

# London South Bank University

Minutes of a Meeting of the Chair Nomination Committee  
held at 4.00pm on Wednesday, 9 October 2013  
in 1B27, Technopark, London SE1

## Present

Andrew Owen	Convenor and Chair
Steve Balmont	(for minutes 4-14)
Douglas Denham St Pinnock	
James Smith	
Prof Hilary McCallion	

## Apologies

Mee Ling Ng

## In attendance

James Stevenson	University Secretary and Clerk to the Board of Governors
Michael Broadway	Governance Officer

## Welcome

1. The convenor of the committee welcomed members to its first meeting.

## Declarations of Interest

2. No interests were declared on any item on the agenda.

## Selection of Chair of Committee

3. The committee agreed that Andrew Owen should be appointed Chair of the committee.

## Terms of Reference

*Steve Balmont entered the meeting*

4. The committee discussed their terms of reference (paper **CNC.01(13)**), which had been approved by the Board of Governors. The committee requested that term 2.3 is amended to allow the committee to co-opt other independent governors if required.

## Membership of the Committee

5. The committee reviewed its current membership and whether it needed to co-opt individuals with additional skills for the committee (paper **CNC.02(13)**).
6. The committee agreed that an external adviser with broad experience of the higher education sector would bring additional skills and experience to the committee and add value to the process. The individual would need to be able to attend meetings regularly and have an understanding of the University's mission and ethos. The committee requested the secretary to draft a list of suitable candidates from members of the committee and the Chairman of the Board and, in consultation with the Chair of the committee, to approach a suitable candidate.  
*Secretary's Note – the committee subsequently agreed that an external adviser would not be necessary*
7. The committee considered whether an additional independent governor, a student governor and a staff governor should be co-opted to the committee.

## Role Description for Chair of the Board

8. The committee discussed the proposed role description of the Chair of the Board (paper **CNC.03(13)**).
9. The committee highlighted that diversity was very important to the University and that this should form part of the role description for the Chair and the brief to the potential recruitment consultants. Amendments were suggested in the meeting and members were invited to forward further comments to the Secretary via email. The committee requested the Secretary to redraft following these comments. The recruitment consultants would also comment on the role description when appointed.
10. The committee noted that the role was unremunerated in line with practice in the sector.

## Selection process for Chair of the Board

11. The committee discussed the proposed selection process (paper **CNC.04(13)**). The committee noted that there were no internal candidates for the role. In order to identify the best candidate the committee agreed that open recruitment by external advertisement and search was the preferred method of selection.

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12. It was agreed that it was in the best interests of the University to appoint recruitment consultants to lead the search for an appointable candidate. The committee requested the Secretary to approach the following three recruitment firms to present to the committee in early November 2013:
- Saxton Bampfyld
  - Odgers Berndtson (who undertook the successful VC recruitment exercise)
  - Heidrick & Struggles
13. The committee noted the proposed schedule and requested that the process is accelerated when a longlist of candidates has been identified.

## **Date of next meeting**

14. It was reported that the date of the next meeting would be confirmed by the Secretary. The next meeting would be to appoint recruitment consultants and would be in early November 2013.

## **Close of meeting**

15. There being no further business the Chairman declared the meeting closed.

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**Chairman**