

# TERMS OF REFERENCE

# NOMINATIONS COMMITTEE

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## Record of Amendments

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## **Diocese of Norwich Nominations Committee**

### **Terms of Reference**

#### **1. Place within the Diocesan Organisation**

The Nominations Committee reports to the Bishop's Council of Trustees.

#### **2. Role**

The role of the Nominations Committee is to make recommendations to the Bishop's Council of Trustees ("the BCT") for the appointment of candidates for non-elected membership of the Diocesan Synod, the Bishop's Council of Trustees, and other committees of the Diocese of Norwich. It also approves, on behalf of the BCT, a number of specific appointments, namely the Diocesan Secretary and staff at Director level, and the Chairs of some of the boards and committees.

In determining its recommendations, the Nominations Committee seeks to ensure a balance of skills and diversity across all committees so as to reflect the community served by the Church of England in the Diocese of Norwich, while also ensuring the provision of the specific skills, knowledge and experience appropriate to each role.

#### **3. Duties**

The duties of the Nominations Committee are to:

- a. Ensure that all selection processes are transparent, open, honest and fair;
- b. Where appropriate, recommend to the BCT nominations for the non-elected or co-opted members or directors of:
  - Diocesan Synod
  - Bishop's Council of Trustees – acting as members of the Standing Committee of Synod and as the Directors and Trustees of the NDBF
  - The Finance Committee
  - The Asset Management Committee
  - The Property Committee
  - The Glebe Committee
  - The Diocesan Board of Education
  - The Diocese of Norwich Staff Pension Fund
  - The Board of Spire Support Services Limited
  - The Board of Norwich Glebe Property Limited
  - The Board of NDBF Easton Limited
  - The Audit and Risk Assurance Committee
  - The Remuneration Committee
  - Parish representatives on the Diocesan Safeguarding Advisory Panel

- Any other Boards or Committees to which the Bishop's Council of Trustees may be entitled or required to nominate members;
- c. Oversee succession planning for the memberships of the above Boards and Committees and make recommendations for refreshing and streamlining membership;
  - d. Have members involved with the appointments process for senior staff (including the Diocesan Secretary and staff appointed as employees of the NDBF at 'Director' level);
  - e. Have members involved in the appointment process for committee Chairs, including the independent Chair of the Safeguarding Panel;
  - f. Make recommendations regarding the induction and development support required for all Board and Committee members.

#### **4. Composition**

The Nominations Committee shall consist of five members:

- The Chair who will be a member of the Bishop's Council of Trustees ("BCT") nominated by the BCT and agreed by the Bishop of Norwich.
- Two further members of the BCT, nominated by the BCT (ensuring that the BCT members include at least one clergy and at least one lay member).
- The Bishop of Norwich.
- A person nominated by the Bishop of Norwich, not being a member of the BCT.

The Diocesan Secretary shall attend meetings of the Nominations Committee and keep a minute of its discussions and decisions.

In appointing members of the Nominations Committee, consideration should be given to ensuring that the Committee membership reflects the skills and experience required for the work of the Committee and the diversity of the community served by the Diocese of Norwich.

#### **5. Tenure**

With the exception of the Bishop of Norwich, all members of the Nominations Committee shall be appointed for a three year term and may serve up to two further terms, not serving more than nine consecutive years on the Nominations Committee.

If a member nominated by the BCT ceases to be a member of the BCT, they shall cease to be a member of the Nominations Committee.

## **6. Meetings**

Normally three per year.

Meetings may be physical or virtual and business may be conducted by email or other means between meetings if permitted by diocesan policies.

The Nominations Committee shall be quorate if over half of the committee members are present including the Chair of the Nominations Committee or a nominated deputy.

The Diocesan Secretary shall attend all meetings of the Nominations Committee and shall provide the Secretariat.

## **7. Report**

The Nominations Committee shall provide an annual report to the Bishop's Council of Trustees, including:

- Reporting on nominations and appointments made during the preceding 12 months;
- Making recommendations for improvements in diocesan policies for recruitment and retention of volunteers and staff to posts for which the Committee has responsibility;
- Making recommendations for the better functioning of diocesan bodies to which it nominates members;
- Reporting on the outcome of any audit of skills, experience and diversity of background of committee membership carried out during the year;
- Reporting on the functioning of the Committee and make recommendations for any improvements to the composition or procedure of the Committee.

## **8. Professional Standards**

The members of the Nominations Committee should at all times act in accordance with relevant professional and legal standards including those for data security, safeguarding, and respectful treatment of all colleagues and those they interact with. Up to date guidance on the relevant policies may be found in the Diocese of Norwich Handbook for Committee Members.