



Appointment of Members of Council Guidance Notes

1 The Council

Newman University is a charitable company limited by guarantee and its governors (trustees) are directors and members of the company with limited liability.

The Council has nineteen members of whom the Archbishop of Birmingham and the Vice-Chancellor of the University are ex-officio. There are fourteen external independent members having experience in the provision of education or in an industrial, commercial or professional arena. Nine of these members must be practising Catholics. There are two Council members who are also members of staff and one member who is a student.

The Chair of the Council is elected from amongst the external members by the whole Council. There is also a Vice Chair, again elected from the external members, who acts in the absence of the Chair.

More information about our existing Council members and our Articles of Governance can be found on our Council webpage: [Council Members Website](#)

There is an opportunity for applicants for Council to speak to current Council members. Should you wish to do this please contact the Clerk to the Council, Andrea Bolshaw, on 0121 476 1181 ext 2211 or a.j.bolshaw@newman.ac.uk

Newman provides a Governor induction programme, as well as ongoing training and peer to support.

2 Responsibilities of Council Members

The role of a governing body in a Higher Education institution today is important and significant. The Higher Education and Research Act (2017) enshrines the governing body's responsibility in law. Newman University Council is responsible for:

- i The determination of the education character and mission of the University and for overseeing its activities
- ii The effective and efficient use of resources, the solvency of the University and for safeguarding its assets
- iii Approving the annual estimates of income and expenditure

- iv The appointment, grading, suspension, dismissal and determination of the holders of senior posts
- v Setting a framework for the pay and conditions of service of all other staff

3 Required Profile for Council Members

It is important that those involved as Members of Council observe the Nolan Principles of Public Life: [7 principles of public life](#)

Council Members should be able to bring external experience in education, industry, commerce, public service or the professions to the deliberations of the Council. Applications are welcomed from persons of any race, sex, disability, religion or belief, age and sexual orientation who can show a commitment to the work of Catholic higher education.

The role of a Member offers significant career/personal development opportunities and the prospect of making a major contribution to the management of a dynamic educational organisation.

It is now recognised that volunteering as a trustee or Governor can enhance the careers of those who give their time in this way. The following links may be of interest:

The Future of Earth: [Why becoming a charity trustee could enhance your career](#)

Reach Volunteering: [Five career benefits of trusteeship](#)

Trustees Week: [Enhance your CV while changing the world](#)

Further information and guidance can be found in the Leadership Foundation for Higher Education's publication '[Getting to Grips with Trustee Responsibilities in Higher Education; A Guide for Governors](#)'.

The Office for Students is the University sector's regulatory body. Further information regarding the Office for Students can be found here: <https://www.officeforstudents.org.uk/about/>

Under the Office for Students regulations, Council members must be 'fit and proper persons'. The Office for Students defines this as follows. A fit and proper person:

- is of good character
- has the qualifications, competence, skills and experience that are necessary for their role
- is able by reason of their health, after reasonable adjustments are made, to properly perform the tasks of the office or position for which they are appointed

- has not been responsible for, been privy to, contributed to, or facilitated any serious misconduct or mismanagement (whether unlawful or not) in their employment or in the conduct of any entity with which they are or have been associated.

The Office for Students provides the following indicators that a person may not be a fit and proper person:

- disqualification from acting as a company director, or from acting as a charity trustee, as set out in the Company Directors Disqualification Act 1986 or the Charities Act 2011
- conviction of a criminal offence anywhere in the world
- subject of any adverse finding in civil proceedings, where relevant, including, but not limited to bankruptcy or equivalent proceedings (in the last three years)
- subject of any adverse findings in any disciplinary proceedings by any regulatory authorities or professional bodies
- involvement in any abuse of the tax systems
- involvement with any entity that has been refused registration to carry out a trade or has had that registration terminated
- involvement in a business that has gone into insolvency, liquidation or administration while the person has been connected with that organisation or within one year of that connection
- dismissal from a position of trust or similar
- involvement with a higher education provider that has had its registration refused or revoked by the Office for Students or has had similar action taken against it by another regulator (this includes, but is not limited to, serving on a board/governing body, having voting rights, being a significant shareholder/owner, serving in a senior position, etc.)

4 Meetings

Members are expected to attend four formal meetings of the Council per year usually held on a weekday at Newman University. The formal meetings have pre-reading to undertake in advance. There are also Strategy Days to give further thought to some of the main issues.

Members are also encouraged to become active in the University community by attending the Graduation Ceremony and other social events.

The Council undertakes its detailed work through a number of committees – Finance and General Purposes, Audit & Risk, and Nominations & Governance. Members may be asked to serve on these committees which will require additional attendance at the University.

5 Appointment of Council Members

Members will be appointed by recommendation of the Council's Nominations and Governance Committee. Applicants who proceed past the application form stage will be invited for a formal interview with the Committee and an

optional tour of the University which will enable them to find out more about the role and the University.

Council Members (except for the Archbishop, the Vice Chancellor and the Student Governor) are appointed for a period of three years. Retiring Members can be re-appointed but cannot serve for more than three consecutive terms of three years. Written notice to the Clerk to the Council of one month is required to resign from the Council.

6 Remuneration

The post of Council Member is a voluntary one but reasonable travelling and accommodation expenses will be met by the University. Refreshments during the meetings and lunch afterwards are provided by the University.

7 Data protection

We are collecting your personal information in this application form in line with the General Data Protection Regulation (2018). You can access Newman's Data Privacy Notice for Newman Council members here:

[Privacy Notice for Newman University Council - Newman University, Birmingham](#)

which gives you further information about how we will process and dispose of your data. You can contact the Data Protection Officer via email at: dpo@newman.ac.uk should you have any questions or concerns about how we process your data.

8 Additional Information

Additional information can be obtained from the Clerk to the Council, Andrea Bolshaw, on 0121 476 1181 ext 2211 or a.j.bolshaw@newman.ac.uk. Please return this application form to the Clerk to the Council at Newman University.