



Update on Council member election process

<b>Outcome requested:</b>	Governance Committee is asked to <b>note</b> the updates to the process to elect academic staff members to Council.
<b>Executive Summary:</b>	<p>Elections for the three faculty-based academic staff members are scheduled to take place in spring/summer 2021. The elections are triggered by the end of the first term of office on 30 September 2021 for Professor Mangala Patel (SMD), Professor Wen Wang (S&amp;E) and Dr Darryn Mitussis (HSS).</p> <p>The key updates to this year's process:</p> <ul style="list-style-type: none"> <li>a) As part of the self-nomination process, candidates will be asked to complete the Fit and Proper Persons test. A model declaration has been appended to this paper.</li> <li>b) Candidates will be asked to describe their motivations and suitability for the role on the self-nomination form.</li> <li>c) Communications will underline that all Council members are Trustees of the University and are not elected to represent a particular constituency.</li> <li>d) Professor Wen Wang has confirmed that he will not stand for re-election as a member of the Senior Executive Team.</li> </ul>
<b>QMUL Strategy: strategic aim reference and sub-strategies [e.g., SA1.1]</b>	Good governance supports all aspects of the strategy.
<b>Internal/External regulatory/statutory reference points:</b>	QMUL Charter and Ordinances
<b>Strategic Risks:</b>	N/A
<b>Equality Impact Assessment:</b>	Candidates are asked to complete an anonymous equality and diversity monitoring form which is used by the Council Secretariat to identify under-represented groups and target communications accordingly.
<b>Subject to prior and onward consideration by:</b>	None
<b>Confidential paper under FOIA/DPA</b>	No

<b>Timing:</b>	N/A
<b>Author:</b>	Nadine Lewycky, Assistant Registrar (Governance)
<b>Date:</b>	22 March 2021
<b>Senior Management/External Sponsor</b>	Jonathan Morgan, Chief Governance Officer and University Secretary

## **Election process for academic staff members of Council 2021**

1. Elections to Council of one academic staff member each from the Faculties of Science and Engineering, and Humanities and Social Sciences, and the School of Medicine and Dentistry take place every four years with the next election scheduled for spring/summer 2021. The terms of office for the current serving members come to an end on 30 September 2021. The election for the cross-faculty academic staff member is due to take place in 2022. As agreed at Governance Committee, the candidates for this role will be taken from the existing Senate membership.
2. All eligible staff members will be invited to self-nominate in the spring. Eligible staff members are:

*all current academic staff who are appointed to full time or part time posts on either a permanent academic or research contract or a fixed term academic or research contract extending to at least the end of the term of office.*

3. Professor Mangala Patel and Dr Darryn Mitussis are eligible to stand for re-election having served one term of office. Professor Wen Wang has confirmed that he will not stand for re-election as a member of the Senior Executive Team.
4. As part of the self-nomination process, candidates will be asked to complete the Fit and Proper Persons test to be submitted alongside their self-nomination form. The Fit and Proper Persons test has been appended to this paper.
5. As part of the 'election statement' candidates complete on the self-nomination form, they will be required to describe their motivations in standing for Council and their suitability for the role in reference to the role description for members of Council. The message that elected members are Trustees of the University and are not elected to represent a particular constituency will be strengthened in the communications.
6. Following a two-week period for self-nominations, all eligible staff members will be invited to vote, with the ballot remaining open for two weeks. The election process is run on the Single Transferrable Vote (STV) system in which voters may list a number of candidates in order of preference.
7. The ballot count will be conducted by the Assistant Registrar (Governance) as the Returning Officer in the presence of an independent witness.
8. Communications to eligible staff will be conducted by direct email, an announcement on the Connected website (intranet), and an item in the weekly staff e-bulletin. HR provides the Council Secretariat with the list of eligible staff. The Council Secretariat maintains an elections webpage which will include a list of candidates and their election statements.

Model declaration for fit and proper persons

Declaration

Name of organisation in full.....

Name of individual.....

Role in the organisation.....

I, the undersigned, declare that:

- I am not disqualified from acting as a charity trustee
- I have not been convicted of an offence involving deception or dishonesty (or any such conviction is legally regarded as spent)
- I have not been involved in tax fraud or other fraudulent behaviour including misrepresentation and/or identity theft
- I have not used arrangements notified under the Disclosure of Tax Avoidance Schemes ("DOTAS") rules in Part 7 Finance Act 2004 in respect of which a reference number has been issued under section 311 of Finance Act 2004, where the arrangements featured charitable reliefs or which used a charity, and where my tax position has been adjusted by HMRC to wholly or partly remove the tax advantage generated by the arrangements and such adjustments have become final.
- I have not used tax arrangements which have been successfully counteracted under the general anti-abuse rules (see Part 5 of Finance Act 2013 or section 10 National Insurance Contributions Act 2014, as enacted or as amended from time to time) where such counteraction has become final.
- I have not been actively involved in designing and/or promoting tax avoidance schemes featuring charitable reliefs or which used a charity, and I am not: a promoter<sup>2</sup> named by HMRC under the Promoters of Tax Avoidance Schemes (POTAS) legislation in Part 5 of Finance Act 2014, or a promoter of any tax arrangements designed or intended to obtain for any person a tax advantage and such tax advantage has successfully counteracted by HMRC under the general anti-abuse rule (see Part 5 of Finance Act 2013 and section 10 National Insurance Contributions Act 2014 as enacted or as amended from time to time) and such counteraction has become final, or a promoter of arrangements notified under DOTAS, in respect of which a reference number has been issued under section 311 of Finance Act 2004, and the tax position of all or any of the users of the arrangements has been adjusted by HMRC to wholly or partly remove the tax advantage generated by the arrangements and such adjustments have become final
- I am not an undischarged bankrupt
- I have not made compositions or arrangements with my creditors from which I have not been discharged
- I have not been removed from serving as a charity trustee, or been stopped from acting in a management position within a charity
- I have not been disqualified from serving as a Company Director

- I will at all times seek to ensure the charity's funds, and charity tax reliefs received by this organisation, are used only for charitable purposes

Signed.....

Date.....

Home address.....  
.....

Previous address if moved in past 12 months .....  
.....

Date of birth.....

National Insurance number .....

National Identity Card Number (If you have one).....

If you have signed this declaration but want to make any information known or clarify any points please add them in the space below.