



### Search Committee for the new Chairman of Council

<b>Outcome requested:</b>	Council asked to <b>consider</b> the process for the selection and appointment of new Chair of Council.
<b>Executive Summary:</b>	<p>The paper sets out the approach to be taken to the appointment of the new Chair of Council, which proposes that the recruitment process should commence in early 2016.</p> <p>The paper includes a suggested timetable and membership of the Search Committee that would be convened.</p> <p>The timetable is indicative at present and may need to be revised once the timescale for appointing and working with an executive search firm is better known.</p>
<b>QMUL Strategy: strategic aim reference and sub-strategies</b>	Effective governance supports the achievement of all strategic aims.
<b>Internal/External regulatory/statutory reference points:</b>	QMUL Charter and Ordinances
<b>Strategic Risks:</b>	24. Failure to ensure effectiveness of Council and its Committees.
<b>Equality Impact Assessment:</b>	<p>The use of executive search is intended to ensure that the recruitment of a new Chair will target a wider and more diverse applicant pool.</p> <p>Members of the Search Committee will be expected to have completed QMUL's fair selection and interview skills training.</p>
<b>Subject to prior and onward consideration by:</b>	Governance Committee 14 October 2015
<b>Confidential paper under FOIA/DPA</b>	No
<b>Timing:</b>	It is proposed that the recruitment process will commence in early 2016 with a view to appointing the Chair-designate as a member of Council from the end of 2016.
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<b>Date:</b>	01 August 2015
<b>Senior Management/External Sponsor</b>	Elizabeth Hall, Vice-Chair of Council

## **Selection and appointment of new Chair of Council**

1. The term of appointment of the present Chair of Council ends in January 2018. In the past, Council has found it desirable to appoint a new Chair well in advance of the current Chair's end date, with the Chair-designate co-opted as a member of Council so that he/she has opportunity to learn something about Council and about QMUL before taking on the Chair's responsibilities.
2. If Council wishes to adopt the same approach this time, this would suggest that the Chair-designate should join Council by Easter 2017 at the latest. To allow for contingencies, I would recommend a target appointment date of end of 2016. The process is necessarily a slow one, with approaches having to be made to senior people (whether or not there is advertising). This suggests that the process needs to start in the early months of 2016.
3. It is the responsibility of the Vice-Chair to set up and lead the appointment of a new Chair. As my own term comes to an end in December 2015, the new Vice-Chair will need to take this forward. I am putting the following proposals now so that the necessary arrangements can be put in place to assist the new Vice-Chair when the time comes.

### **Suggested timetable**

February/March 2016	Selection Committee set up and first meeting to discuss job description and person spec
April 2016	Initial briefing, with headhunter if used
April – October	Search, up to longlisting
November/December 2016	Shortlisting and interviews, leading to
January 2017	appointment and public announcement
March/April 2017	Chair-designate joins Council
Remainder of 2017	Chair-designate undertakes familiarisation programme
January 2018	Chair takes up post

### **Selection Committee**

4. The Vice-Chair will need to convene a selection committee with appropriate representation of interest groups and external input. On past occasions a previous member of senior staff and/or an experienced alumnus/alumna has joined the Committee and has provided a useful external perspective, and the Committee at its discretion may wish to invite one or two such individuals this time.

5. The committee might comprise:

- Vice-Chair of Council (Chair);
- Two other external members of Council;
- One elected (staff) member of Council;
- President and Principal;
- A student representative;
- One member of QMSE other than the President and Principal.

Other members may be co-opted by the Search Committee, if required.

6. The Director of HR and the Secretary to Council should support the Committee and assist in its deliberations.

7. The Committee will

- compile/approve the job description and person specification;
- decide on the method(s) of search eg use of a recruitment consultant and if so select one;
- carry out long listing and shortlisting;
- interview and arrange programme of other interviews;
- oversee the appointment.

8. I would expect that the Committee would need to meet three or four times during the course of 2016, plus interviewing shortlisted candidates.

### **Recommendations**

9. Council is invited to **consider** the proposals above for the timetable for selection and appointment, and for the composition of the Selection Committee.

10. I would be pleased to support the Vice-Chair in this process if it would be helpful.

Elizabeth Hall

August 2015