



# Nomination Committee Annual Report

2018-19

E: [governance@ice.org.uk](mailto:governance@ice.org.uk) W: [ice.org.uk](http://ice.org.uk)

# The Nomination Committee (NOMCO)

## Annual Report 2018-19

### Background

The role of the ICE Nomination Committee is to make recommendations to the Trustee Board for the appointment of candidates for senior positions in the Institution. It also approves, on behalf of the Trustee Board, a number of specific appointments, such as Director General & Secretary and Group Finance Director. In determining its recommendations, the Nomination Committee must ensure a balance of skills, demographics, diversity, sectoral knowledge and international membership. The Nomination Committee meets at least three times annually, as well as holding ad-hoc meetings where necessary.

This paper provides a summary report of the key actions and decisions taken by the Committee relating to the session of the Institution beginning in November 2018 until November 2019.

### NOMCO Composition 2018-19

#### *Chair*

Professor Lord Robert MAIR CBE FREng FICE FRS – **Past President**

#### *Ex-Officio*

Andrew WYLLIE CBE FREng MBA BSc CEng FICE CCMI - **President**

Paul SHEFFIELD CBE BSc CEng FICE – **Senior Vice President**

#### *Members*

John BECK MBA CEng FICE FRICS MCI Arb DipLaw – **Council Member**

Norman Frederick BRENT BSc Eng (Hons) FICE – **Council Member**

Teresa June FROST IEng FICE – **Council Member**

Emma KENT MEng (Hons) CEng FICE MStructE – **Council Member**

Neil SANDBERG BSc (Hons) MBA CEng FICE MKHIE – **Council Member**

## Timeline of NOMCO activity

**20 February 2018** - NOMCO Terms of Reference approved by Council.

**2 – 12 October 2018** – Council invited to put themselves forward for the 3-7 vacancies on NOMCO. Only five members stood, so there was no requirement to hold an election:

• John Beck • Norman Brent • Teresa Frost • Emma Kent • Neil Sandberg

**20 November 2018** – Trustee Board elected Professor Lord Robert Mair as the Past President to chair NOMCO. The President and SVP are 'ex-officio' members.

**23 November 2018** - Letter distributed inviting nominations for Vice President sent to the Trustee Board, Council, Past Presidents, Regional Chairs, Regional Directors, Honorary Secretaries and HK. A Website article encouraging nominations was placed on ICE website. ToR of the President plus brief on the role and responsibilities of a VP attached to correspondence. Deadline for nominations - 14 December 2018.

**3 January 2019** – Long list prepared by Head of Governance under the direction of the NOMCO Chair. Long list issued to NOMCO members two weeks prior to first meeting. 18 names were put forward as potential candidates. The sources of nominations were:

Council – 9;

Past Presidents – 4;

Vice Presidents – 1;

Regional Directors – 2;

Regional Chairs – 4;

General Members – 5

**17 January 2019** - NOMCO held their first meeting and on this occasion the Chair (PP Robert Mair), the President (Andrew Wyllie) and NOMCO Council members John Beck, Norman Brent, Teresa Frost and Neil Sandberg were present. The NOMCO business was to consider recommending for election by the Trustee Board and Council:

- a. one of the current succeeding Vice Presidents as candidate for President in 2020/2021;
- b. the VPs, from amongst those currently serving and eligible to continue, to serve as Vice Presidents for the 2019/2020 session;
- c. to confirm whether the number of Vice Presidents for 2019/20 should remain at the maximum number of seven provided in the By-laws;

- d. a Vice President to continue the succession (as a 'succeeding' VP);
- e. a further Vice President (as a 'non-succeeding' VP) to make up the recommended number of seven.

NOMCO members were provided with the following attachments:

Appendix 1 – Pool of Potential Candidates

1a – 1r – candidates nomination forms

Appendix 2 – Guidance Note – Trustee Board Selection

2a – Terms of Reference of the President

2b – Trustee Board Selection Procedure

Appendix 3 – Current Trustee Board – Sector and Skills Matrix

NOMCO members reviewed all the candidates against the characteristics listed below. The ICE President should:

- a. represent the civil engineering profession in UK;
- b. represent the civil engineering profession globally;
- c. engage with the ICE's current, and potential, membership;
- d. as the Presiding Trustee guide a £35M turnover institution;
- e. in leading the Trustee Board, oversee the long-term strategic development of the ICE;
- f. oversee the delivery of the ICE Plan.

