

Surrey High Sheriffs Nomination Consultative Panel

Terms of Reference (August 2019)

1. **Purpose:** the purpose of the Panel is to support the incumbent High Sheriff in identifying suitable candidates for nomination as High Sheriffs of Surrey and to approve such nominations. To achieve that purpose each Panel member will provide names of suitable candidates together with supporting evidence for consideration by the Panel.

2. **Composition:** The members of the Nomination Panel should comprise a maximum of no more than twelve and a minimum of seven persons.

It should be an inclusive Panel comprising a mix of those connected with the current Shrievalty and of representatives of the broader community with a good gender balance, appropriate minority representation and geographical representation.

Members not directly associated with the Shrievalty must be in the majority.

No member should normally remain on the Panel longer than 3 years. No time will count prior to the adoption of these revised TORs. This time limit will be reviewed annually to ensure continuity is balanced against a healthy renewal of members.

3. **Membership:** the Panel should include as standing members:

A.

- a. The Incumbent High Sheriff
- b. The High Sheriff in Nomination for the following year
- c. The immediate past High Sheriff
- d. A second past High Sheriff

B. The following, amongst others, should be considered:

- a. A Deputy Lieutenant agreed with and representing the Lord- Lieutenant who is not associated with the Shrievalty
- b. Representatives of faith groups
- c. Representatives of Universities and of the education sector
- d. Judges, including recently retired Judges and long serving Magistrates
- e. Representatives of the Emergency services
- f. Leaders of Charities involved in Criminal Justice
- g. The Chief Executive or a Trustee of the county Community Foundation or other significant bodies within the voluntary sector who are willing to act without regard to fundraising objectives
- h. Chief Executives or elected/recently retired members of Local Authorities who are willing to act in an objective non-political manner

- i. Business leaders including chairs of Chambers of Commerce and of Local Enterprise
- j. Others who may from time to time be invited to participate.
- k. The Under-Sheriff will be invited to be in attendance

4. **Panel Chair:**

The Chair of the Nomination Panel should not be the current High Sheriff but rather a recent past High Sheriff or someone not connected with the Shrievalty. If unconnected with the Shrievalty an experienced Chair should be appointed and one who fully understands the exacting nature of the office of High Sheriff. In order to ensure the separation between the Lieutenancy and the Shrievalty, the Lieutenancy representative should not be invited to chair the Panel. For 2020 the Chairman will be HH Judge Robert Fraser.

The Chair will be appointed by the Panel on an annual basis.

5. **Continuity:**

Continuity and the passing on of good practice from year to year is of great importance. It is recommended that there be one longer serving member of the Panel, who can be relied upon to ensure that standards are maintained.

Secretarial Responsibilities:

The appointment of the Under Sheriff as Secretary of the Nomination Panel will also provide that continuity and experience. Currently the Under Sheriff is not a voting member of the Panel. The Secretary should maintain a confidential list of individuals whom the panel has considered so as to create a pool of potential candidates and also to avoid the embarrassment of asking someone who has previously declined. The list might also note those who have been identified as suitable but are not immediately available due to other commitments.

6. **Quorum:** a quorum will comprise:

- a. two of A a,b,c,d and
- b. 3 of B a to j

All 5 must be present in person. Members unable to attend may vote in absentia as long as there is a quorum of 5 members present in person.

7. **Frequency:** Panel meetings must be held at least once a year, and it is recommended that they should normally be held twice a year to ensure that Panel members are able

to assess candidates in more depth. Records of the meetings should be kept by the Secretary.

8. **Interaction with potential candidates:** A candidate must not be approached before the Nomination Panel and the Lord-Lieutenant have approved the name.

9. **Independent Applications to be High Sheriff.**

Persons who apply independently to become a High Sheriff should be referred to the Chair of the Panel or to the Under Sheriff who will ask for a Curriculum Vitae in order to assess to what extent the applicant meets the criteria for nominations. The applicant may be asked to provide two independent referees to whom the panel may apply for references and should be advised with regard to the nomination process and any other relevant information about the office of High Sheriff.

10. **Annual Review of Candidates:** The Panel should review annually those names already in nomination to ensure their continued fitness to serve.

11. **Panel Outcomes:**

- **Approval of the Lord-Lieutenant.** Once the Panel has approved a potential nominee (and it is sensible that the panel approves one or two further names in case the preferred choice is not willing or able to accept the nomination), the High Sheriff should inform the Lord-Lieutenant of the choice(s) of the panel and receive approval of the Lord-Lieutenant, which should be in writing. The Lord-Lieutenant would not normally override the decision of the properly constituted panel unless there was good reason about which the panel may not be aware. It would clearly be embarrassing if the Lord-Lieutenant had good reason to withhold approval from someone who had already been approached.
- **Approaching the Potential Nominee.** It is the responsibility of the incumbent High Sheriff to approach the person in question, brief that person about the role of the High Sheriff, the time required, the likely costs involved, the non-political nature of the appointment and to ask whether he/she would be prepared to accept the nomination. In the event of a negative reply, the High Sheriff should approach the next on the list of approved names.
- **Safeguarding.** At an appropriate point, the nominee should be asked to sign the annexed Safeguarding Statement.

12. **Submission to the Queen's Remembrancer:**

It is the duty of the incumbent High Sheriff to submit the name of the approved nominee by the end of January to the Clerk of the Queen's Remembrancer at the Royal Courts of Justice. The form to be completed is issued by the Privy Council Office the preceding September, together with a letter setting out guidance in respect of the eligibility criteria.

It should be noted that the Privy Council now requires that the High Sheriff confirms in the appropriate place on the nomination form that the approval of the Lord-Lieutenant has been given.

13. **Organisation:** the Under Sheriff is responsible for arranging the meetings and sending out invitations.