



Election to Fellowship of the Learned Society of Wales - 2022-23 Guidance on the Election Process - Industry, Commerce, The Arts and Professions

CONTENTS

Introduction.....	1
The Election Process	3
Next Steps After the Fellows' Ballot	4
Roles in the Election Process - Definition and Eligibility	6
Guidance Notes for Completing the Forms.....	8
Appendix 1 - Scrutiny Committees	12
Appendix 2 - How We Assess the Excellence of Nominations.....	13
Appendix 3 - Additional Guidance for Scrutiny Committees.....	15

INTRODUCTION

WHO IS THIS DOCUMENT FOR?

This document is intended for the following people involved in a nomination for Fellowship in Industry, Commerce, The Arts and Professions (ICAP):

- Nominee
- Proposer (the main nominator)
- Informed Supporter
- Independent Assessors
- Members of the Scrutiny Committees who assess nominations

If you are interested in being nominated for Fellowship or interested in proposing someone, we hope that you will find this a useful guide. The Society is committed to running a fair, open and transparent election process.

WHAT IS THE LEARNED SOCIETY OF WALES?

We are the national scholarly academy of Wales, founded in 2010. We have a Fellowship of over 650 outstanding individuals, representing expertise across all academic fields and beyond. We use this collective knowledge to promote research, inspire learning, and provide independent policy advice.

The Society is a Royal Charter Charity, registered charity number 1168622. You can find out more about us here:



www.learnedsociety.wales

WHAT DOES FELLOWSHIP MEAN?

Election to Fellowship is a public recognition of excellence. All our Fellows have made an outstanding contribution to the world of learning and have a demonstrable connection to Wales.

Because of the status of Fellowship, all Nominees (except for Honorary Fellows) must go through a rigorous process of assessment. The process is rigorous - around 50 new Fellows are admitted each year, but we receive many more nominations. On p.5, you can find out more about our criteria for Fellowship.

Once elected, Fellows are lifelong members and are asked to contribute to the Society's work where possible. This may include contributing to our events, policy work, public engagement activities, governance or future election processes.

A list of our current Fellows is available here:

www.learnedsociety.wales/fellowship/fellows

EQUALITY, DIVERSITY AND INCLUSION

The Learned Society of Wales has a strong commitment to equality and diversity. We want to ensure the Society is welcoming and inclusive, and we will not stand for any form of discrimination.

We strive for a more diverse Fellowship, with increased membership from all under-represented groups. At present, we have a particular focus on increasing nominations of women.

We encourage nominations from academia, business, the professions, the public and third sectors.

We recognize that excellence can be demonstrated over a range of career lengths, and our Scrutiny Committees do not have a set expectation of a Fellow's age. What is important is that Nominees meet our Criteria of Excellence. By focusing on Nominees' achievements, professional standing and wider contributions, we aim to ensure that our Fellows are authoritative examples of the very best of Wales across all areas.

Nominations are welcomed in Welsh and/or English.

Financial circumstances

We want to ensure that our admission and membership fees (see p.4) are never a barrier to Fellowship. We operate a Fee Relief Policy for Fellows whose circumstances make it difficult to cover the fees. As a Nominee, you can make a pre-emptive application and we will let you know prior to nomination whether fee relief will be granted. [The policy is available here.](#)



THE ELECTION PROCESS

OVERVIEW

1	Nominations submitted	1 June to 31 October 2022
2	Independent assessments sought for each nomination	November - December 2022
3	Nominations assessed by Scrutiny Committees	January - February 2023
4	Vice-Presidents propose shortlist to the Society's Council	March 2023
5	Council finalises list of Nominees	March 2023
6	Fellowship votes on the Nominees	April 2023

WHAT IS NEEDED FOR A VALID NOMINATION?

A nomination is made by a Proposer, supported by a Seconder. They must both be Fellows of the Society.

The Proposer must submit all the following documents, fully completed, before the deadline (see www.learnedsociety.wales/fellowship/becoming-a-fellow/nomination-forms):

- **Nomination Form** - completed by the Proposer and signed by the Seconder
- **Nominee Evidence Form** - completed by the Nominee
- **Nominee's CV** - provided by the Nominee
- **Informed Supporter Report** - completed by the Informed Supporter, in response to the information on the Nominee Evidence Form

Nominees also have the option to complete a confidential **Individual Circumstances Form**, detailing any circumstances that may have negatively affected their career. They should submit this directly to the Society. We will only share it with the Chair of the Scrutiny Committee responsible for considering that nomination.

It is vital that the forms are completed fully and abide by any stated word limits. We will not consider any unsolicited additional materials, references or letters of support.

