



UNIVERSITY OF  
WINCHESTER

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| <b>Document Title:</b>   | <b>Nominations Committee – Terms of Reference</b>  |
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| <b>Approving Body:</b>   | Board of Governors   |
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| <b>Summary:</b>  |  |
| This document sets out the Terms of Reference for the Human Resources Committee at the University of Winchester  |  |

## **Nominations Committee**

### **Terms of Reference**

1. Keep under review the skills, experience and knowledge required by the Board of Governors and available to it through its current membership, in order to support and develop the culture and behaviour within the institution, the delivery of the University Strategic Plan, and to take overall responsibility for the governance and strategy of the University.
2. Make recommendations to the Board for appointments and re-appointments to the Board of Governors, and its Committees, having regard to the skills and experience required of its membership. Also to satisfy itself that these recommendations meet the 'fit and proper' requirements in accordance with the Office for Students Conditions of Registration, specifically [para.IX of the Public Interest Governance Principles](#), and recruitment is in line with the Seven Principles of Public Life.
3. To monitor the governance arrangements of the University encapsulated in the CUC Code of Practice for HE, or any successor Code, to ensure compliance and make recommendations to the Board. In this area the Committee should consider appropriate examples of good practice in both the public and private sectors.
4. Approve arrangements for the recruitment, selection, induction, training, mentoring, and appraisal of governors.
5. Make recommendations to the Board regarding the arrangements for the selection and the appointment of:
  - a) the Chancellor of the University.
  - b) the Chair and the Vice-Chair of the Board of Governors and the Chairs of the principle Board Committees.
  - c) the University's Designated Staff.
  - d) the Former Student Governor.
6. Approve any liaison arrangements with the Diocese of Winchester for the appointment of Diocesan Governors.
7. To have oversight of, and review annually, the principle Board Committee Terms of Reference<sup>i</sup>.

### **Frequency of Meetings**

Three times an academic year

### **Reporting Line**

Board of Governors

### **Current Sub-Committees**

None

**Membership**

The Committee membership shall comprise of:

The Vice-Chair of the Board of Governors

The Chair of the Board of Governors

The Vice-Chancellor

The Chair of the Human Resources Committee

The Chair of the Risk and Audit Committee

**Committee Chair**

The Vice-Chair of the Board of Governors shall be the Chair of this Committee.

**Meeting Procedures Agenda**

The agenda shall be circulated to members at least one week prior to meetings, except in the case of emergency meetings. Members shall be entitled to submit relevant agenda items to the Chair of inclusion in the agenda.

**Quorum**

There shall be a quorum when three members are present at a meeting.

**Minutes**

Minutes shall be kept of the proceedings of all meetings of the Committee and the Committee Chair will present an update to the next meeting of the Board of Governors. Minutes are available to all Governors on request. Minutes can also be made available upon request to non-Governors, subject to compliance with privacy regulations and consultation with the Committee Chair and the Data Protection team.

**Secretary**

The Clerk to the Board of the Governors, or a nominee appointed by the Board of Governors, shall attend as secretary to the Committee.

**Attendance of Advisers/University Officers**

The Chair shall be entitled to invite a person or persons to a meeting to act in an advisory capacity. The Chair may call University Officers to attend to provide information or explanation in respect of matters under discussion. If a University Officer is required to attend, the request shall be directed through the Vice-Chancellor.

**Review and Amendments**

These terms of reference will be reviewed annually by the Committee, with any proposed amendments approved at a duly constituted meeting of the Board of Governors.<sup>1</sup>

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<sup>1</sup> These terms of reference were approved by the Board of Governors on 06 July 2022, 05 July 2023, and 03 July 2024