

Purpose

To consider nominations from any individual or group in the University, on a confidential basis and, as it feels appropriate, to make recommendations in respect of honorary awards of Leeds Beckett University for formal final approval by Academic Board.

Delegation of Authority

The Committee has **delegated authority** to:

1. Annually, recommend a shortlist of nominees to receive honorary awards from the University.
2. **Chair's action:** In exceptional circumstances, the Committee Chair shall have authority to act between meetings after consulting with the committee secretary. Details of any action taken will be reported to the Committee at the next meeting.

Each instance where delegated authority has been exercised shall be reported to the Academic Board at the following meeting.

Reporting

The Committee produces an annual report to Academic Board during the autumn cycle, with its shortlist of recommended award recipients. It may also produce other ad hoc reports.

Review

The Terms of Reference will be reviewed annually by the Committee, and any proposed changes will be presented to the Academic Board for approval. The Committee undertakes to regularly review the effectiveness of its operations.

Meeting frequency

The Committee shall normally meet once during the academic year.

Membership

The Committee shall consist of up to 8 members.

Current constitution

Vice-Chancellor (Chair)	1	Ex-officio
A nominee of the Students' Union	1	
A Deputy Vice-Chancellor	1	Nominated by the Vice-Chancellor
A Pro Vice-Chancellor	1	Nominated by the Vice-Chancellor
A Director of a Professional Service	1	Nominated by the Vice-Chancellor
An independent governor	1	Nominated by the Chair of the Board of Governors
Category B members of Academic Board	2	Nominated by the Vice-Chancellor

Total membership 8

Quorum 4

Regular attendees

Committee Secretary

Further information can be found in the [Standing Orders](#) for Academic Board and its committees.