



## STANDING COMMITTEES OF COURT

### Introduction

The Standing Committees of Court support the work of Court, advising it and providing monitoring and other information to enable it to operate effectively and undertake its primary responsibilities. The Standing Committees function on behalf of Court in line with the University's overall strategic direction as set out in its Strategic Plan and in accordance with approved terms of reference including levels of delegation which Court can at any time override.

Designated Standing Committees of Court:

Audit and Risk Committee  
Committee on University Benefactors  
Nominations Committee  
Policy and Resources Committee  
Remuneration Committee  
Exception Committee (only convened as required)  
Knowledge Strategy Committee (joint Committee with Senate)

### Criteria and principles

#### 1. Terms of Reference

Each Standing Committee of Court will have Terms of Reference approved by Court. The annual review and the external-facilitated review of Court effectiveness will require each Committee to review its terms of reference and mode of operation. Issues arising from Committees or from the Court reviews may initiate proposed changes to the terms of reference of Standing Committees.

The Terms of Reference will follow a standard template and include sections on:

Purpose of the Committee;  
Composition;  
Conduct of Meetings;  
Remit; and  
Reporting Arrangements.

#### 2. Members

All members of Standing Committees will be appointed by Court on the recommendation of the Nominations Committee for a defined period of office of no more than three years duration: in respect of members of Court appointed to Standing Committees their term of office on the Standing Committee will be for no longer than their current term of appointment to Court. Members external to Court and the University will be appointed through a transparent, open, recruitment process managed by the Nominations Committee based on a skills approach. Each Standing Committee will prepare a Skills' Register prepared in accordance with the

knowledge and experience required to undertake the remit contained within the Standing Committee's term of reference to assist in the requirement process of new members to the Standing Committee.

Members of Standing Committees will conduct themselves in accordance with accepted seven principles of public life as advocated by the Nolan Committee identified as follows: selflessness; integrity; objectivity; accountability; openness; honesty; and leadership and require to comply with the approved University's Code of Conduct which encompasses these principles. On appointment members will require to sign a declaration to this effect (if they have not already done so on appointment to Court) and provide information to be included in the Register of Interests which will be published on the University's web site. The names of all members of Standing Committees will also be included on the University's web site on the appropriate Committee page and published in the University's Annual Report and Accounts. Information on attendance at meetings of Standing Committees will also be disclosed in the University's Annual Report and Accounts: members of Standing Committees will be expected to attend all meetings where possible.

There will be no remuneration associated with membership of a Standing Committee. The University will however meet reasonable costs associated with membership of a Standing Committee including child and other dependent care costs.

The appraisal process currently undertaken of Court members will reflect upon the membership of Standing Committees. A similar approach will be taken with staff members of Standing Committees and members external to Court with the Convener of the Standing Committee being responsible for conducting such reviews.

### 3. Convener

In order to ensure clear lines of accountability the Convener of each Standing Committee will also be already a member of Court on appointment to this position. This will ensure that there is a clear understanding on the expectations of Court in respect of issues being taken forward by that Standing Committee and also improve reporting arrangements in that the Convener will be able to provide information directly to Court on the activities of the Standing Committee. The Convener will be responsible for determining the items discussed at meetings of Standing Committees and approving the draft minute of each meeting prior to wider circulation. When the Convener is not able to attend a meeting of a Standing Committee the process to identify who will chair that particular meeting, approve minutes and any other matters normally undertaken by the Convener will be set out in the terms of reference of the Standing Committee.

### 4. Induction

Each Standing Committee will consider how best to undertake an induction process for new members in addition to the induction process in place for new Court and external Committee members. There should be a formal process normally involving the Convener to ensure that the new member is aware of current issues being taken forward by the Standing Committee and to identify any training needs. Members of

Standing Committees will be provided with opportunities to attend training and development events specifically those provided by the Leadership Foundation but also those provided by other accredited organisations particular to that Standing Committee. All reasonable costs associated with such training opportunities will be met by the University and there will be no constraints placed on those members wishing to attend such events.

#### 5. Conduct of meetings

The number of meetings held will be determined by the nature of the business required to be undertaken by the Standing Committee however a minimum of at least two meetings should be held in each academic year (except in the case of the Committee on University Benefactors where only one meeting is required each academic year and the Exception Committee which will meet only when required). Where necessary meetings can be conducted via electronic means and members will be classified as attending meetings if they participate via conference call or other appropriate means. The terms of reference will confirm the number and category of members required to be present in order for a meeting to be considered quorate. Meeting dates will be published in advance of the start of each new academic year and consideration will be given by all Standing Committees to preparing a schedule of routine items to be considered at each meeting.

Papers for meetings will be circulated at least five working days in advance of the meeting via publication on the Court and Committee wiki: members will be notified by email when papers are available. The agenda for each meeting should follow the same general approach to that adopted for Court meetings and the papers circulated should be succinct and provide clear information on the actions required to be undertaken by the Committee.

#### 6. Reporting arrangements

The terms of reference of Standing Committees will clearly state reporting arrangements to Court. Standing Committees will as a minimum require to report annually to Court and it is anticipated that depending on the nature of the Committee, reports will be required to be circulated to Court after each meeting of a Standing Committee.

#### 7. Thematic Committees:

Estates Committee

Investment Committee

Risk Management Committee

People Committee

Library Committee (joint with Senate)

University Collections Advisory Committee (joint with Senate)

Information Technology Committee (joint with Senate)

Each Thematic Committee will also have a terms of reference setting out composition, appointment arrangements, conduct of meetings, remit and reporting arrangements. The Nominations Committee will be involved in the appointment of

any Court member onto a Thematic Committee with Court approval not being required: the appointment of other members of Thematic Committees will be set out in the terms of reference of that Committee. All members of Thematic Committees are expected to conduct themselves in accordance with the accepted seven principles of public life as advocated by the Nolan Committee and depending on the nature of the Committee it may be considered helpful to develop a skills' register to assist in the appointing of new members but this is not a requirement. Committees may also wish as far as possible to follow the practices of Standing Committees recognising the value of these practices in promoting good governance. The Convener of each of the Thematic Committees will be expected to attend any meeting of a Standing Committee where a report from their Committee is being considered.

*Approved 12 May 2014*