

Role Description for Members of Council Sub-Committees

Term of Office:	Three years, or such lesser period as the Council may in individual cases determine. Members shall be eligible for further appointment, normally for a further period of three years and a maximum total of nine years.
Time commitment:	Approximately 4 days a year.
Remuneration:	Travel and subsistence expenses only.
Appointment:	By Council on the recommendation of the Nominations Committee.

Nature and Scope of the Role

1. The role of all members of Council sub-committees is similar to that of the non-executive directors of companies. Council sub-committee members do not hold executive authority for the University's operations. They bring to the Council's deliberations a wide range of knowledge and expertise to complement the executive management responsibilities of the Vice-Chancellor and the University's senior office holders.
2. Membership of Council sub-committees requires acceptance of collective responsibility for the decisions reached by the committee. Members exercise their responsibilities in the interests of the University as a whole, and no member should act in a way that represents any particular internal or external constituency.
3. All members are invited to join the committee for a three-year term. Council sub-committee members are expected to play a full part in the business of all Committees to which they are appointed. External members of Council sub-committees may be eligible for further periods of appointment up to a maximum of 9 years.
4. Council recognises the benefit to the University of the membership of Council sub-committees encompassing a diverse range of perspectives and enabling access to the skills and expertise necessary to discharge the responsibilities of the Council sub-committee.

Personal Qualities sought in potential members of Council

1. Experience and background in strategic reward frameworks within the public sector or charitable organisation(s).
2. a full appreciation of the particular obligations of institutions with charitable objects and accountability in determining pay and reward systems.
3. the required intellectual capacity, commercial acumen and strategic insight to support the University in applying our pay and reward systems fairly and robustly.
4. a strong personal commitment to the values, aims and objectives of the University.
5. the ability to at all times act fairly and impartially in the interests of the University as a whole, using independent judgement and maintaining confidentiality as appropriate to Council sub-committee business.
6. a commitment to attend all meetings of Council sub-committees.
7. a commitment to participate in induction activities arranged by the University and in appropriate training

events.

8. capacity to contribute approximately 4 days a year to Council sub-committee business including meetings, induction and training, and where appropriate involvement in University business outside of the formal committee schedule.
9. the skills to analyse complex issues and the ability to make an effective contribution at a strategic level.
10. integrity, tact, discretion, independence and objectivity.
11. the ability to engage in constructive debate, rigorous challenge and effective decision-making.
12. strong interpersonal, communication and listening skills.
13. a willingness to support the University's commitment to sustaining an inclusive and diverse community that is open to all who have the potential to benefit from membership of it, which ensures equality of opportunity for all its members, and that treats all its members with equal respect and dignity at all times.

Practical aspects of the role

1. All members are expected to attend Council sub-committee meetings, normally once per year, two half day induction events and completion of the compulsory training, as set out in the Essential Training Policy.
2. The likely time commitment needed is up to the equivalent of 4 days a year.
3. Members of Council sub-committees should be contactable by email, which is the principal means of contact by the Secretariat.
4. All meeting papers and resources will be made available to members electronically. Members are expected to review these in advance of each meeting.
5. Members must participate in procedures established by Council for the regular appraisal/review of the performance of individual members.
6. Members should attend induction events arranged by the University and subsequently should participate in training events to allow members to discharge their duties.
7. The University supports all External Council or committee members who may wish to take a period of leave for family or caring responsibilities.

Additional information

Further information about the University Council and its sub-committees can be found on the University's web site at: <https://www.essex.ac.uk/about/governance/council>

Forms for submission

[Equality and Diversity monitoring form](#)
[Register of Interests form](#)
[Fit and Proper Persons Declaration](#)

Revised: 18 February 2019