

Election to Council

Professional Services Staff

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Table of Contents

[Election to Council 1](#_Toc124338568)

[Professional Services Staff – application pack 1](#_Toc124338569)

[Guidance 1](#_Toc124338570)

[Timetable 3](#_Toc124338571)

[Further information 3](#_Toc124338572)

## Election to Council

### Guidance for Professional Services Staff

We’re inviting staff from across Professional Services to put themselves forward to stand in an election to become a member of Council, the University’s governing body. Terms of office are usually three years.

Council is responsible for setting the University’s overall strategic direction, providing oversight of delivery against the objectives set out in the University’s Strategic Plan and ensuring the University meets its statutory and other obligations.

The Council is entrusted with the proper conduct of University business in line with its [Statement of Primary Responsibilities](https://www.essex.ac.uk/-/media/documents/about/governance/statement-of-primary-responsibilities.pdf) (.pdf) and the requirements of the [Charter and Statutes](https://www.essex.ac.uk/governance/charter-statutes-and-ordinances).

##### How do I know if I’m eligible to stand for election?

To be eligible to stand for election, you must:

* Be a member of Professional Services staff.
* Have a contract of employment that commenced at least 20 working days prior to the call for nominations, which must run to at least 31 July 2024.
* Be free from any conflicts of interest that might preclude you from serving as a governor and trustee of the University, and meet the Office for Students’ test of being a ‘fit and proper’ person. This test is very short and straightforward.

##### What do I need to do?

Download the[**Applicant Pack**](https://www.essex.ac.uk/-/media/documents/about/governance/election-to-council-applicant-pack-for-professional-services.docx)(.docx), which contains a few forms for completion, signature and return. The Pack includes a:

1. **Nomination Form**: This will need to be signed by two members of the University’s Professional Services staff, one of whom will need to be from a different Section or area of work from yours.
2. **Nominee Declaration Form**: This will need to be signed by you, as the electoral candidate. Please read and sign the declaration to confirm that you:
3. are eligible to stand as a candidate;
4. are able to demonstrate that: you are free from any conflicts of interest that might preclude you from performing the role of governor and trustee of the University; and you are a ‘fit and proper person’ in accordance with the requirements of the Office for Students;
5. agree to complete all of the [How We Work at Essex](https://www.essex.ac.uk/staff/professional-development-and-training/essential-training) essential training modules and additional modules for University Committee members within four weeks of being appointed or prior to attending your first Council meeting or event, whichever occurs first; and
6. agree that, on appointment, you would accept the [Governor Code of Conduct](https://www.essex.ac.uk/-/media/documents/about/governance/governor-code-of-conduct.pdf).
7. **Nominee Personal Statement**: As part of the election, we invite all candidates to submit a short personal statement of no more than 350 words. This will be included on the ballot paper to help the electorate learn more about you and your motivations for being elected to Council.

##### How do I disclose any known or potential conflicts of interest, and demonstrate that I’m a fit a proper person?

To help you demonstrate that you satisfy the conditions described in 2(b) above, we’ve developed two short forms that you will also need to download, complete, and return:

1. [**Register of Interests Declaration**](https://www.essex.ac.uk/-/media/documents/about/governance/register-of-interests-form.docx)(.docx)
2. **‘**[**Fit and Proper Persons’ Declaration**](https://www.essex.ac.uk/-/media/documents/about/governance/fit-and-proper-persons-declaration.docx)(.docx)

The forms sit alongside relevant contextual information and guidance to help you complete the declarations. However, we’re on hand to answer any additional questions that you may have.

##### What about equality and diversity?

The University of Essex celebrates diversity, challenges inequality and is committed to sustaining an inclusive and diverse community, and which ensures equality of opportunity for all its members. As part of our commitment, we’re working hard to diversify the membership of our committees.

To help us determine how much progress we’re making, we ask all electoral candidates and appointed committee members to complete the:

1. [**Equality and Diversity Form**](https://www.essex.ac.uk/-/media/documents/about/governance/equality-and-diversity-monitoring-form.docx)(.docx)

The information that you provide in this form will be kept separate from the other information that you provide; it will not be aligned to your name or used in a way that identifies you. The anonymised, aggregated data will be used to for reporting purposes to Nominations Committee, a sub-committee of Council. All hard or electronic copies will be shredded or deleted once the anonymised entry is recorded.

##### Submission: what, where and when?

1. Your completed forms must be [submitted electronically to the Governance Office](https://essexuniversity.app.box.com/f/2241f92029ff42ecbe4ed62008f64bd2), via [Box](https://essexuniversity.app.box.com/f/2241f92029ff42ecbe4ed62008f64bd2), by no later than **12pm on Friday, 3 March 2023**. Please email [elections@essex.ac.uk](mailto:elections@essex.ac.uk) to confirm that your nomination has been submitted. All nominations will be acknowledged.

#### Electoral Timetable – Updated July 2023.

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| --- | --- |
| Call for nominations | Friday, 17 February 2023 |
| Deadline for nominations | 12pm on Friday, 3 March 2023 |
| Review of ‘fit and proper’ declarations | Monday, 6 March 2023 |
| Online Qualtrics test | Monday, 24 July 2023 – Friday, 11 August 2023. |
| Election | Should it be necessary to hold an election, this will take place between midday on **Monday, 21 August 2023** and midday on **Tuesday, 05 September 2023** |

#### Further information

1. You can find out more information about the [Council](https://www.essex.ac.uk/governance-and-strategy/governance/council), the [role description](https://www.essex.ac.uk/-/media/documents/about/governance/council-member-role-description.pdf), [Council’s primary responsibilities](https://www.essex.ac.uk/-/media/documents/about/governance/statement-of-primary-responsibilities.pdf), and the [Standing Orders for Council](https://www.essex.ac.uk/-/media/documents/about/governance/standing-orders.pdf), on our Council webpages.
2. You can also see who the current [members of Council](https://www.essex.ac.uk/-/media/documents/about/governance/council-members-sept-2017.pdf) are, read previous [Council agenda and minutes](https://www1.essex.ac.uk/committees/agendas_and_minutes_docs.aspx?committee=CNCL); find out the [meeting dates of Council and Council committees](https://www.essex.ac.uk/staff/governance/diary-of-meetings), explore the [University Committee structure](https://www.essex.ac.uk/-/media/documents/about/governance/committee-structure.pdf) and the [Committees of Council](https://www.essex.ac.uk/-/media/documents/about/governance/committees-council.pdf) on the Governance webpages.
3. Informal enquiries can be addressed to the Governance Office, via email [elections@essex.ac.uk](mailto:elections@essex.ac.uk).