

# STAFF REPRESENTATIVES ON GOVERNORS' COMMITTEES

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Staff Representatives on Governor Committees
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## 1. Background

The University is keen to foster greater Staff and Student involvement in the University's governance through having staff representatives on Governor's Committees. It was proposed this be achieved by co-option to appropriate committees and by involving staff and students with appropriate skills and experience. In this way, the Board is able to:

- call upon additional skills when needed;
- increase the number of University members contributing to the overall process of governance;
- make processes and decisions more transparent.

## 2. Term of office

2.1 The standard term of appointment for staff representatives is a single three-year period and there is no reappointment. [Board, 9 October 2002, Min 15.7 refers]

2.2 The term of office for staff representatives is aligned with the financial year (1 August–31 July). [Board, 16 March 2005, Min 54.5 refers]

## 3. Eligibility for office

Staff Representatives must be employees of the University. Full-time staff and part-time staff are eligible for appointment as Staff Representatives. A Staff Representative can only be appointed to one committee for a single three-year term of office.

## 4. Appointment process

### 4.1 Audit and Risk, Infrastructure and Finance Committee and People, Culture and Engagement Committee

There is one staff representative on each Committee, in attendance.

Appointment process: an all staff communication is made for expressions of interest. Each candidate has an informal discussion with the Committee Chair. If a number of people register an interest in being a staff representative on a particular Committee, on receipt of all of the statements, the Chair may do a paper based short-listing exercise in the first instance. The Chair considers the candidates in the context of the current skills profile of the Committee's membership and the key issues facing the Committee over the next three years, and then makes a selection. The Chair will make the final decision. (Comment is sought from the Chair of the Board, the Executive Director of Corporate Governance/ Clerk to the Board of Governors and the Vice-Chancellor if/as necessary.)

## 4.2 Nominations Committee

There is one staff representative, in attendance, on the Nominations Committee appointed by the Academic Council. (Board of Governors, July 2020).

Appointment process: Academic Council appoints a nominated representative from the membership of the Academic Council through a call for expressions of interest. If only one nomination is received, that member of staff will be appointed uncontested. If there is more than one expression of interest, then a ballot is held. The results of the elections will be notified to the Academic Council.

If the appointed staff representative ceases to be a member of Academic Council during their term of office then their term of office will cease at the end of the academic year in which their membership of the Academic Council ceased.

## 5. Responsibilities

- 5.1 To serve on a committee of the Board as a Staff Representative.
- 5.2 To observe the seven [Principles of Public Life](#) as set out in the first and second reports of the Committee of Standards in Public Life (the Nolan Committee), which are:
  - selflessness;
  - integrity;
  - objectivity;
  - accountability;
  - openness;
  - honesty;
  - leadership.
- 5.3 More detail on the responsibilities and expectations of the role can be provided by the Corporate Governance team by emailing [corporate-governance@port.ac.uk](mailto:corporate-governance@port.ac.uk).

## 6. Confidentiality

- 6.1 Staff representatives should abide by the principles of openness and transparency in the operation of governing bodies as laid down in the [Committee of University Chairs \(CUC\) Higher Education Code of Governance](#) (September 2020).



- 6.2 In short, the general principle applies that students and staff of the institution should have appropriate access to information about the proceedings of the governing body.
- 6.3 There may, however, be matters covered where it is necessary to observe confidentiality and it must be recognised that there are limits to how much can reasonably be said, for example, where documents are received which are embargoed, sensitive information regarding commercial-in-confidence matters, and confidential papers about an individual's position. On those occasions where documents are marked confidential and minutes are marked confidential, then they are confidential to Governors and those present at Governors' meetings. The content of such items should not be discussed outside those fora.
- 6.4 On occasion, there may be matters arising in Governors' business that interact with another body that Governors or Staff Representatives are associated with and that may test the bounds of confidentiality. If Governors or Staff Representatives are in any doubt whether information should be in the public domain, then they should refer to the Clerk to the Board of Governors (Executive Director of Corporate Governance) in the first instance.

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