of committee members not a good 'fit' with the committee's remit</p> <p data-bbox="217 555 804 696">External members appointed for a three-year term will result in administrative and recruitment difficulties across all committees at the end of this period.</p>	<p data-bbox="833 338 1422 517">Appointments process designed to ensure that after nominations by external bodies are completed, any skills gaps identified can be filled from HEFCW's appointees.</p> <p data-bbox="833 555 1422 696">Committee Chairs to stagger terms when appointing external members for a either two or three years, following consideration of the risk.</p>