

# **DRAFT TERMS OF REFERENCE FOR NOMINATIONS COMMITTEE**

## **1. PURPOSE**

To support the MSP Director with the recruitment and appointment of new Board members; to support the recruitment of MSP Director. To evaluate and examine the skills required to deliver MSP's strategy and ensure there is an appropriate balance of skills, experience, diversity and knowledge.

## **2. THE ROLES, RESPONSIBILITIES AND ACCOUNTABILITY OF MEMBERS INCLUDE:**

- To lead the recruitment and selection process of board members in line with the Terms of Reference and the Board Recruitment and Selection Policy.
- To conduct annual skills assessment of board members, identifying skills and knowledge, providing developmental opportunities and up-skilling for board members and the core team
- To ensure succession plans for orderly appointments to the Board and to key positions within senior management are implemented
- Upon identifying skills gaps within the membership, the Nominations Group will, in consultation with board members, produce a role description and lead the appropriate recruitment
- To support in the recruitment of a Director in accordance with Liverpool City Council (LCC) human resource processes and procedures

## **3. MEMBERSHIP**

- Liverpool City Council Board Representative
- Chairperson of MSP Board
- Senior non-executive Board member lead
- Non-executive Board Member
- MSP Director

## 4. ADMINISTRATION

- The group will meet on an ad hoc basis when new Board recruitment is needed, but a minimum of once per year (to ensure that the Skills Matrix is actioned) determined by the group, ideally two weeks prior to the MSP Advisory Board meetings to enable actions/updates to be shared with Board members
- Agendas and action notes will be prepared and distributed by the Director of MSP one week in advance
- Meetings can either be held at a nominated venue or remotely online
- Minimum of three people in attendance is required for a quorum
- Outcome of actions reported by Director or Chair as part of full Board meetings

*Last updated: 12.07.2023*

*Signed off by Board:*