



ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS

NOMINATIONS COMMITTEE

TERMS OF REFERENCE

Document Detail	
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Related documents	RCSLT Articles; Bylaws; Committee TORs

Change History		
Date	Change details	Approved by
5 October 2021	New committee established by Board	Board 5 October 2021
9 December 2021	Amendment of Clause 15 (membership) allowing for another trustee and revised criteria for three full members. Guidelines for selection panels amended to reflect revised criteria for members	Board 9 December 2021
4 March 2022	Amendment of Appendix Item 5 to amend the make-up of the Selection Panel from two specified trustees to any two trustees	Board by email 4 March 2022

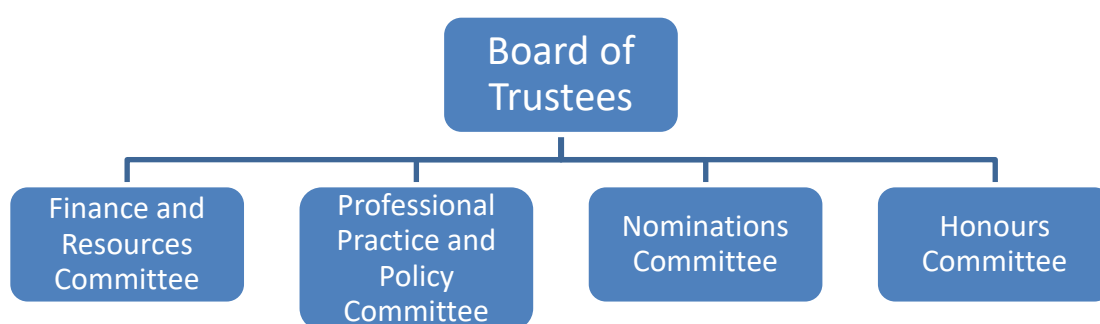
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Preamble

1. The Nominations Committee (the Committee) is established by and accountable to the RCSLT Board of Trustees (the Board) (*Board minute 51/21*) for the strategic oversight of the RCSLT's trustee and committee member selection and induction processes. It is a governance committee and reports into the Board of Trustees.



Aims of the Committee:

2. The Committee will ensure that the organisation's commitment to diversity and equality of opportunity is embedded in its governance recruitment arrangements and ensure a diversity of talents and backgrounds is actively sought and reflected in the organisation's governance membership.
3. The Committee will ensure that the pipeline for future Board and Committee members is actively developed including the recruitment of the Deputy Chair (Chair designate).
4. The Committee will review role, person specifications and application forms for Board and committee members, ensuring they are in line with best practice.
5. The Committee will ensure that procedures for marketing/advertising roles encourage a diverse range of candidates.
6. The Committee will establish a framework for recruiting Selection Panel pool members, ensuring that a pool of Selection Panel members is available as required.
7. The Committee will establish a framework for Selection Panels for identifying candidates to recommend to the Board (including Deputy Chair) and committee members including scoring criteria for initial sifting as well as for interviews and selection of appropriate panel members.

8. The Committee will convene Selection Panels as required in line with the values of the organisation and taking account of equality, diversity and inclusion.
9. The Committee will ensure that Selection Panels adhere to the rules set for them.
10. The Committee will recommend the results of Selection Panels to the Board for their approval.
11. The Committee will ensure that methods for inducting and mentoring new Board and committee members are in line with best practice.
12. The Committee will review procedures in place to ensure compliance with the law and relevant legislation or regulations in the above functional areas.
13. The Committee will ensure that its work is carried out in line with its delegated remit from the Board and in a consistent, transparent, open and fair manner.

Reporting and Controls

14. The Committee will report regularly to the Board and provide advice and recommendations for policy decisions.

Membership

15. The Committee will be appointed by the Board and will consist of no less than three members and no more than seven members:
 - Chair of the Committee – the Deputy Chair of the Board (ex-officio)
 - One General Trustee
 - One Lay Trustee
 - Another trustee at the discretion of the Board
 - Three full RCSLT members from under-represented groups **such as** members who are Black, Asian or have a minority ethnic background, LGBTQ+ members, or members with a disability. This is not an exhaustive list. Please see a [full list of protected characteristics here](#)
16. The Trustees will be appointed to the Committee as agreed by the Board.
17. The remaining members of the Committee will be selected from the RCSLT membership and approved by the Board in accordance with the Bylaws. Roles will be advertised and interviews conducted by members of the Board.
18. Members of the Committee will have knowledge/expertise of, or be willing to be provided with training in:
 - law, regulation and good practice guidance applying to charities in the field of senior and governance-level recruitment and appointments
 - strategic issues and changes affecting RCSLT and its operating environment.
 - applicable law and regulation, including data protection requirements
 - the RCSLT's systems of governance.

19. The Committee members will adhere to the RCSLT Committee Code of Conduct.
20. Members will join the Committee for a period of up to three years (AGM to AGM) in the first instance and may apply to be re-appointed by the Board for one further three-year term.

