LASE Honorary Degrees Committee Terms of Reference

1. Constitution

1.1 The Honorary Degrees Committee is a committee of the Board of Governors operating under delegated authority.

2. Scope

2.1 The role of the Honorary Degrees is to oversee and implement London and South East University Group's (LASE) policy on Honorary awards, and determine whether Honorary awards should be recommended to the Board of Governors for approval.

3. Membership

3.1 The membership shall comprise no fewer than seven and not more than 11 members:

- Chair of the Board of Governors
- Vice Chair of the Board of Governors
- Another Independent Governor appointed by People and Nominations Committee
- A Staff Governor appointed by People and Nominations Committee
- Vice-Chancellor and Chief Executive Officer
- DVC and Provost (Kent)
- DVC and Provost (Greenwich)
- DVC (Research and Innovation)
- Chancellor of the University Group
- Two members of the Academic Board (one from the University of Greenwich academic division and one from the University of Kent academic division) appointed by the Vice-Chancellor and Chief Executive Officer

3.2 Two Independent Governors will be appointed by the Board of Governors to act as Chair and Vice Chair of the Committee.

3.3 Independent Governors and Staff Governor members of the Honorary Degrees Committee (other than those serving ex officio) shall normally be appointed to the Committee for a term of three years and are eligible for re-appointment. Membership shall cease on expiry of the member's terms of office on the Board of Governors. Academic Board members shall normally be appointed for a term of one year which may be renewed for a further year; membership shall cease on expiry of the member's term office on the Academic Board.

3.4 The quorum is three members, the majority of whom must be Governors.

4. Attendance at meetings

4.1 The Group University Secretary shall attend meetings but is not a member. Other staff may be invited to attend for specific items where their attendance can inform and support the Committee.

5. Frequency and format of meetings

5.1 The Honorary Degrees Committee will meet a minimum of once each financial year.

5.2 Meetings will be held either in-person, via electronic means (e.g. online) or via a hybrid format, subject to agreement by the Chair. The Committee may also decide matters by email circulation. In between meetings of the Committee, the Chair of the Committee is empowered to decide matters falling within the Committee's remit by chair's action; matters decided by chair's action shall be reported to the next meeting of the Committee.

6. Delegated authority

<u>Under the University Group's Delegation Framework, the Committee is authorised by the Board of Governors to approve:</u>

6.1 **Policy:** the University Group's policy on honorary awards (including the criteria for awards) and policies and procedures relating to honorary awards;

6.2 **Nominations**: nominations for honorary awards against the University Group's criteria and determine whether to:

- reject the nomination;
- carry it over for consideration at a future meeting; or
- recommend the nomination to the Board of Governors for approval.

6.3 **Award categories:** the appropriate category of the award to be offered;

6.4 **Revocation processes**: policies and procedures for the revocation of honorary awards.

7. Other duties

<u>The other duties of the Committee shall be to:</u>

7.1 **Avoid devaluation:** ensure that there is no devaluation of standards for the University Group's honorary awards;

7.2 **Due diligence:** ensure that appropriate due diligence procedures are in place relating to nominations for honorary awards;

7.3 **Revocation:** consider whether to recommend to the Board of Governors that an honorary award should be revoked, where an honorary graduate, through behaviour or actions after their award, brings the Group into disrepute, or conflicts with the Group's mission, values and principles.

8. Reporting Procedures

8.1 The Honorary Degrees Committee reports to the Board of Governors as follows:

- **Frequently:** through summaries of the minutes of each meeting to the next meeting of the Board. Additionally, the Committee Chair delivers an oral report (along with other committee chairs) as an item on the Board meeting agenda.
- **Periodically:** via other policies, reports, plans and progress updates which it reviews and/or recommends for Board approval within the business cycle and its terms of reference;
- **Ad hoc:** where urgent Group-wide matters require direct escalation to the Board of Governors for decision or discussion.

9. Secretarial arrangements

9.1 The Committee will be clerked by the Group University Secretary or their nominee.

10. Review

10.1 The Committee will review its own effectiveness annually and in greater depth at a minimum of every three years. Reviews may be performed as part of wider governance effectiveness reviews.

10.2 These terms of reference will be reviewed annually to ensure their effectiveness and any amendments recommended to the Board of Governors for approval.

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