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Terms of reference for UKRI-BBSRC Appointments Board

Role and responsibilities

The UKRI-BBSRC Appointments Board operates under delegated authority from the UKRI-BBSRC Executive Chair and is responsible for making decisions on appointments to BBSRC's Strategy Advisory Panels, Pool of Experts, Committees and Panels, based on recommendations from the BBSRC office.

In undertaking this activity, the Board is responsible for ensuring that:

- good practice in equality, inclusion and diversity is embedded and promoted in all its activities
- there is an open and transparent selection process for the appointment of members
- appointments are made on the basis of quality and suitability to carry out the required activities, against defined criteria
- the Panel or Committee collectively provides appropriate and balanced expertise, skills and knowledge to deliver its responsibilities, and is representative of the needs and interests of the relevant stakeholder and user communities

The detailed methods of working for the Appointments Board are defined in the "Appointments Board Guidelines".

Membership

The Chair and members of the Appointments Board will be appointed by the UKRI-BBSRC Executive Chair.

The Board will be chaired by a member of UKRI-BBSRC Council. A Deputy Chair will be appointed from the Board's membership.

There will be a minimum of 5 and a maximum of 8 members, excluding the Chair. These members will be representative of UKRI-BBSRC's community.

Meetings will be quorate if the Chair or Deputy Chair and at least 4 members are in attendance.

Appointments will be for 3 years. No member may serve more than two successive terms.

Decision making

The Board operates under delegated authority from the UKRI-BBSRC Executive Chair to make appointments to UKRI-BBSRC Committees, Panels and Pool of Experts.

The Board will meet at least twice annually and report to the Executive Chair. A summary of the meeting will be published on the UKRI-BBSRC website.

Decisions about appointments may be made outside of the bi-annual meetings by correspondence.

Decisions will be made by consensus, with the Chair responsible for the final decision. Decisions may be made by Chair's action by exception, and only when it is not feasible to consult the Board.

Review

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The terms of reference will be reviewed by the UKRI-BBSRC Executive Chair annually.

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