

Minutes of Nominations Committee meeting

Date: Thursday, 25th May 2023
Time: 5.00pm, Via Microsoft Teams

Chair: Mr Kevin Lewis

Attendees: Professor Veronica Campbell
Ms Ruth Beadle

In attendance under the Code of Governance:

Mr Cormac O’Toole, Vice President for Corporate Affairs

In attendance under Item 2.a & 2.b

Ms Susan Green, Corporate Risk, Compliance & Internal Audit Co-ordinator

Apologies: Professor Patrick Prendergast
Ms Elaine Sheridan, Vice President for Corporate Affairs & Finance

Secretariat: Mary Clare Coogan

Item Title	
1.	<p><u>Chair’s Welcome:</u></p> <p>a. <u>Chair’s opening notes</u> NOTED Mr Kevin Lewis advised he would be chairing today’s meeting as requested by, and in the absence of Professor Prendergast. Confirming the meeting was quorate, he commenced the business of the meeting.</p> <p>NOTED Mr Lewis referred to the list of attendees at the last meeting and queried if the meeting was quorate, as it was his understanding that the President was not a member of the Nominations Committee. The VP for Corporate Affairs in referring to the Terms of Reference confirmed that this was correct and it was agreed to reconfirm and ratify the items that required approval at the last meeting as follows:-</p> <p><u>Item 1.a - Approval of minutes</u> NOTED The minutes of meetings of 29th July, 19th October and 1st December 2022 were approved. AGREED Minutes to be uploaded to the website. Proposed by Mr K. Lewis and seconded by Ms R. Beadle.</p> <p><u>Item 2.a - Report on Governing Body Staff Elections</u> NOTED The VP for Corporate Affairs & Finance advised that the committee need to approve the Report on Governing Body Staff Elections 2022 before being brought to the Governing Body. Proposed by Mr K. Lewis and seconded by Ms R. Beadle.</p>

<p>b.</p> <p>c.</p>	<p>AGREED To approve the report and upload to the website with the minutes of this meeting.</p> <p><u>Approval of minutes: 28th March 2023</u> AGREED To approve the minutes of 28th March 2023 and upload to website.</p> <p><u>Matters arising</u> NOTED There were no matters arising.</p>
<p>2.</p> <p>a.</p> <p>b.</p>	<p><u>Committee matters:</u></p> <p><u>Terms of Reference (Updated)</u> NOTED The VP for Corporate Affairs advised that the Nominations Committee Terms of Reference have been amended in accordance with what is required under HEA Act 2022. He further advised that these amendments have been highlighted in the document that was circulated to the committee, and it is proposed that the committee will recommend the updated Terms of Reference to the Governing Body for approval. This will allow the committee to proceed with the amended legislation as outlined in the briefing paper.</p> <p><u>Briefing Paper</u> NOTED Ms Green was welcomed to the meeting. She advised that the HEA Act 2022 made some amendments to the Technological Universities Act 2018. Specifically for the purposes of the committee, the amendments were around membership of the Governing Body of the TU and on transitional arrangements for membership and Chairperson of the Governing Body. A two-stage approach is proposed with the focus, in the first instance, being on stage 1 given the legislative requirement to complete this process by the 9th November 2023.</p> <p>Ms Green outlined the two stages as follows: Stage 1: Satisfy the Nominations Committee and Governing Body that the university meets the memberships, skills and experience requirements of the HEA Act, agree the arrangements and procedures with the Minister and make the appointments and inform the Minister (to be completed by 9th November 2023). Stage 2: Put in place the necessary arrangements for the subsequent Governing Body membership on expiration of terms of office for members from the 30th April 2024. Arrangements will need to be made to ensure a process is in place to have a Governing body in place on the 1st May 2024.</p> <p>Further details on the process which included the actions required, were set out in the briefing paper and approval was sought from the committee to commence this process. A discussion took place and the committee were happy with the steps as outlined by Ms Green.</p> <p>AGREED To (1) recommend to the Governing Body that they approve the updated Terms of Reference, and (2) approve that SETU commence the process as set out in the briefing document. Proposed by Mr K. Lewis and seconded by Ms R. Beadle.</p>