Nominations Committee

Terms of Reference

Purpose	To be responsible to the University Board for agreeing, and subsequently overseeing, the process for the appointment of **all** Board members, the Chancellor, the Pro-Chancellors, the Vice-Chancellor and other holders of senior posts (currently defined as the members of the University Executive Team (UET) and the Clerk to the University Board). To be responsible for ensuring that the Board has the necessary skills available to it and for deploying those effectively.
Main responsibilities and delegated authority	1. To agree, and subsequently oversee, the process for the appointment and selection of the Chancellor and the Pro-Chancellors, including making recommendations to the Board on the number of Pro-Chancellors, with provision for Senate involvement as appropriate. The Committee will make recommendations for appointment and removal to the Board and the Board retains the responsibility for approval of these appointments. 2. To agree, and subsequently oversee, the process for the appointment and selection of the Vice-Chancellor and the Clerk to the Board. The Committee will make recommendations for appointment to the Board and the Board retains the responsibility for approval of these appointments. 3. To agree, and subsequently oversee, the process (including approval of the selection committee membership) for the appointment and selection of holders of senior posts who are co-opted Board members. The selection committee will make recommendations for appointment to the Board and the Board retains the responsibility for approval of these appointments. 4. To agree, and subsequently oversee, the process for the appointment and selection of all independent Board members. The Committee will make recommendations for appointment to the Board and the Board retains responsibility for approval of these appointments. 5. To agree, and subsequently oversee, the process for the appointment and selection of other Staff Board members which currently includes 1 Senate Member , 1 Academic Staff Member and 1 Professional Service Member . The Committee will make recommendations for appointment to the Board and the Board retains responsibility for approval of these appointments. 6. To agree, and subsequently oversee, the process for the appointment and selection of Student Board

	members. The President of the Student Union is currently an ex officio Board member. 7. The appointment and selection of holders of senior posts who are not the Clerk, Vice-Chancellor or Executive Board members is delegated to the Vice-Chancellor who will consult with the Committee. 8. Where a member's term of office is coming to an end reappointments, where permitted, are not automatic and will be considered by the Committee who will make recommendations to the Board taking into account maximum terms of office and the skills, knowledge and experience needed at that time. 9. To define the skills required by the Board and monitor the skills available, in order to ensure that the Board has access to the range of skills appropriate to the needs of the University and to ensure that adequate plans are in place for the succession of Board membership to maintain the appropriate balance of skills and experience (and including oversight of succession planning for the holders of senior posts). To approve role descriptions and other documentation in order to facilitate this. To make recommendations to the Board on the size and structure of the Board in order to ensure that the appropriate balance of skills and experience is maintained. * 10. To make recommendations to the Board on the process for selecting a University Board Chair and Deputy Chair and University Board Committee Chairs and Deputy Chairs from amongst the Board's independent membership. 11. To make recommendations to the Board and its Committees regarding the membership of those Committees to ensure an appropriate balance of skills. 12. To make recommendations to the Board on the appointment of Directors to the Boards of BU Subsidiary Companies and other relevant related company roles. 13. To agree, and subsequently oversee, the process of development reviews for Board members (note that for members who are also members of staff, these development reviews will relate only to their role on the Board and the normal institutional appraisal process will apply in respect of job performance). 14. To consider and make recommendations regarding the induction and development needs of Board members. 15. To have full regard to the University's policies in respect of Dignity, Diversity and Equality in its deliberations and recommendations, and to consider how to improve diversity amongst the Board's

	membership and seek to achieve a more diverse membership as and when vacancies arise. 16. The Committee will make recommendations to the Board in respect of the removal of any of its members, including co-opted Committee members, from office in the event that a member breaches the terms of their appointment.
Duration	Permanent
Chair	Chair of the University Board
Deputy Chair	Deputy Chair of the University Board
Management and Support	Clerk to the University Board and members of the Governance Team as required.
Membership	Chair of the University Board (Chair) Deputy Chair of the University Board Chair of Remuneration Committee Vice-Chancellor Chair of the Audit, Risk & Governance Committee Chair of the Finance & Resources Committee The Committee may need additional advice and information from other individuals who may attend to present papers or to be present for particular agenda items with the Chair of Committee's consent.
Quorum	3 Members.
Usual Number of Meetings	Normally twice per year (January and June)
Reporting Line	Reports to the University Board.
Minutes	Summary reports of meetings are submitted to the next meeting of the University Board.
Sub-committees	None.
Publication	Minutes are confidential and are not routinely published.
Notes	The Committee will undertake periodic self-assessment reviews of its own effectiveness. Remuneration Committee retains responsibility in accordance with its terms of reference and the Chair of Remuneration Committee shall also be a member of Nominations Committee to ensure effective co-ordination between the Committees, particularly in relation to appointments. *With comments from Audit, Risk and Governance Committee as appropriate.

Clerk to the Board use only:

Final approval by:	University Board	Version number:	13

Approval date:	10 July 2026	Notes:	
Date of last review	24 June 2026	Due for review:	Committee to review annually and submit any amendments to the Board for approval as required. Next review is due June 2027.