HESA BOARD OF TRUSTEES

RECRUITMENT INFORMATION FOR TRUSTEE VACANCY FOR A STUDENT OR REPRESENTATIVE FROM A BODY WHICH REPRESENTS THE INTERESTS OF STUDENTS

MARCH 2020
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WELCOME FROM THE CHAIR

The Higher Education Statistics Agency (HESA) is seeking a new Trustee to join its Board to provide the student perspective to our discussions and decision making. The role is strategic and ambassadorial in scope with the day to day running of the organisation delegated to the Chief Executive and the Executive Team. The individual appointed will need to either be a student or a representative of a body which represents the interests of students.

The successful candidate will be joining the HESA Board at a challenging and exciting time with the agency having recently taken up its role as the Designated Data Body for England. HESA plays a critical role in UK higher education and is in a unique position to use its influence to drive change for good. In a rapidly changing environment, HESA faces a number of strategic challenges and opportunities. It is increasing is strategic collaborations and we have developed a new strategy to help drive our work as experts in data collection, analysis and dissemination UK wide.

HESA is a charitable company limited by guarantee and was incorporated on 23 November 1992 known for its expertise in UK higher education data and is the designated data body for England. It has one wholly owned trading subsidiary, HESA Services Limited, which was incorporated on 27 September 1995. The Agency’s two founding Members are two of the representative bodies for the higher education sector, namely Universities UK and GuildHE.

HESA’s charitable “object” is to advance education for the public benefit.

The HESA Board has overall responsibility for HESA’s assets and property. Its principal responsibilities are to:

- Critique and determine the mission and vision of HESA, the overall strategy and key performance indicators.
- Ensure that HESA pursues its charitable object and agreed mission.
- Ensure the establishment and monitoring of systems of control and accountability.
- Set HESA’s budget to ensure the financial stability, probity and sustainability of HESA.
- Ensure that HESA complies with its constitutional documents, charity law, company law and any other relevant legislation or regulations.
- Monitor and evaluate HESA’s performance against agreed targets.
ABOUT HESA

HESA collects, assures and disseminates data about higher education (HE) in the UK on behalf of our Statutory Customers. As the trusted source of HE data and analysis, we play a key role in supporting and enhancing the competitive strength of the sector.

We work with HE providers in each of the four nations, collaborating with them to collect and curate one of the world’s leading HE data sources. Using this knowledge and expertise we provide a rich, open source of HE information for data users.

Our overarching commitment is to collect and assure high quality data for our customers across higher education and statutory and funding bodies. We have worked hard to maintain our high standards whilst going through the process to become the Designated Data Body for England and we will be driving through our key programmes of work and focusing on our core delivery functions in 2019/20 against our new strategy, which is focused around the following key strategic aims:

- Deliver our statutory and non-statutory data collection activities.
- Deliver our major transformation programmes.
- Ensure our data and expertise are open and accessible
- Build a flexible, innovative and resilient organisation.

Key areas of work over the last year have included steering the new Graduate Outcomes survey (which replaced the Destinations of Leavers from Higher Education (DLHE) survey), through its first year of operation and strengthening plans to ensure we are able to successfully deliver and continuing to work with our stakeholders and the sector in respect of the Data Futures programme.

We work with Statutory Customers and sector bodies such as Jisc, Universities UK (UUK), GuildHE, Independent Higher Education (IHE), Universities and Colleges Information Systems Association (UCISA), Academic Registrars Council (ARC), the Association of Heads of Universities Administration (AHUA), Higher Education Strategic Planners Association (HESPA), Student Records Officers Conference (SROC), as well as higher education providers and their software suppliers to ensure the data futures programme meets their requirements.

HESA has delivered on the commitment in its open data strategy to publish as much information we hold as open data as possible, and we will continue to evolve our analytical tools and services for providers in the coming year.
HESA BOARD AND ITS COMMITTEES

The HESA Board seeks, in appointing Trustees/Directors to the Board, that this ensures balance of expertise, skills and experience to best suit the needs of the Agency and is committed to equal opportunities and to increasing diversity on its governing body.