Please note:

- The nomination must be kept **strictly confidential** between the Nominee, Proposer, Seconder, Informed Supporter and the Society.
- The Proposer should take responsibility for completion of the Nomination Form and for obtaining the supporting signatures.
- The Society will not enter into any communication with the Nominee about the nomination.



DEADLINE FOR NOMINATIONS

All forms must be emailed to nominations@lsw.wales.ac.uk before **12.00 noon on Monday 31 October 2022**. Forms received after this date, or sent to another address, will not be accepted.

We will acknowledge every nomination. If you do not receive an acknowledgement within 3 working days, please contact nominations@lsw.wales.ac.uk. We cannot be held responsible for nominations that fail to reach us, or that arrive after the deadline.

WHAT HAPPENS AFTER THE SOCIETY RECEIVES A NOMINATION?

We will pass all the documents - excluding any Individual Circumstances Form - to the Scrutiny Committee selected by the Lead Proposer on the Nomination Form. (See Appendix 1 for more information.)

Please note that there can be no cross-referring during an election cycle, nor will a nomination be considered if wrongly submitted to ICAP committees as the nomination form is different and therefore cannot be cross-referred to STEMM or HASS committees. A nomination may therefore be delayed by a year, and we recommend that Proposers intending to submit to these committees should seek advice before doing so.

The Scrutiny Committee will seek at least two independent assessment reports on each Nominee. It will then meet to assess all the nominations it has received.

The Scrutiny Committee will make its recommendations to the Society's Council. The Council then meets in March to make the final decision on which nominations will be put forward to a ballot of all our Fellows.

Please note that summary information is submitted to Council to support the Scrutiny Committee's recommendation. Council members are, however, able to view all nomination paperwork on the day of the meeting.

NEXT STEPS AFTER THE FELLOWS' BALLOT

FOR NOMINEES ELECTED AS FELLOWS

We will contact you to congratulate you on your election as a Fellow. We will invite you to be admitted formally at our AGM in May, and to attend our Annual Dinner when that takes place.

Please note that new Fellows are required to pay an admission fee of £90. There is also an annual subscription fee of £180 (£90 for those aged over 70 on 24 May 2023). Those aged over 85 are exempt from admission and subscription fees.

As noted on p.2, we operate a Fee Relief Policy for Fellows whose circumstances make it difficult to cover the fees.

FOR UNSUCCESSFUL NOMINEES

We will contact you and your Proposer to advise you that your nomination was not successful. You will be given the opportunity to receive feedback from the relevant Vice-President.



You may be nominated in future years, as long as your Proposer submits an updated nomination using paperwork for that year's election cycle. There is no limit on the number of times you can be nominated.

2022/23



ROLES IN THE ELECTION PROCESS - DEFINITION AND ELIGIBILITY

NOMINEE

The Nominee is the individual seeking to be elected as a Fellow. We define a Fellow as follows:

Fellows must be persons resident in Wales, persons of Welsh birth who are resident elsewhere and others with a particular connection with Wales; in each case, having a demonstrable record of excellence and achievement in one of the academic disciplines or, being members of the professions, the arts, industry, commerce or public service, having made a distinguished contribution to the world of learning.

Criteria and measures of distinction will, of course, vary between different disciplines and areas of achievement. We measure each Nominee's achievements relative to the opportunities they have had in their career. However, in all cases we define excellence in terms of the following overarching criteria:

- Outstanding achievement (the quality of your achievements and contributions to Wales)
- Professional standing (the strength of your reputation among your peers)
- Wider contributions (the impact you have made on people, institutions or wider society)

Further information about these criteria is provided in Appendix 2.

PROPOSER

The Proposer is responsible for completing the nomination form and submitting all the documents noted under 'What Is Needed for a Valid Nomination?' (p.3). They are the Society's main point of contact regarding the nomination and will be (along with the Nominee) informed of the result at the end of the election process.

The Proposer must be a Fellow of the Society. In each election cycle, a Fellow may propose **three Nominees only**. However, female Nominees and Nominees from other under-represented groups are exempt from this restriction.

To avoid conflicts of interest, a Proposer must **not** be:

1. A chair of any of our Scrutiny Committees
2. A member of the Scrutiny Committee to which the nomination is being submitted
3. Related by family to the Nominee

SECONDER

The Secunder supports the nomination and completes questions 4-5 on the nomination form.

Like the Proposer, they must be a Fellow. To avoid conflicts of interest, they may not be related by family to the Nominee. (The other restrictions on Proposers do not apply.)



INFORMED SUPPORTER

The Informed Supporter uses their knowledge of the Nominee to support the nomination. They are asked to complete a separate report form and send this to the Proposer before the deadline for nominations.

