

SCHOOL OF INFORMATICS

Recruitment Committee

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Committee roles and responsibilities

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Background – Varying arrangements exist for the operation of committees within Informatics. This paper sets out the respective roles and responsibilities of the:

- Committee Convener/Chair
- Committee Officer
- Committee Clerk

This is seen as a first step towards reviewing the remit, membership and operation of each committee, including refreshing memberships where necessary, and clarifying the relationship between committees. This is intended to facilitate the effective and efficient functioning of the School governance structure.

A draft remit and membership for Recruitment Committee is also provided.

Action requested from the committee: To note and comment on the proposal.

Committee roles and responsibilities

The following are proposed as the respective roles and responsibilities in relation to functioning of School committees.

Convener/Chair

- Chair meetings of the Committee (or, if not possible, make arrangements for a suitable alternate to chair the meeting).
- Ensure that meetings are quorate. Business may be conducted at meetings which are not quorate, however any decisions will need to be homologated, either by circulation or at a later, quorate, meeting.
- Ensure that meetings are conducted in good order and that business is dealt with in accordance with the remit of the Committee.
- Ensure that appropriate steps are taken to identify and deal with any potential conflicts of interest.
- Approve the draft minute, prior to publication.
- Periodically review the operation of the Committee, including its remit and membership and the effectiveness and efficiency with which it conducts its business.

With the support of the Committee Officer:

- Agree and publish a schedule of meetings.
- Agree the agenda for each meeting (including any 'standing items') and identify any required papers.

- Identify any 'reserved' (ie private) items of business and make sure that they are dealt with appropriately.
- Ensure that places on the committee are filled as required. These will normally be a combination of ex officio members and representative members.
- In the case of representative members, ensure that appropriate processes are in place to identify and select members from the relevant constituencies.
- Ensure that representative members' terms of office are respected and new or renewed appointments are made at the appropriate intervals.

Committee Officer

- Support the Committee Convener/Chair in their role (see above).
- Advise the Committee Convener/Chair on procedural matters.
- Solicit agenda items and papers in advance of meetings.
- Make arrangements for meetings to be minuted.
- Ensure that agendas, minutes and papers are distributed in a timely manner.
- Ensure that non-attendees are advised of any required actions or decisions which impact upon them.
- Obtain reports on any outstanding actions from members who submit apologies to meetings.

Committee Clerk

- Make room bookings for Committee meetings and any other required arrangements (eg catering).
- Assist in the production of the agenda and collation of papers.
- Assist in the distribution/publication of agendas, minutes and papers.
- Attend the meeting to take notes and produce a draft minute of the meeting.
- Assist in ensuring that non-attendees are advised of any required actions or decisions which impact upon them.
- Assist in obtaining reports on any outstanding actions from members who submit apologies to meetings.
- Assist in processes to identify and select representative members of the Committee from the relevant constituencies.

In the case of some committees, the role of Committee Officer and Committee Clerk may be combined.

Committee actions

Actions which may be requested of a committee (in relation to agenda items and papers):

- **To note:** to acknowledge information given. There is generally no need to discuss the item in question
- **To receive:** to formally receive the document or information. The committee is not being asked to make a decision
- **To consider:** to discuss the topic/document. The committee is not being asked to make a decision about it but is being asked for its views
- **To approve:** to discuss and reach a decision about something wholly within the committee's remit

- **To recommend:** to discuss an issue and recommend action to another body
- **To endorse:** to support a decision made elsewhere

Equality and diversity implications – Y Care should be taken to ensure that the membership of committees reflects the composition of the School and doesn't disadvantage or under-represent minority groups within the School.

Resource implications (staff, space, budget) – Y/N None additional. The purpose of this paper is to clarify roles and responsibilities, rather than to create new ones.