

Paper J1

Report to Assembly Executive February 2025

Nominations Committee

Basic information

Contact name and email address	Victoria Blunt, Convenor, Nominations Committee victoria.blunt@urc.org.uk Jenny Mills, Deputy General Secretary (Discipleship) jenny.mills@urc.org.uk
Action required	Decision.
Draft resolution(s)	Resolution 20 Assembly Executive appoints committee members and representatives as set out in paragraph 4.1 of this Report.

Summary of content

Subject and aim(s)	To note changes to Nominations Committee and structure, procedures to be implemented prior to General Assembly 2025 and to appoint members of various committees and groups and external appointments.
Main points	As above.
Previous relevant documents	N/A.
Consultation has taken place with...	Consultation with staff and officers of General Assembly, select committees and groups where appointments are required.

Summary of impact

Financial	None.
External (eg ecumenical)	None.

1. Formation of a new Nominations Committee

- 1.1 A new iteration of the Nominations Committee has been formed following decisions made at the General Assembly of 2023 as part of the Church Life Review.
- 1.2 The committee members were sought through the principles of safer recruitment: adverts were published, outline job descriptions were produced, conversations were held with potential candidates and references were sought.
- 1.3 This had led to the committee being made up of the following members: Victoria Blunt (convenor), Debs Brooks, Lisa McAvoy, Laura Everard and Andrew Mudharara. Jenny Mills is the Deputy General Secretary appointed to serve the committee and administrative support is being provided by Carole Sired.

2. The brief of the committee

- 2.1 The approach of the committee acknowledges the breadth of skills and understanding within the URC and seeks to utilise those talents that may have previously gone undiscovered. The aim is to engender a more inclusive culture within the framework of safer recruitment.
- 2.2 The Nominations Committee will delegate more responsibility to the wider church committees; whilst overseeing the broader process of appointing new candidates to each of the General Assembly committees.
- 2.3 The brief is to support candidates, panels and all related subcommittees to discern the call to serve. The committee will ensure due process is followed beginning with role descriptions, advertising vacant positions, through to the appointment of each new volunteer committee member.

3. Development of new recruitment processes

- 3.1 At the time of submission of this report, the Nominations Committee has met twice. A draft pack has been produced, which outlines the processes that need to be followed by committees in order to appoint new members using safer recruitment processes and also contains exemplar documents such as adverts, job descriptions and letters to candidates.
- 3.2 The Children and Youth Work Committee has agreed to review and trial the draft pack and provide feedback on it to the Nominations Committee.
- 3.3 The aim is to publish the final pack to all committees in the Spring.
- 3.4 The Nominations Committee produced a video and an infographic introducing the new committee ready for circulation in December 2024. They worked on a 'Frequently Asked Questions' document to answer potential questions that committees and/or individuals may have before the sharing of the final pack. In addition to this, a webinar was set for January 2025 to outline the new appointment process, open to all committee convenors and secretaries and anyone who expressed a wish to attend.
- 3.5 Over time, the Nominations Committee plans to work on guidance on recruiting under-18s as committee members and information about GDPR and the retention of documents surrounding recruitment.

4. Appointments

4.1 Since its formation, the new Nominations Committee has overseen the following appointments:

- Jennifer Mills-Knutsen as Chair of Governors at Westminster College
- Ian Miller as Church Appointed Trustee Director of the URC Ministers' Pensions Trust. This has been agreed by the Business Committee as it would be advantageous to keep the current Board members together to see the buyout project through
- Extension of Vaughan Griffiths' term as Director of the URC Ministers' Pensions Trust beyond his term as Deputy Treasurer. This extension involves Mr Griffiths fulfilling one of the ex-officio roles.

4.2 The above appointments are brought to Assembly Executive for approval.

4.3 A full list of names of those appointed to committees and other roles will be brought to the July 2025 General Assembly.