The Board consists of:

- up to four persons nominated by UUK;
- up to one person nominated by GuildHE;
- the CEO, by virtue of his/her employment by the Charity in that capacity;
- up to one person appointed by the Board (having consulted with GuildHE, Independent Higher Education, and such other HE provider representative groups as the Board considers appropriate) to better enable the Board to reflect the diverse types of HE provider who subscribe to the Charity and who will in the opinion of the Board have a comprehensive knowledge and understanding of the selected type of HE provider from which the Board wishes to recruit;
- up to one person appointed by the Board who is considered by the Board to be engaged wholly or mainly in the governance or management of a further education college which provides higher education and who will (in the opinion of the Board having consulted with the Association of Colleges and the UK Council of Colleges or their successor bodies) have a comprehensive knowledge and understanding of such colleges;
- up to six persons appointed by the Board (to be referred to as “co-opted directors”); and
- up to one person appointed by the Board being a student or a representative of a body which represents the interests of students.

Source: Board constitution (Articles approved 2018)

The Board is supported by an Audit Committee, a Remuneration Committee and a Nominations and Governance Committee. We also have a Board of Directors in place for our subsidiary company HESA Services Limited (HSL).
ABOUT THE ROLE AND PERSON SPECIFICATION

We currently have a vacancy on our Board for a Trustee who can strengthen the student perspective within the Board who is either a student or a representative of a body which represents the interests of students.

The role is unpaid but reasonable expenses will be reimbursed in accordance with HESA’s expenses policy.

TERM AND TIME COMMITMENT

Trustees are appointed for three years and are able to serve up to two consecutive terms. In exceptional circumstances, the Board may determine that a Trustee can serve a further term.

The HESA Board usually meets three times a year, with additional meetings held as necessary to support decision making, and for strategic discussion and board development. From time to time short term sub-groups of the Board may be convened to support key strategic activity. The appointed Director may be asked to join one of our Committees or the HSL Board.

Meetings are held either in Cheltenham or London. The next meeting of the Board is on the 23 June 2020 in London.

PERSON SPECIFICATION

The Board changed its Articles in 2018 to add a Trustee role to bring the student perspective to discussions and decision making and is looking to appoint a Trustee who is either a student or a representative of a body which represents the interests of students. This could include working for an organisation which provides support services to students, working for a student led organisation such as a Students Union or working for a company or organisation which offers services to students.

In addition all candidates are expected to demonstrate:

► An understanding of the role of HESA and the challenges and opportunities it faces.

► An understanding of the challenges presented by the complex and fast-changing environments in which we work.

► An understanding and acceptance of the legal duties, responsibilities and liabilities of a director (including compliance with the Fit and Proper Persons Test).

► An understanding of, and commitment to, the values of accountability, probity and openness.

► A commitment to HESA’s charitable object, mission and values.

► Experience/and or a clear understanding of the skills required at Board level e.g:

► Strategic thinking.

► Objectivity.

► Constructive challenge.

► Contributing independent perspective.

► Collegiate decision making.

► Promoting effective working relationships with colleagues on the Board and within the Executive.

► Willingness to share knowledge, skills and expertise to the benefit of HESA services and its aims and objectives.

► Willingness and capacity to devote the time and effort required to effectively discharge the duties of the role.
APPLICATION AND APPOINTMENT PROCESS

Interested individuals are invited to submit a CV and short covering note to the Company Secretary and Director of Corporate Affairs Deborah Lawrenson, by email deborah.lawrenson@hesa.ac.uk quoting reference HESABoardapp2020, by midnight on 15 April 2020.

If applying as the representative of an organisation that organisation will need to submit the CV and covering note recommending the appointment.

For an informal discussion please contact Deborah Lawrenson on 01242 211 116.

The Nominations and Governance Committee will undertake shortlisting and shortlisted candidates will be invited to have an informal discussion by phone with the Chair, Professor Sir Chris Husbands or Chief Executive, Paul Clark, with dates arranged in the week commencing 4 May 2020.

The Nominations and Governance Committee will interview candidates on 12 May 2020. Expenses will be reimbursed for attending the interview.

The committee will make its recommendation to the Members (GuildHE and UUK) and to the HESA Board (who will make the appointment), with the aim of the appointed Trustee joining the Board at its meeting in London on 23 June 2020.

Due diligence is completed on all potential Trustees to ensure that they are Fit and Proper Persons, including searches of the Register of Disqualified Directors, The Insolvency Service Register for recently disqualified directors, and the Individual Insolvency Register. Reviews of potential conflicts of interest are also carried out.

Following appointment to the Board, new Trustees attend an induction meeting with the Chief Executive and Company Secretary and are provided with access to the Trustees Handbook.