

**HARPER ADAMS UNIVERSITY**  
**Board of Governors**

**Annual report of the Nominations Committee 2020/21**

**PURPOSE:** This report is the Annual Report for 2020/21 on the work of the Nominations Committee. The Committee met once during the year on 17 March 2021.

**KEY POINTS:**

-The Committee has conducted its work in accordance with its terms of reference. *(NB in July 2021, following recommendations from internal audit, the Board agreed minor changes to the Terms of Reference to ensure the EDI related work of the Committee was clearly captured in the ToR document).*

-The Committee has identified and recommended new members, following the process agreed by the Board, the Committee has identified a number of potential new members. The process generated significant interest and some very strong applications. The Committee has identified a group of candidates with the balance of skills required by the Board over the next four years and will seek Board approval to make a number of appointments.

-The Committee sought Board approval to make a number of appointments subject to satisfactory due diligence checks. (these appointments were later confirmed and agreed by the Board)

**EDI:** the Board can be assured that the Committee has taken positive steps to ensure that its work is conducted openly and fairly to ensure that it demonstrably and pro-actively supports the University's commitment to EDI.

1. Members noted the updated terms of reference and updated criteria for seeking new members of the Board which were approved by the Board in October 2020 and concluded that no further changes were needed at this time.
2. The Committee noted the vacancies that were likely to occur in the period to November 2024 mapped against current membership. They also received and considered the Skills Matrix, taking particular note of the skills areas that needed to be replaced when members who complete their final term of office depart in July 2020. It was noted that the need to retain and seek further skills had informed the content of the advertisements that had been placed with Inclusive Boards and that placed by the University itself on its own web site, and social media and alumni social media channels. Members also considered the Register of Interests completed by members and published on the university's website. Members agreed that there were no issues arising from the review of the Register.
3. The Committee noted that 22 very high-quality expressions of interest had been received in response to the recent public advertisements. 14 expressions of interest had been received in response to the University's own adverts and a further 8 people had been recommended by Inclusive Boards following their search. Members agreed that the breadth of depth of skills and experience together with the range of candidate backgrounds was very welcome and that the decision to draw on the skills of Inclusive Boards had proved to be extremely helpful. A further 3 late enquiries had also been received, two of whom were likely to express an interest in being contacted again as and when future vacancies arise. After careful consideration the Committee decided to invite eight applicants to meet with the Chair, Vice-Chair and Vice-Chancellor, with a report to be made to the Board at its meeting on 25 March 2021 setting out recommended appointments subject to completion of the final due diligence checks and to seek final approval by circulation when satisfactory checks are completed.
4. Members also considered that there were opportunities to consider co-opted roles to Audit and Risk Management Committee if such vacancies arise as a result of membership changes and that as part of the interview stage, there would be a need to consider how new members recommended for appointment could help to fill the skills needed for all Committees where vacancies would arise

in 2021/22. It was agreed to report to the Board on proposals for Committee membership at the meeting.

5. Members also considered opportunities to invite current members who had not yet had an opportunity to support the work of a Committee to do so and to draw on the skills offered by current members in this regard. In light of this the Committee agreed to recommend that Mrs Mukherjee be appointed as Chair of Staffing Committee with effect from mid-January 2022, with the Chairman taking on the role of acting Chair of Staffing Committee for the period July 2021- January 2022. Mrs Mukherjee and Mr Nixon have agreed in principle, subject to Board approval, to undertake these Committee roles. The Board **APPROVED** this recommendation.

The Committee also agreed to ask a number of current members to take on other roles to help support the work of Committees and to update members on this further at the meeting. Members **APPROVED** these nominations.

6. The Committee also reviewed the lead governor roles and agreed a revised list (copy below) The Board **AGREED** the revised Lead Governor Roles.

**APPROVED Updated list of Lead Governor roles-**

<b>Activity</b>
Students & Student Services
Estates
Sustainable Development including Carbon Management Plan- Annual Reporting
Academic Activity/Research
Teaching and Learning
Marketing/Access & Participation/Outreach
Local Business and Community Links
Farm
Alumni
Development Trust
Health and Safety
International Activity
Cedar Energy
Animal Ethics
Joint Vet School

*NB: the following roles are covered by the relevant Chairs: Institutional Ethics, Leadership, Governance & Management- Chair of the Board; Human Resources- Chair of Staffing Committee; Finance-Chair of Finance and General Purposes Committee*

**Dr C E Baxter, University Secretary, March 2021**