They do not need to be an existing Fellow, but should be:

- Someone who knows the work of the Nominee (they may have worked with them - e.g. as a co-grant holder, co-author, supervisor or collaborator - but this is not a requirement)
- A distinguished individual from business, public service or the professions with international or equivalent/ significant standing in their field.

The Informed Supporter **must not** be:

- A member of the Society's Council or a member of the Scrutiny Committee to which the nomination will be submitted
- Employed by or based at the Nominee's institution/organisation

The Proposer, Secunder and Nominee may discuss appropriate people for this role, but only the Proposer should contact the Informed Supporter and obtain their report.

INDEPENDENT ASSESSORS

Each nomination will be assessed by at least one (but preferably two) Independent Assessors.

The Independent Assessor is asked to complete an independent and objective report following receipt of a completed nomination. In the report, they assess the Nominee against our criteria of excellence.

An Independent Assessor does not need to be an existing Fellow, but should be:

- A distinguished individual from business, public service or the professions with international or equivalent/ significant standing in their field
- Familiar with the field, work or standing of the Nominee

They may be based outside the UK in order to aid assessment of the Nominee's international reputation.

Independent Assessors **must not** be:

- Members of the Society's Council or any of its Scrutiny Committees
- Employed by or based at the Nominee's institution/organisation
- Directly associated with the Nominee's work
- A close friend or related by family to the Nominee

The Proposer should suggest up to four Independent Assessors on the nomination form. They may discuss the names with the Secunder and Nominee but must not contact the suggested individuals.

Once we have passed on a nomination to the relevant Scrutiny Committee, it will select two or more appropriate Assessors that may include some of those suggested on the nomination form. The Society will then contact the proposed Assessors.



GUIDANCE NOTES FOR COMPLETING THE FORMS

NOMINATION FORM

Except where stated, all sections of the nomination form should be completed by the Proposer.

Questions 1-3 To be completed by the Proposer.

Questions 4-5 To be completed by the Secunder.

You may use e-signatures, scanned signatures or typed names in the Signature boxes.

Question 6 Name the Informed Supporter and provide a rationale for choosing them. Note that the Informed Supporter is required to complete a separate form - see guidance on p.10.

Question 7 Please suggest up to four Independent Assessors for the Scrutiny Committee to consider. As noted on p.7, you should not contact the suggested Assessors.

Question 8 Select the most appropriate Scrutiny Committee to assess the nomination. See Appendix 1 for more detailed guidance. Please describe the rationale for selecting this committee.

Note that a nomination can only be considered by one committee, and it cannot be passed from one committee to another.

Question 9 This should be written in response to the Nominee's own statement on their Evidence Form. You should make specific reference to the criteria of excellence against which the nomination will be evaluated - see Appendix 2 for further information.

NOMINEE EVIDENCE FORM

The Proposer and Nominee should work together on the Evidence Form. This provides vital information in support of the nomination. It should provide the necessary evidence:

1. To support the case for election made by the Proposer and Secunder
2. To provide the Informed Supporter, Independent Assessors and Scrutiny Committee with the evidence to make informed judgments about claims made in the nomination

It is particularly important that the Evidence Form demonstrates how the Nominee satisfies our overarching Criteria of Excellence, by providing evidence of the way in which their attributes and achievements satisfy those criteria

Further guidance on the Criteria of Excellence is available in Appendix 2.

Question 1 Enter your personal details. The declaration on the last page of the form details how we will use this information. We will not pass on your personal information (contact details or date of birth) to Independent Assessors.



Please note: if your nomination is successful, we will reproduce the following information **exactly as provided in Question 1** in our register of Fellows and in public announcements:

- Your title, name and any post-nominal letters (therefore, please only give middle names if you use these publicly)
- Your job/role and institution/organisation (however, if you prefer a different affiliation to be listed, please provide it in the box below)

Question 2 Tick ‘Yes’ if you wish the Scrutiny Committee to take into account special circumstances which have negatively affected your career. This may include gaps in work, reductions in output or changes in personal circumstances.

The nature of the excellence we are looking for will always be closely related to the Nominee’s lived life and experience. When assessing your nomination, the Scrutiny Committee is able to take into account contractual arrangements (e.g. full-time, part-time, job-share, clinical responsibilities) and any personal, family or non-academic circumstances that may have impacted your career profile or quantity of work. The standards of excellence expected will remain the same.

Factors that may be considered include, but are not limited to:

- Flexible working arrangements (e.g. career breaks, part-time working, semester/term time working, job-sharing)
- Pregnancy, maternity, paternity, shared parental leave, adoption and surrogacy, special guardianship
- Caring responsibilities
- Disability, ill health (including mental health) or injury
- Circumstances related to gender identity
- Personal, family, or other non-academic circumstances that have restricted or delayed the Nominee’s professional career

If the issues are non-confidential, please note them in the text box under Question 2. If the issues or their impact are more confidential in nature, please submit a separate Individual Circumstances Form. This will only be shared with the Chair of the Scrutiny Committee.

