# Introduction

Appointed by Court, the **Nominations Committee** (NC) will lead the process for appointments and ensure plans are in place for orderly succession to Court.

# Committee remit

The Committee shall:

* Provide oversight on the planning, policy and process for the appointment of the Convener of Court, and co-opted lay members, including succession planning for key roles on Court
* Make recommendations to Court on the policy and process for the appointment of the Convener of Court, having regard to the skills and experience required
* Make recommendations to Court on the appointment of co-opted lay members, having regard to the skills and experience required
* Make recommendations to Court on the appointment of Court committee members, in consultation with the relevant Committee chairs; and to make recommendations on the chairing of Court committees
* Advise Court on any other matter relating to its membership
* Consider relevant changes in legislation and recommend new policy developments in relation to the appointment of members of Court
* To undertake a review of its own remit, performance and effectiveness annually as part of the overall review of Court and its Committees and report thereon to Court

# Scheme of Delegation

The following details the delegated authority for the NC and shows how it is placed in the overall University Scheme of Delegation with escalation Court:

|  |  |  |  |
| --- | --- | --- | --- |
| **Area of Responsibility** | **Limit** | **Decision Making Delegated Authority** | **Escalation To** |
| Provide oversight on the planning, policy and process for the appointment of the Convener of Court, and co-opted lay members | N/A | Court | N/A |
| Recommend to Court the policy and process for the appointment of Convener of Court | N/A | Court | N/A |
| Approve appointment of co-opted lay members | N/A | Court | N/A |
| Approve appointment of Court committee members | N/A | Court | N/A |

# Committee Membership

This is a non-executive chaired committee with the following membership:

* Convenor of Court (Chair)
* 3 other lay members of Court
* Elected Staff Member
* Chief Operating Officer and University Secretary
* 1 Staff Representative on Court
* Student Representative Council President

The Committee will also appoint a Vice-Chair from amongst its members.

# Substitutions and Quorum

Substitutions may be made with prior notice given to the clerk. There must be a minimum of 5 from the core group (excluding clerk) in attendance for decisions or approvals. In the event of a consensus not being reached, the Chair will escalate to Court.

# Committee Member Responsibilities

Each Committee member has a responsibility to:

* Assure impartiality in all nominations
* Activity and behaviour should embody the University’s values ([click here for details](https://www.gla.ac.uk/myglasgow/staff/values/))

# Conflict of Interest

The NC will follow the [UofG procedure for the management of any conflicts](https://www.gla.ac.uk/media/Media_176371_smxx.pdf). The procedure defines declaration of conflicts as a standard agenda item at the start of the meeting, the maintenance of a register of conflicts, and a process for managing all conflicts which are declared.

# Format and cadence

The meeting schedule will be as requested by the Convenor of Court and last 1 hour.

**INPUTS**

* Previous minutes and actions
* Nominations to Court

**OUTPUTS**

* Revised papers and reports to Court
* Action Log
* Minutes