



MANCHESTER METROPOLITAN UNIVERSITY

STAFF GOVERNOR APPOINTMENT

December 2016

THE BOARD OF GOVERNORS

The University's Board of Governors is made up of twenty two members including senior executives and regional figures, members drawn from both the academic and non-academic staff and the student body.

The responsibilities of the Board are set out in the University's Articles of Government. In summary, the Board is responsible for determining the educational character and mission of the University, for oversight of its activities and for the efficient use of resources. It appoints external auditors, safeguards the University's assets and approves the annual estimates of income and expenditure. The appointment of senior staff and their terms and conditions of service come within the Board's remit, as does the framework for the pay and service conditions of all other members of staff.

COMPOSITION AND MEMBERSHIP

There are three categories of governor - independent, co-opted and nominee members. Half of the governors are required to be independent members and the Instrument of Government stipulates that they must have experience in industry, commerce, the professions or employment matters. The composition of the Board is as follows:

Independent Members	13
Academic Board Nominee	1
Student Nominees	2
Co-opted Members	5
Vice-Chancellor	1

An employee or a full-time student of MMU or an elected member of any local authority is not allowed to be an independent governor but can be appointed as a co-opted member. Currently three of the co-opted vacancies are reserved for staff members, of whom at least one will be academic staff and one will be non-academic staff. The nominee members are a member of teaching staff and two students, proposed by the Academic Board and the Students' Union respectively.

For biographical information about Governors and more details about the Board visit: <http://www2.mmu.ac.uk/about/governance/>

The Chair and Deputy Chair are elected by the Board at the last meeting in the financial year and will hold office for a period of three years. Governors, other than the Vice-Chancellor, are appointed for a three-year term and may serve for up to three terms. Currently, Vanda Murray OBE is the Chair and Norman Harrison is the Deputy Chair.

The Board of Governors meets four times a year and an additional meeting to consider strategic issues is held, normally early in the Autumn Term.

A report of the Board's meetings is published shortly after each meeting.

BOARD OF GOVERNORS' COMMITTEE STRUCTURE

The Board has established a number of committees to ensure effective and efficient conduct of its business:

- Audit Committee
- Finance and Resources Committee
- Nominations and Governance Committee
- Remuneration Committee

The committees are permitted to decide some matters on behalf of the Board and on other matters their advice is sought by the Board before decisions are reached. The Chair of each committee is appointed by the Board.

For further information about Committee structure and membership of each of the Committees visit:

<http://www2.mmu.ac.uk/about/governance/>

STAFF GOVERNOR VACANCY

We are currently seeking to fill one vacancy on the Board. There are three Staff Governor positions on the Board. However, two of these positions are currently held by two members of academic staff. Therefore we are seeking to appoint a member of professional services staff to fill the other position. Expressions of Interest will be considered by the Board's Nominations and Governance Committee, who will then make a recommendation to the Board.

THE SELECTION OF NEW GOVERNORS

The skills and experience required of new governors are determined by consideration of the following:

- Specific skills, experience and responsibilities of retiring governors
- Planned new major activities.
- HE Sector developments, including economic, market and regulatory changes.

Governors normally have expertise in at least one of the following areas:

- Accountancy
- Banking
- Business and Commerce
- Consumer Affairs
- Further Education
- Higher Education
- Human Resource Management
- Internationalisation
- Law
- Marketing
- Manufacturing Sector

- Property
- Public Sector
- Regeneration
- Student matters

PERSONAL QUALITIES

The Personal Qualities expected of all Governors are integrity, sound judgement and an inquiring mind. They should:

- Question intelligently
- Debate constructively
- Challenge rigorously
- Decide dispassionately
- Listen sensitively

Members of the Board of Governors are expected to observe the seven Principles of Public Life as set out in the first and second reports of the Committee of Standards in Public Life (the Nolan Committee):

- **Selflessness:** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
- **Integrity:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- **Objectivity:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders public office should make choices on merit.
- **Accountability:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- **Honesty:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership:** Holders of public office should promote and support these principles by leadership and examples.

