

## **NOMINATIONS COMMITTEE - TERMS OF REFERENCE**

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### **1. Purpose**

1.1 Council has established a Nominations Committee under delegated powers from Council, with the remit set out below:

- To approve the member<sup>1</sup> appointment, review and reappointment processes;
- To approve plans for Council member appointments following a review by Council of the vacancy requirements;
- To approve plans for statutory committee member appointments;
- To approve plans for member development (including induction and training);
- To approve the re-appointment of members (excluding Council members) in line with the Council and committee re-appointment process;
- To approve member (excluding Council members) extensions and emergency appointments; and
- To approve matters relating to the continuation in office of any member (excluding Council members) including the retraction of resignation, disqualification, suspension and removal from office;
- To advise Council regarding:
  - The role profile and competences required of Council members, following an evaluation of vacancy requirements;
  - The re-appointment of Council members (in line with the Council and committee appointment process);
  - The role description for the Senior Council Member;
  - Council member extensions and emergency appointments;
  - Matters relating to the continuation in office of any Council member including the disqualification, suspension and removal from office of the Chair and Council members;
- To appoint independent members to non-statutory committees;
- To approve a statement in the annual report about its membership, role and remit for the preceding year;
- To approve the annual process for Council evaluation;
- To ensure that all policies and work within the committee's remit take account of and promote the GOC values and commitment to equality, diversity and inclusion.

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<sup>1</sup> All associates of the GOC who are neither employees, workers nor contractors.

1.2 Committee members may also act as members of Appointments Panels to carry out appointment campaigns (in line with the Member Appointment Process). It will be for the Appointment Panel to make recommendations to the Privy Council in relation to Council appointments and to make appointments in relation to all other member vacancies.

## **2. Membership, Chair, Secretary and Quorum**

2.1 The Committee will have up to four members including the Council Chair, two Council members and one fully independent member<sup>2</sup>. The quorum necessary for the transaction of business will be two members. In the instance of a tied vote, the Chair will have the casting vote.

2.2 Meetings will be chaired by the Council Chair, except when the committee is dealing with the matter of succession to the chairmanship. In the absence of the Chair, the remaining members present will elect one of their number to chair the meeting.

2.3 Members will be appointed by Council, in consultation with the Chair, for a fixed period of four years, extendable by one further reappointment for up to four years.

2.4 Members must excuse themselves from any part of any meeting considering their own appointment or reappointment.

2.5 Members of the Senior Management Team<sup>3</sup> may attend and speak at meetings of the committee. Others may be called upon to attend and speak at the invitation of the Chair.

## **3. Frequency and Notice of Meetings**

3.1 The Committee will meet at least once during each financial year.

3.2 Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed and supporting papers, will be forwarded to each member of the Committee and any other person required to attend, no later than five working days before the date of the meeting.

## **4. Minutes of Meetings**

4.1 The secretary will minute the discussion, decisions and actions of all meetings of the Committee, including recording the names of those in attendance.

4.2 Minutes of Committee meetings will be circulated promptly to all members of the Committee once agreed by the Chair and formally approved at the following meeting.

## **5. Accountability & Reporting Responsibilities**

5.1. The Committee is accountable to Council.

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<sup>2</sup> A person who is able to provide a credible and unbiased perspective, who is not a GOC employee or a member of Council or any of its statutory committees and who is not and never has been a registrant of the GOC or an employee of a registrant of the GOC.

<sup>3</sup> All Directors reporting to the Chief Executive and Registrar.

5.2. The draft minutes of the Committee meeting will be circulated to the next Strictly Confidential meeting.

**6. Other**

6.1. The Committee will review its effectiveness, including how it is performing against its terms of reference, on an annual basis and report the results to Council.

6.2. The Committee will review its terms of reference every three years and recommend any changes it considers necessary to Council for approval.

**7. Authority**

7.1 The Committee is authorised by Council to seek such information as it may reasonably require from any employee or member of Council to fulfil its remit.