

SWANSEA UNIVERSITY

HONORARY AWARDS COMMITTEE TERMS OF REFERENCE

1. Reporting

The Honorary Awards Committee reports to the Governance and Nominations Committee. The minutes of each meeting of the Committee are circulated to the Governance and Nominations Committee.

2. Occurrence

The Committee should meet as necessary and at least once per year. Special meetings may be called by the Chair of the Committee. The Committee shall use email circulation or telephone/video conferencing as appropriate to progress its business effectively.

3. Composition

The Committee membership should consist of:

- The Vice-Chancellor (Chair);
- Pro-Chancellor and Chair of Council;
- Pro-Chancellor and Deputy Chair of Council;
- One Lay member of Council appointed by the Governance and Nominations Committee;
- Registrar and Chief Operating Officer;
- Two members of Senate appointed by Senate;
- The President of the Students' Union (or a nominee).
- A staff member of Council
- Co-opted members

Additional members with particular expertise may be co-opted to the Committee by the Governance and Nominations Committee.

Co-opted members are not members of Council, and therefore are not Trustees of the University. However, they are full members of the Committee on which they sit and make a pivotal contribution to the business of the committee.

Co-opted members of Council sub-committees are independent, lay individuals, appointed to bring specialist advice and input to the business of the sub-committees. The purpose of the role-holders is to provide additional expert advice within the corporate governance framework of the University, without increasing the number of lay members on Council.

There should be 'due regard' to the provisions of the Equality Act 2010.

4. Privileged Communications with Members and co-opted members of Council Committees and Sub-Committees

Privilege allows individuals and entities to resist disclosure of confidential material in the context of legal advice, arbitration, litigation, and investigations. Privilege can apply to legal advice and litigation matters and includes discussions, decisions, instructions, and receipt of legal advice

(written and oral). There are strict rules on when privilege applies, and privilege can be lost by circulating privileged material without adequate safeguards.

It is anticipated that it will be necessary for all Committee and Sub-Committee Members, during their term of office, to be party to privileged communications/information and they must act in accordance with the University Council's Code of Practice for Members and the Regulations for the Conduct of Meetings in such matters.

5. Terms of Office

Members shall be appointed for 4 years in the first instance, with the possibility of appointment for a second term of no more than 4 years.

6. Attendance

The Director of Marketing, Recruitment and International and the Secretary to Council should attend meetings.

At the discretion of the Chair other University officers, as may be appropriate, shall be invited to attend meetings.

7. Quorum

One third of the membership of the Committee will form a quorum subject to at least one of whom must be a lay member of Council (*i.e. The Pro-Chancellor and Chair of Council, the Pro-Chancellor and the Lay member of Council appointed by the Governance and Nominations Committee*).

8. Purpose

The primary responsibility of the Committee is to make recommendations to the Council and Senate on the nominations for the award of Honorary Degrees, Honorary Fellowships and other Honorary Awards.

9. Terms of Reference

- (i) To consider nominations for and make recommendations to Council and Senate on the award of Honorary Degrees, Honorary Fellowships and other Honorary Awards in accordance with Ordinance 12: Honorary Awards.
- (ii) To keep under review the procedures for the submission and consideration of nominations, and the criteria governing the award of Honorary Degrees, Honorary Fellowships and other Honorary Awards and to recommend changes to the Governance and Nominations Committee and as necessary to Council.
- (iii) To consider the revocation of an Honorary Award previously conferred by the University. Where the Committee agrees that an honorary award should be revoked, to make a recommendation to the Governance and Nominations Committee and subsequently Senate and the Council.

- (iv) To consider, record and address the potential equal opportunity impacts of decisions made in accordance with the 'due regard' provisions of the Equality Act 2010.
- (v) Any other business as may be referred to it by the Governance and Nominations Committee.

Next Review Date: September 2025

Approved by Governance and Nominations Committee: 20 July 2020

Amendments approved by Council: 27 March 2023

Amendments approved by Governance and Nominations Committee: 5 March 2025