PERSON SPECIFICATION

Candidates should:

- Be a permanent member of MMU professional services staff.
- Have demonstrable ability to add value in a non-executive capacity to the proper conduct of public business; strategic planning; monitoring performance; finance; audit; estate management; staffing; and Health and Safety.
- Have an interest in and commitment to Higher Education and to public service.
- Reflect the wider community so that an appropriate balance is achieved between the genders, ethnic minorities and other under represented groups.
- Be able to attend, on average, five meetings per year at the University.
- Be willing to participate fully in the life of the University community by attending ceremonial, artistic and public events and taking an active interest in the work of the University.
- Have the ability to promote the University in the wider community.
- Be prepared to undertake such induction and training as may be required to enable them to carry out the role of a member of the Board.

FEES

No fees are payable for this role.

FAIRNESS

Manchester Metropolitan University is committed to creating a diverse environment where everybody is treated with dignity, fairness and respect. We welcome applications from all potential candidates.

HOW TO APPLY

An Expression of Interest Form and CV should be sent to Marie Morrissey, Head of Governance and Secretariat, Room L302, 3rd Floor, Al Saints Building, Manchester Metropolitan University, Manchester, M15 6BH or to m.morrissey@mmu.ac.uk

Potential candidates may, in confidence, discuss the role in the first instance with Marie Morrissey, Head of Governance and Secretariat, on 0161 247 1390.

The closing date for receipt of applications is 12 noon on Friday 13 January 2017.

ROLE DESCRIPTION FOR MEMBERS OF UNIVERSITY GOVERNING BODY

1. Membership

- a) Members are expected to play an appropriate part in ensuring that the necessary business of the Governing Body is carried on efficiently, effectively, and in a manner appropriate for the proper conduct of public business. They are expected to make rational and constructive contributions to debate and to make their knowledge and expertise available to the Governing Body as opportunity arises.
- b) Members have a responsibility for ensuring that the Governing Body acts in accordance with the instruments of governance of the University and with the University's internal rules and regulations, and should seek advice from the Clerk in any case of uncertainty.
- c) Members are required to accept collective responsibility for the decisions reached by the Governing Body. Members elected, nominated or appointed by particular constituencies may not act as if delegated by the group they represent, and may not be bound in any way by mandates given to them by others.

2. Standards

- a) Members have a responsibility for ensuring that the Governing Body conducts itself in accordance with accepted standards of behaviour in public life, embracing selflessness, integrity, objectivity, accountability, openness, honesty and leadership. They must at all times regulate their personal conduct as members of the Governing Body in accordance with these standards.
- b) Members must make a full and timely disclosure of personal interests to the Clerk in accordance with the procedures approved by the Governing Body. They must as soon as practicable disclose any interest which they have in any matter under discussion and accept the ruling of the Chair in relation to the management of that situation, in order that the integrity of the business of the Governing Body and its Committees may be and may be seen to be maintained.
- c) Since the University is a Charity, members have a responsibility for ensuring that the Governing Body exercises efficient and effective use of the resources of the University for the furtherance of its charitable purposes, maintains its long-term financial viability, and safeguards its assets, and that proper mechanisms exist to ensure financial control and for the prevention of fraud.

3. The Business of the University

- a) Members have a responsibility for ensuring that the Governing Body exercises control over the strategic direction of the University, through an effective planning process, and that the performance of the University is adequately assessed against the objectives which the Governing Body has approved.

- b) Members should endeavour to establish constructive and supportive but challenging working relationships with the University employees with whom they come into contact, but must recognise the proper separation between governance and executive management, and avoid involvement in the day-to-day executive management of the University.
- c) Members will be appointed by the Governing Body to at least one Committee of the Governing Body and are expected to play a full part in the business of all Committees to which they are appointed.

4. The External Role

- a) Members may be asked to represent the Governing Body and the University externally, and will be fully briefed by the University to enable them to carry out this role effectively.
- b) Members may be asked to use personal influence and networking skills on behalf of the University (the 'door-opening' role).
- c) Members may be asked to play a role in liaising between key stakeholders and the University, or in fund-raising. They will be fully briefed by the University to enable them to carry out this role effectively. However, this role in particular must be exercised in a carefully co-ordinated fashion with other senior officers and staff of the University.

5. Personal

- a) Members will have a strong personal commitment to Higher Education and the values, aims and objectives of the University.
- b) Members will at all times act fairly and impartially in the interests of the University as a whole, using independent judgement and maintaining confidentiality as appropriate.
- c) Members are expected to attend all meetings of the Governing Body and of Committees of which they are a member, or give timely apologies if absence is unavoidable.