To do this the President should have most, if not all, of the following characteristics:

- a. a credible record of professional success in civil engineering. This could be in the public or private sector, managing projects, overseeing technical solutions, or in academia;
- b. be known to a sizeable proportion of the ICE membership;
- c. have the necessary experience and kudos to lead the Chairs and CEOs of the major civil engineering companies;
- d. have board level experience (ideally as Chair) of managing a business or project with a turnover of £35M or greater;
- e. enjoy the respect of opinion formers and decision makers, particularly in Government;
- f. have the charisma and personality to persuade, cajole or drive competing stakeholders to mould a coherent view;
- g. have demonstrable experience of leading a complex organisation (whether commercial, academic, or public body);
- h. have background knowledge and/or previous connection with the ICE.

The President must be FICE and a Chartered Civil Engineer.

They also took into consideration the sector and skills matrix for the current Trustee Board. Each candidate was then discussed individually and finally NOMCO members voted on who they thought should be selected. A short list of three was agreed for the 'succeeding' Vice President post and for the 'non-succeeding' Vice President post. The Chair subsequently approached the candidates in the order of priority agreed to determine whether they would be prepared to fill the relevant appointment. The first placed candidates – Keith Howells for 'succeeding' Vice President and Richard Threlfall for 'non-succeeding' Vice President both accepted the posts on offer and their nominations were approved by the Trustee Board at its meeting on 26 February 2019.

Finally, NOMCO were advised that Council was currently holding an election to identify the two Council Appointee Members (14 January – 15 February 2019). Once these names were known the DG&S (NOMCO Secretary) under the direction of the NOMCO Chair would review the 2019 Trustee Board members to identify any missing competencies. NOMCO members would then be invited to nominate appropriate candidates to fill any gaps (25 February – 8 March 2019) for discussion at their meeting in March.

**22 February 2019** – Council elected Emma Kent and John Beck, both general members of Council. They joined Karen Britton as Council Appointee Members on the Trustee Board from 5 November 2019 and will serve until the end of their term of service on Council.

**13 March 2019** – A sub-group of NOMCO met and on this occasion the Chair (PP Robert Mair). Senior Vice President Paul Sheffield and NOMCO Council members Norman Brent, Teresa Frost, Emma Kent and Neil Sandberg were present. 3 names had been put forward as potential candidates by NOMCO members. The NOMCO business was to consider recommending for election by the Trustee Board and Council a member of the ICE to serve as an Ordinary Member on the Trustee Board.

NOMCO members reviewed all the candidates against the sector and skills matrix for the current Trustee Board and a competencies gap analysis. Each candidate was then discussed individually and finally NOMCO members voted on who they thought should be selected. The Chair subsequently approached the candidates in the order of priority agreed to determine whether they would be prepared to fill the relevant appointment. The first placed candidate – Liz Waugh - accepted the post on offer.

**16 April 2019** – Council approved the composition of the Trustee Board for 2019-20.

**8 July – 16 August 2019** - Council invited to put themselves forward for the two vacancies on NOMCO due to arise in November following the end of term on Council for Teresa Frost and Norman Brent. The election was conducted out-of-committee via email, using the STV voting system. Six members stood. Kate Cairns and Lucy Rew were the two successful applicants; beginning their term from 5 November 2019.

### **NOMCO Composition 2019-20**

The NOMCO composition as of 3 November 2019 shall be:

#### ***Chair***

Professor Lord Robert MAIR CBE FREng FICE FRS – **Past President**

#### ***Ex-Officio***

Paul SHEFFIELD CBE BSc CEng FICE - **President**

Rachel SKINNER BSc (Hons) MSc (Eng) CEng FICE MCIHT TPP – **Senior Vice President**

#### ***Members***

John BECK MBA CEng FICE FRICS MCIArb DipLaw – **Council Member**

Kate CAIRNS BEng (Hons) DIC MSc CEng FICE – **Council Member**

Emma KENT MEng (Hons) CEng FICE MStructE – **Council Member**

Lucy REW MEng (Hons) CEng FICE – **Council Member**

Neil SANDBERG BSc (Hons) MBA CEng FICE MKHIE – **Council Member**