Operation of the Committee

21. The Committee will meet at least once a year (and more often if required). Committee members will be expected to prepare for meetings and to read committee papers in advance as required.
22. RCSLT staff members will attend meetings as appropriate and agreed with the Chair of the Committee in a non-voting capacity.
23. The Chair of the Board and CEO may attend any meeting in an ex-officio capacity as agreed with the Chair of the Committee.
24. The Committee Secretary will make arrangements for holding meetings and producing agendas and minutes.
25. Committee minutes will be circulated electronically in draft form within one week of the meeting to the Chair of the Committee; the final version will be circulated by the Secretary to all committee members after approval by the Chair of the Committee.
26. Meetings will be convened to maximise attendance and will be flexible with respect to whether they are physical, virtual or hybrid. Reasonable adjustments will be made to accommodate committee members with a disability. The Committee will also undertake consultation electronically on matters that arise between scheduled Committee meetings should these matters require immediate attention or for Chair's action to be taken. Decisions made electronically will be ratified and minuted at the following Committee meeting.
27. At least three of the appointed members of the Committee in para 15 above (to include the Chair of the Committee and one other trustee) must be present to be quorate and for voting to take place.

Open working

28. The Committee will make documents available to RCSLT members and staff unless there is a compelling reason not to, in accordance with the law and RCSLT policy.

Guidelines for Selection Panels

1. A Selection Panel for the Deputy Chair will consist of five members :
 - Deputy Chair of Board of Trustees (to act as Chair of Panel)
 - Another member of the Committee
 - Lay trustee (OD)
 - Two full members from under-represented groups, **such as** members who are Black, Asian or have a minority ethnic background, LGBTQ+ members, or members with a disability. This is not an exhaustive list. Please see a [full list of protected characteristics here](#)

2. A Selection Panel for Trustees will consist of five members:
 - Chair of Board of Trustees (to act as Chair of Panel)
 - Member of Committee
 - External representation (for Honorary Treasurer and other Lay trustee roles)
 - Two full members from under-represented groups , **such as** members who are Black, Asian or have a minority ethnic background, LGBTQ+ members, or members with a disability. This is not an exhaustive list. Please see a [full list of protected characteristics here](#)

3. A Selection Panel for committee members (other than nominations committee members) will consist of four members :
 - Chair of FRC or PPPC (to act as Chair of Panel)
 - Member of Committee as appropriate
 - Two full members from under-represented groups, **such as** members who are Black, Asian or have a minority ethnic background, LGBTQ+ members, or members with a disability. This is not an exhaustive list. Please see a [full list of protected characteristics here](#)

4. A Selection Panel for Nominations Committee members will consist of four members :
 - Chair of Committee (to act as Chair of Panel)
 - General Trustee
 - Two full members from under-represented groups, **such as** members who are Black, Asian or have a minority ethnic background, LGBTQ+ members, or members with a disability. This is not an exhaustive list. Please see a [full list of protected characteristics here](#)

5. A Selection Panel for further Selection Panel pool members will consist of four members from the Nominations Committee:
 - Any two Trustees
 - 2 members of the Nominations Committee from under-represented groups, **such as** members who are Black, Asian or have a minority ethnic background, LGBTQ+ members, or members with a disability. This is not an exhaustive list. Please see a [full list of protected characteristics here](#)

6. Composition of Selection Panels must wherever possible reflect the diversity goals of the RCSLT.
7. Composition of Selection Panels must wherever possible include persons with appropriate skills and experience with reference to the position being recruited
8. Selection Panels will be convened by the Committee as required.
9. RCSLT staff members may be invited to join a Selection Panel as non-voting observers at the discretion of the Chair of the Committee.
10. Members must declare any conflict of interest and will not be eligible to vote on the matter. No-one may sit on a Panel that has been convened to consider their own appointment or re-appointment. The decision of the panel chair will be final on the question of what further action, if any, is needed to manage prior knowledge and conflicts of interest appropriately.
11. In the absence of the designated chair of the meeting those present will elect a chair.
12. A Selection Panel must have at least 4 members to be quorate.

Operation of Selection Panels

1. Interview questions will be agreed by the panel chair, based on the requirements of the role and the values and behaviours agreed by the Board, the candidate's CV or their application.
2. The Chair will keep a clear and objective record of the panel's rating of each candidate and agreed decision and produce a report of the outcome.
3. Decisions will be made by a simple majority.
4. If the Selection Panel is unable to reach a simple majority verdict the Chair has a casting vote.
5. The recommendation of the Selection Panel must be reported to the Nominations Committee who will make the recommendation to the Board. The Board is not bound by the recommendation of the Selection Panel or the Committee.
6. In the event of an appeal the Board will convene an appeals panel, including representation from the Committee if appropriate.
7. Appointments will be offered by the Board subject to the provision of satisfactory references.
8. All paperwork should be kept and filed securely for, no more than 6 months (in the case of unsuccessful applicants) or the period of appointment (in the case of successful applicants).