

STAFF GOVERNORS – APPOINTMENTS AND PROCEDURES

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Contents

1.	Background	4
2.	Term of office	4
3.	Eligibility for office	4
4.	Appointment processes	
4.1	Academic Council Nominated Teaching Staff Governor	4
4.2	Elected Staff Governors	5
5.	Responsibilities	5
6.	Communications	5
7.	Confidentiality	6
8.	Time commitment	6
9.	Remuneration and expenses	7
10.	Person specification	7

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1. Background

The Board of Governors of the University of Portsmouth has a majority of members who are drawn from outside the University but also comprises a number of governors who are appointed from within the University. The internal appointments comprise:

- The Vice-Chancellor (ex officio)
- The UPSU Elected Officer (ex officio)
- One Student Governor
- Three Staff Governors, comprising:
 - One member of Teaching Staff nominated by Academic Council (which can be undertaken by an individual or on a job share basis)
 - Two elected Staff Governors, comprising one Academic staff member and one Professional Services staff member

2. Term of office

- 2.1 The normal term of appointment for Academic Council Nominated Teaching Staff Governors is an initial three-year period with the option of re-election.
- 2.2 The normal term of appointment for Elected Staff Governors is an initial three-year period with the option of re-election.
- 2.3 The term of office for Staff Governors is aligned with the financial year (1 August–31 July).

3. Eligibility for office

Full-time staff and part-time staff are eligible for appointment as Staff Governors.

4. Appointment processes

4.1 Academic Council Nominated Teaching Staff Governor

- i) The Academic Council Nominated Teaching Staff Governor is elected by and from Academic Council Members.
- ii) **Process.** Nominations are called for via an email to all members of Academic Council. If only one nomination is received, then this will be deemed successful and the election will be uncontested. If more than one nomination is received, then a ballot is held. The successful appointments are confirmed at the subsequent Board of Governors, notified to all staff via Staff News and posted on the University Board of Governors' webpage.

4.2 Elected Staff Governors

- i) The Board includes two elected Staff Governors: one Academic Staff Governor and one Professional Services Staff Governor.
- ii) The Academic Staff Governor is elected by and from the academic staff.
- iii) The Professional Services Staff Governor is elected by and from the professional services staff.

- iv) **Process.** Nominations are called for through Staff News. If only one nomination is received, that member of staff is appointed uncontested. If more than one nomination is received, then a ballot is held. The successful appointments are confirmed at the subsequent Board of Governors, notified to all staff through Staff News and posted on the University Board of Governors' webpage.

5. Responsibilities

All governors are expected to:

- 5.1 Carry out the responsibilities of members set out by the Committee of University Chairs (CUC) in The Higher Education Code of Governance (September 2020) which can be found [here](#), and to abide by the [University Code of conduct for governors](#).
- 5.2 Serve on one or more committees of the Board or on other bodies on behalf of the Board.
- 5.3 Participate fully in the life of the University community by attending ceremonial, cultural and public events and lectures and taking an active interest in the work of the University community.
- 5.4 Promote the University in the wider community.
- 5.5 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).
 - Selflessness
 - Integrity
 - Objectivity
 - Accountability
 - Openness
 - Honesty
 - Leadership
- 5.6 Undertake such training and induction as required to carry out the role of a member of the Board.

6. Confidentiality

- 6.1 Staff Governors should abide by the principles of openness and transparency in the operation of governing bodies as defined by the Committee of University Chairmen (CUC) in [The Higher Education Code of Governance \(September 2020\) Element 1, section 1.5, page 10](#).
- 6.2 There may, however, be matters considered by the Board that must remain confidential and it must be recognised that, in such circumstances, there are limits to how much can reasonably be shared by Staff Governors with colleagues, for example, where documents are received which are embargoed, contain sensitive information regarding commercial-in-confidence matters, or are 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 forums. The agreed minutes of meetings are the formal records for reference.

- 6.3 On occasion, there may be matters arising in Governors' business which interact or conflict with another body that Governors are associated with. If Governors feel they have a potential or actual conflict of interest or are in any doubt whether information should be in the public domain, then they should consult the Clerk to the Board of Governors (Executive Director of Corporate Governance) in the first instance.

7. Time commitment

Per annum:

- Board Meetings: 5 x half day
- Committee Meetings: 4 or 5 x half day
- Annual Away Day: 1 day

There is also a time commitment for reading in preparation for those meetings. Approximately, on average, this can mean one or two days per month.

Note: Some Governors choose to take up opportunities to be on more than one committee and/or attend invitations and functions at the University – but this very much depends on the individual capacity/time availability of those Governors.

8. Remuneration and expenses

This is an unpaid role but expenses are paid for travel and subsistence in relation to duties undertaken as a consequence of Board membership. Expenses may be claimed at standard University rates.

9. Person specification

A Staff Governor should:

- i) from their experience, particularly as a member of staff, bring real insight to the proceedings of the Board;
- ii) understand the distinction between governance and management;
- iii) be able to demonstrate an interest in and commitment to higher education and to public service;
- iv) be able to demonstrate the ability to exercise their responsibilities with independence, discretion, and respect for confidentiality;
- v) be able to attend, on average, one or two meetings a month at the University;
- vi) be able to work as part of a team: the Board of Governors exercises its responsibilities in a corporate manner, with all of the members acting as a body.

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