

Restricted Minutes

Appointments and Governance Committee

19/25 A meeting of the Appointments and Governance Committee was held in Committee Room 2, Whiteknights House on Monday 21 October 2019 at 1.30 pm.

Present:

The President of Council (Dr P.R. Preston) (Chair)
The Vice-Chancellor
Deputy Vice-Chancellor
Professor Simon Chandler-Wilde
Vice-President, Mr Robin Evans
Vice-President, Mrs Kate Owen
Lay Member of the Council, Mrs Sue Maple
Lay Member of the Council, Mrs Sue Woodman

In attendance:

Lay Member of the Council, Mr John Turner
University Secretary (Dr R.J. Messer)
Head of Governance (Ms L.V. Sharman)

The Chair welcomed members to the meeting.

19/26 The Minutes (19/10-19/21) of the meeting held on 11 June 2019 and (19/22 - 19/24) of the meeting held on 24 September 2019 were approved.

Arising on the Minutes:

To note that the report of the Committee submitted to Council on 8 July 2019 had been accepted, including all changes to membership.

Matters for Report

19/27 Membership and Terms of Reference of the Appointments and Governance Committee (Item 2)

The Committee received a statement of its Membership and Terms of Reference.

The Committee noted that it would need to seek a replacement for Professor Gavin Brooks and Professor Simon Chandler-Wilde from 1 January 2020.

19/28 Disclosure of Interests (Item 3)

The Committee received and noted a paper from the University Secretary in regard to Disclosure of Interests.

The Committee noted the Risk Register for 2019/20.

19/29 Reports of Committees of Selection (Item 4)

There were no reports on this occasion.

19/30 Report of the University Executive Board (Item 5)

There was no report on this occasion.

Appointments Matters for Discussion and Decision

19/31 Update on the Appointment of the Pro-Vice-Chancellors (Item 6)

The Committee received an update from the University Secretary on the appointment of the Pro-Vice-Chancellors.

It was noted that:

- The proposed remits of the Pro-Vice-Chancellor appointments had been discussed with members of the Leadership Group.
- Adverts had been placed a week ago, with a deadline for applications by 7 November 2019.
- Interviews were due to be held on 25 and 27 November 2019.
- The interview panel would comprise – The President, Vice-President (Mrs Owen), the Vice-Chancellor, President of RUSU or Vice-President (Education), the Senate representative on Council (Professor Furneaux), and an external representative.
- The panel would formally recommend appointment via the Committee (this would be via email circulation), who in turn would then need to make a recommendation to the Council.
- The Vice-Chancellor had been approached by a number of interested candidates and was confident that a good candidate would be appointed.

The Committee discussed a number of matters, in particular:

- How candidates could be supported in taking on a fixed term appointment, particularly if they were to return to their home School after six years, rather than pursuing a career in senior management. It was reported that two of the current PVC's were working on a job share that allowed 0.4 FTE for research, and that one of the other PVC's had a regular research day.
- The advantages and disadvantages of internal versus external appointments and the fact that an internal appointment would be for a fixed period whereas an external appointment would be permanent. The Committee noted that such a process was common amongst within the sector.
- It would be helpful to have a formal knowledge transfer approach; Mr Taylor and Professor Brooks agreed to speak further about this matter outside of the meeting.

Action: Professor Brooks and Mr Taylor

The Committee noted that the approach for recruitment of senior staff had been agreed in June 2017. It was suggested that the Vice-Chancellor should review the current approach seeking the views of current postholders.

Action: Vice-Chancellor

19/32 Deputy Vice-Chancellor (Item 7)

The Committee received an update from the Vice-Chancellor on the appointment of the Deputy Vice-Chancellor. The Committee noted that following Professor Brooks' departure there was a need to appoint a Deputy Vice-Chancellor from 1 January 2020.

The Vice-Chancellor informed the Committee that he had spoken with the current Pro-Vice-Chancellors in regard to the appointment and all had been in favour of the appointment of Professor Yaqoob.

The Committee noted that Professor Yaqoob's appointment as Pro-Vice-Chancellor for Research and innovation was currently on a job share basis (0.6 FTE PVC, 0.4 FTE research). The Vice-Chancellor assured the Committee that as Professor Yaqoob's appointment was full-time there would be no issues in undertaking the Deputy Vice-Chancellor's duties, although there would be some practicalities to work through in regard to membership of some committees.

The Committee agreed to recommend to the Council that Professor Yaqoob be appointed Deputy Vice-Chancellor for a two-year period from 1 January 2020.

19/33 Membership of the Council (Item 8)

The Committee received a statement of the present overall position in respect of lay membership of the Council.

The Committee noted that Dr Rawal had resigned from the Council and that Mr Braham could not start until 2020/21.

The Committee discussed the need to improve diversity on Council and its sub-committees, and whether external assistance should be sought; in particular it was noted that one of the University's distinguished graduates had experience in this area. Mr Taylor informed the Committee that a number of organisations struggled with improving diversity and that there was a need to think about assessment standards laterally and to consider whether the criteria were correct.

In terms of next steps, it was agreed that Dr Rawal should be approached to see if she had any suggestions for possible candidates or approaches; that the same questions should be put to Council members and that the Vice-Chancellor approach [redacted, section 40] (Distinguished Graduate) for advice.

19/34 Update from the University Secretary on the Personal Titles Process (Item 9)

The Committee noted that following the 2018/19 Personal Titles process nine appeals were received (in context 116 applications were considered overall, 86 were successful). The Chair of the Appeals Committee ([redacted, section 40], former lay member of Council) had deemed that two of the appeals were eligible.

The appeals were heard on 3 September 2019 and it was noted that one of the appeals were upheld and would be referred back to the University Committee on procedural grounds.

Governance Matters for Discussion and Decision

19/35 OfS Update (Item 10)

a) Registration

The University Secretary informed the Committee that the University had successfully completed its initial registration. The University was subject to enhanced monitoring in the areas of access and participation and was currently one of 296 universities who had not received a response to their submitted plans.

b) Prevent

The Committee received a report from the Prevent Duty Implementation Group. The Committee agreed to recommend to the Council:

- 1) that the Annual Report on the Prevent Duty be submitted to the Council on 27 November 2019.
- 2) that the Prevent Annual Data Return for 2018/19 be submitted to the OfS
- 3) the signing of the Prevent Annual Accountability Statement for submission to the OfS

The University Secretary informed the Committee that the University had recently received a Prevent Review Meeting with the OfS/DfE as part of their regular sampling of institutions, and that no concerns had been raised in regard to the University's arrangements.

19/36 Any other business

CUC Plenary

The President of the Council informed the Committee that the CUC were working on refreshed version of the Code of Governance which would be published shortly.

It was noted that the CUC had received presentations on issues that had arisen at De Montfort University. The University Secretary had been asked to review the OfS investigation and action plan for De Montfort along with any reports issued for and Swansea to ascertain whether there were any issue to be learnt.

Action: Dr Messer

Thanks

The Committee recorded its thanks to both Professor Brooks and Professor Chandler-Wilde as it was their last meeting.

19/37 Dates of meetings in the Session 2019/20

Meetings of the Appointments Committee in the Session 2019-20 had been scheduled for:

Tuesday 28 January 2020 at 3.30pm

Tuesday 9 June 2020 at 12.00pm