



CHAIRS COMMITTEE CONSTITUTION AND TERMS OF REFERENCE 2023/24

Composition:

Six (6) members - Pro-Chancellor of the University (Chair of the Governing Body)
Chair of the Audit Committee
Chair of the Finance and Resources Committee (and Deputy Chair of the Governing Body)
Chair of the Remuneration Committee
Vice-Chancellor and Chair of the Academic Board
One co-option if vacancies exist because individual members fulfil multiple roles

Note: that whenever there is a change to the Chairship of any of the committees, the current membership arrangements of the Chairs Committee should be reviewed to ensure broad representation of the whole of the Governing Body.

Quorum:

Three (3) members

Reporting Relationships:

Reports to the Governing Body

Secretary:

Clerk to the Governing Body

In attendance by invitation:

At the discretion of the Chair

Frequency of meetings:

Normally three (3) times per annum

Terms of Reference

To advise the Governing Body with regard to:

- 1) Oversight of Governance policy and practice and recommend changes to the policy and practice in line with regulatory and best practice requirements;
- 2) Monitoring and considering annual Register of Interests and meeting declarations;
- 3) Considering nominations to the Governing Body and recommending appointment of Governors and Co-opted Members to the Governing Body;
- 4) Considering and approving nominations of Honorary Fellowships and Doctorates;
- 5) Considering and approving nominations for naming University buildings and rooms;
- 6) Monitoring compliance with the CUC HE Code(s) of Governance;
- 7) Oversight of the Committee Terms of Reference/Standing Orders and Schedule of Delegation and co-ordination through the Committee Chairs;
- 8) Oversight of the arrangements for annual Governor informal discussions and three yearly review of governance;
- 9) Reviewing its own effectiveness and performance annually on a 'light touch' basis and formally every three years;
- 10) Strategic oversight of Estate Master Planning;
- 11) Annual Review of Chairs Committee Terms of Reference and Work Plan; and
- 12) Those other matters deemed appropriate by the members of the Committee or identified by the Governing Body.

Alison Sear
Clerk to the Governing Body