



Plans for new member induction and training

Outcome requested:	Governance Committee is asked to note the induction arrangements for new members of Council and training provision available to all Council members.
Executive Summary:	This paper outlines the induction and training framework to be put in place for Council members.
QMUL Strategy: strategic aim reference and sub-strategies	Good governance supports all elements of the strategy
Internal/External regulatory/statutory reference points:	Queen Mary Charter and Ordinances CUC HE Code of Governance
Strategic Risks:	N/A
Equality Impact Assessment:	No equality and diversity issues are raised by this paper.
Subject to prior and onward consideration by:	By Committee only
Confidential paper under FOIA/DPA	No
Timing:	Annual report to Governance Committee
Author:	Dr Nadine Lewycky, Assistant Registrar (Governance)
Date:	08 June 2021
Senior Management/External Sponsor	Jonathan Morgan, Chief Governance Officer and University Secretary

Plans for new member induction and training

1. This paper outlines the induction framework for new Council members and the training provision that is to be made available to all Council members. In the course of the 2021–22 academic year, there will be up to seven new internal and external members joining Council. The framework provides a structure while allowing for flexibility to accommodate individual needs and priorities.

Induction for new Council members

2. On appointment, new Council members are provided with a reading pack including information on the role and the University, various sector-wide publications covering finance, governance and regulation, and the Charity Commission guidance on the role of a trustee. Members of standing committees are also provided with key information relevant to the business of that Committee.
3. New members are offered the opportunity, through the Council Secretariat, to meet with members of the Senior Executive Team and Professional Services Leadership Team. The Council Secretariat also offers advice on timing and priorities.
4. New Council members are encouraged to attend a full-day course for new university governors run by Advance HE. Last year, the University supported all the new QMSU Executive Officers to attend the Advance HE student governor training programme.

Training

5. Council members are provided with the Council member handbook, updated annually, at the start of each academic year alongside the Statement of Primary Responsibilities and Council member role description. The Handbook, past Council and Committee papers and minutes, as well as reference documents about governance and the Higher Education sector, are available to all members in the document library on Convene.
6. Members are informed of sector-wide training opportunities through periodic notifications in the weekly mailing and are encouraged to contact the Council Secretariat about any training needs.
7. The Council Secretariat assists members of Council who wish to meet with members of the University leadership to improve their understanding of issues relating to their role.
8. Following the introduction of the government's Higher Education (Freedom of Speech) Bill, training will be provided to Council members to support their responsibilities in relation to freedom of speech and academic freedom. Training will also be delivered on the revised Statement of Primary Responsibilities, which is being updated to align with the new CUC Higher Education Code of Governance.