

BBSRC APPOINTMENTS ASSURANCE COMMITTEE

The BBSRC Appointments Assurance Committee operates through delegated authority from BBSRC Executive Chair. It reports to BBSRC Council *via* the Executive Chair on a 6-monthly basis.

The committee is responsible for providing assurance to BBSRC Council and Executive of the robustness of the nomination and selection processes used to appoint members of BBSRC Committees and Panels and make recommendations as to the composition and membership of the Pool of Experts. The committee will also take an active role in the selection and appointment of the chairs of committees and panels.

Terms of reference

The Appointments Assurance Committee (AAC), operating through delegated authority from BBSRC Executive Chair, will be responsible for:

- Assessment of applications for, and appointment to, chair positions on BBSRC committees and panels
- Oversight of the processes used to appoint members to committees convened to assess applications to:
 - Responsive mode
 - Fellowships
 - Follow-on Fund
 - Managed mode initiatives
 - Training grant competitions
- Oversight of the processes used to select members of BBSRC's Pool of Experts.
- Oversight of the processes used to select members of BBSRC's Strategy Advisory Panels.
- Providing external assurance of the quality and diversity of appointments to the groups mentioned above, including disciplinary expertise, geographic, institutional and sectoral (i.e. academia versus institute versus industry) variety, as well as protected and other personal characteristics (as appropriate).

Members of the AAC will be appointed by BBSRC's Executive Chair, following a transparent, open and merit-based recruitment exercise, using publicly available assessment criteria (to be developed) and in line with the membership template of the committee, to ensure appropriate balance and diversity. Membership will be for three years in the first instance, with a further three year extension if needed. On the advice of the AAC chair and secretariat, BBSRC may, on occasion, invite additional *ex officio* or observer members.

All committee members will be expected to uphold the seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

The group will report to BBSRC Council via the Executive Chair's Report and meet at least twice a year but can convene whenever deemed necessary. Other business can, as required and agreed with the Committee, be undertaken via correspondence. For transparency purposes, a summary of the report will be made public alongside committee agendas; decisions taken by correspondence will also be recorded in the minutes of the subsequent meeting.

The committee will consider and review recommendations proposed by the executive; its role is not to assess individual applications but to provide assurance that open, inclusive and transparent nomination and selection processes have been followed, in line with BBSRC's commitments to diversity in all its forms. This assurance may take the form of providing feedback on individual committee or panel recruitment outcomes, or other means. The committee will, as necessary, raise

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exceptions to recommendations made to it, where, for example, it believes that the stated processes have not been followed.

On at least an annual basis, the committee will review the portfolio of appointments to BBSRC bodies, and make recommendations on future recruitment strategies, including targets where necessary.

1 September 2023