

Chairs' Committee¹

2024-25

Key Role

To coordinate the activities of all Council sub-committees and to fulfil the functions of a Nominations Committee, as required by the Committee of University Chairs (CUC) Code of Governance.

The Committee has a responsibility to ensure that value for money for all students and taxpayers is embedded in decision making, in line with the University's Value for Money Policy, having regard to VfM whenever it is called to review proposals and approve plans in line with its delegated authority, ensuring transparency and accountability in operational decision making and planning for the future. Where appropriate this regard to VfM should include measuring and reporting on performance to determine if projects have delivered their intended outcomes and secured value for money.

Terms of Reference

- (a) To coordinate the activities of all Council sub-committees to ensure a smooth flow of information and a joined-up approach to any issues requiring Council oversight.
- (b) To provide an early sounding board for both the Executive and individual sub-committees as policies are developed for presentation to Council.
- (c) to act as a sounding board for management to present early thinking in relation to a strategy or potential major initiative, in order to aid UET in refining options for further consideration by Strategy and Performance Committee and subsequently full Council.
- (d) to recommend the appointment of independent members of Council to Council for approval and to advise the Chair on the allocation of independent members of Council to Committees or Task Groups.
- (e) led by the Vice Chair, to advise the Chair on:
 - i. individual performance and effectiveness reviews of all members of Council;
 - ii. appraisal, training and development programmes for Council members (individually or collectively);
 - iii. to monitor the induction of new Council members including the continuation of the buddy scheme.
- (f) to maintain and monitor:
 - i. skills matrices for Council and its committees to enable the recommendation of appointments to Council;
 - ii. the composition of Council and its sub-committees from an equalities and diversity perspective;
 - iii. the implementation of recommendations following Council or committee effectiveness reviews.

¹ Updated in November 2020 to include VFM responsibilities

- (g) to review and recommend any changes to the Council Code of Conduct.
- (h) to seek assurances from the Executive in respect of ongoing compliance with Prevent regulation;
- (i) to appoint members of the University to serve on relevant bodies outside the University.
- (j) to appoint members to Court (Sussex Annual Forum) in accordance with the Regulations for Court as required.

Composition

Membership:

- Chair of Council (Chair)
- Vice-Chair
- Chair of Finance and Resources Committee
- Chair of Strategy and Performance Committee
- Chair of Audit and Risk Committee
- Chair of Remuneration Committee (A and B)
- Chair of Student Experience Committee
- Vice-Chancellor

In attendance:

- Chief Operating Officer
- Provost

Deputising for members is not permitted without explicit agreement of the Chair.

The Committee cannot further delegate its responsibilities as set out above.

The Chair may co-opt members to the Committee as required.

Committee Management

Secretary

Head of Governance Services

Quorum

Four members for the purposes of any decisions (to include one of Chair and Vice-Chair, Vice-Chancellor (or Provost) and two further members)

Frequency of meetings

Three times per year and otherwise at request of the Chair

Reports to

Council