

THE UNIVERSITY OF MANCHESTER

NOMINATIONS COMMITTEE

Wednesday 20 November 2019

MINUTES

**Present:** Mr Edward Astle (Chair)  
Mr Gary Buxton  
Professor Danielle George  
Mr Jim Hancock  
Mr Nick Hillman  
Mrs Susan Lipton  
Ms Roz Webster

**In attendance:** Professor Dame Nancy Rothwell (President and Vice-Chancellor), Mr Patrick Hackett (RSCOO), Mr Mark Rollinson (Secretary), Miss Sally Ainsworth, Mr Richard Heeks (Odgers Berndtson), for item 4.

**Apologies:** Mrs Gillian Easson (Pro-Chancellor)

**1. Apologies and Declarations of Interest**

**Noted:** there were no new declarations of interest.

**2. Membership**

The restructured membership of the Nominations Committee was noted. The Chair welcomed all new members to their first meeting of the Nominations Committee.

**3. Terms of reference**

**Resolved:** The Terms of Reference were adopted for 2019-20.

**4. Appointment of lay member and Chair of Finance Committee designate**

**Received:** The following documentation was provided:

- (i) Candidate brief, for information
- (ii) Long list of applicants from Odgers Berndtson and update from Richard Heeks, Consultant

**Noted:**

- (i) That Richard Heeks gave a brief introduction to the Committee and an overview of the candidates.
- (ii) That the task of the Committee now, was to review the longlist and decide who to take forward to the next stage, to be interviewed by a panel of

Committee members. The Committee were informed that there were three additional CVs to consider, as well as the pack they had received.

- (iii) That the Chair of the Board confirmed the importance of potential new members having the time to dedicate to the role, given the expectation that the candidate appointed would become Chair of the Finance Committee.
- (iv) That discussions were held about the candidates and their relative suitability for the role.

**Resolved:**

- i) That the following candidates should be interviewed on 5 December: [REDACTED]  
[REDACTED] **Redacted – restricted information**
- ii) That Richard Heeks would approach [REDACTED] **Redacted – restricted information** to ascertain if he should also meet the panel
- iii) That the Chair of the Committee, would make approaches to [REDACTED]  
[REDACTED] **Redacted – restricted information** to discuss their availability/time commitments and experience for this particular role, with the possibility of both being considered for future roles with the Board.
- iv) That whilst the President and Vice Chancellor would not be on the interview panel, she should speak or meet with the candidates separately. Arrangements were being made for the President to speak to the candidates on 27 November.
- v) That the Deputy Secretary would confirm all arrangements for 5 December with Committee members, when the final number of candidates to be interviewed was confirmed.

**5. Minutes**

**Resolved:** The minutes of the meeting held on 9 May 2019 were approved.

**6. Matters arising**

All matters arising were dealt with elsewhere on the agenda.

**7. Governance Review – General Assembly**

**Received:** A report updating the Committee on further work carried out on the review of General Assembly membership since the meeting of General Assembly in June 2019

**Noted:**

- (i) As previously reported to the Committee and General Assembly, existing members will continue to serve on General Assembly until the expiry of their current term, resulting in a transition from existing to new membership (once this detail is confirmed). The terms of office of some members run until August 2021, so General Assembly will not meet in its finally reconstituted form until after this date
- (ii) The transition to a more streamlined and less prescriptive membership was intended to ensure that General Assembly continued to play a key role in supporting the University's mission as a civic university.
- (iii) That there were some gaps within some of the sectors named in the report, and members were encouraged to share further suggestions with the Deputy Secretary.
- (iv) Discussions were held as to how the individuals would be approached, and what timescales were being considered for new members to join, given that 79 members would reach the end of their terms of membership on 31 August 2020, with a further 36 members finishing 31 August 2021.

**Resolved:**

- (i) That the Deputy Secretary meet with the Director of Social Responsibility, the Associate Vice-President for External Relations and Reputation and the Vice-President for Social Responsibility to discuss the possibility of approaching individuals on an informal basis. **Action : Deputy Secretary**
- (ii) That the Deputy Secretary clarify arrangements for appointment and report to the next meeting. **Action : Deputy Secretary**
- (iii) That Nominations Committee members send any further suggestions for membership to [deputysecretary@manchester.ac.uk](mailto:deputysecretary@manchester.ac.uk)  
**Action : Members**

## 8. Pro-Chancellor appointment

### Noted:

- (i) The current Pro-Chancellor, Gillian Eason would come to the end of her second and final term of office as Pro-Chancellor on 31 August 2020.
- (ii) The Pro-Chancellor was appointed by the General Assembly on recommendation from the Nominations Committee. An outline timetable for the process of appointment was presented to the Committee.
- (iii) Revision to Statutes (and Ordinances) last year detailed several changes, including that the Chair of the Board would also become the Chair of the Nominations Committee. This would mean that, from 2019-20, the Pro-Chancellor essentially had two roles:
  - a) other than for conferment of degrees, deputising for the Chancellor (or acting as the Chancellor in the case of a vacancy); this would include chairing the General Assembly in cases where the Chancellor is unavailable;
  - b) being a member of the Nominations Committee, including acting as Chair for any matters relating to Chair of Board appointment or reappointment.

### Resolved:

- (i) Confirmation of support for the proposal to broaden the nominations process (e.g to invite staff, students and alumni to submit suggestions) **Action : Deputy Secretary**
- (ii) That the January 2020 General Assembly meeting be asked to confirm the process for appointment. **Action : Deputy Secretary**
- (iii) That subsequently, the Nominations Committee review any expressions of interest submitted and then make a final recommendation for appointment to the June 2020 General Assembly meeting, where members will be asked to ratify appointment with effect from 1 September 2020. **Action : Deputy Secretary**

## 9. Future meetings

Wednesday, 15 January 2020 (11:00 am)

Wednesday, 6 May 2020 (2:00 pm)