Question 3 Please note our definition of a ‘connection with Wales’:

Persons resident in Wales, persons of Welsh birth who are resident elsewhere and others with a particular connection with Wales

‘Other’ connections may include - but are not limited to - contributions to the study of Wales, to Welsh public life, or to education systems in Wales.

Question 4 In a maximum of 5 words, describe your field of activity. For example, you may list “Public sector”, “Performance”, “Innovation”, or “Public Engagement”. This description will be used as a tag on our website and database, in order to identify Fellows with expertise in a particular field.

Questions 5-8 You should answer these questions in the same way as in a CV.



Question 9 Please list up to 20 of your major achievements and/or outputs in date order, starting with the most recent. These may include:

- Significant publications (e.g. books, refereed journal articles, chapters in books, reports)
- Artistic outputs (e.g. performances, literary works, musical compositions)
- Reports or other contributions to government, funding bodies, international agencies, major charitable bodies or business
- Contributions to policy or pedagogy
- Other outputs such as software, designs, artefacts, start-up companies or patents

Question 10 Please describe your specific fields of expertise.

Question 11 Please provide evidence for your achievements and contribution, your standing and your impact and social benefit. You should focus on providing evidence for areas which meet our three overarching Criteria of Excellence. Note that the word limit is 1000 words for each of the three criteria ie a total of 3000 words.

Please note that this section of the nomination is crucial. Only nominations that demonstrate and provide evidence for outstanding performance under each of our overarching criteria are likely to be recommended for election to the Fellowship. Appendix 2 provides examples of the kinds of achievements that may indicate this.

Question 12 This question provides an opportunity for you to give any additional information that may be helpful for the Scrutiny Committee. As well as providing further evidence in your case for election, you might find it helpful to indicate how you would contribute to the life of the Society.

Please remember that this form is the Nominee's only opportunity to provide such information - we will not consider any other documentation sent separately to us.

Question 13 Please complete the declarations.

Question 14 Please sign the form. An e-signature is acceptable, as is a scanned signature.

INFORMED SUPPORTER REPORT

Question 1 Please provide the requested personal details and detail your relationship with, or knowledge of, the Nominee. Please refer to p.7 of this document to ensure that you fulfil the criteria to be an Informed Supporter / Independent Assessor and can provide an objective assessment of the Nominee.

Question 2 To complete this section, we ask you to refer to the Nominee Evidence Form. On this form, the Nominee will provide evidence against which they wish their nomination to be assessed. Please refer specifically to this evidence, giving your view on whether the Nominee fulfils the Criteria of Excellence.



INDEPENDENT ASSESSOR REPORT

- Question 1** Please provide the requested personal details and detail your relationship with, or knowledge of, the Nominee. Please refer to p.7 of this document to ensure that you fulfil the criteria to be an Informed Supporter / Independent Assessor and can provide an objective assessment of the Nominee.
- Question 2** Tick the box that, in your view, most appropriately describes the Nominee in relation to our election criteria. Our Scrutiny Committee will consider this alongside your answer to Question 3.
- Question 3** Please provide a rationale for the assessment given in Question 2. To complete this section, we ask you to refer to the Nominee Evidence Form. On this form, the Nominee will provide evidence against which they wish their nomination to be assessed. Please refer specifically to this evidence, giving your view on whether the Nominee fulfils them.

INDIVIDUAL CIRCUMSTANCES FORM (OPTIONAL)

Please see the above note (Nominee Evidence Form, Question 2).



APPENDIX 1 - SCRUTINY COMMITTEES

Please use these lists of examples (not exhaustive) to determine which Scrutiny Committee is appropriate for a nomination.

We recognise that some Nominees can claim excellence in more than one discipline or field of activity. In these cases, please select the primary discipline/field and submit the nomination to this Committee.

For a list of current Scrutiny Committee members, go to:

www.learnedsociety.wales/fellowship/becoming-a-fellow/scrutiny-committees

Leadership in Public Engagement and Understanding	
Librarianship and Information Management	Creative Writing
Curatorship of Museums and Galleries	Film, TV, Radio and Digital Media
Heritage	Visual and Applied Arts Practice
Dance, Theatre and Performance	Outreach and Public Understanding of Science and Letters
Music	

Leadership in Professional, Educational and Public Sector	
Private Sector Management	Public Policy and Public Sector Leadership
Professional Leadership	Leadership and Development of School and Further Education
Not-for-Profit and Voluntary Sector Leadership	Leadership and Development of Tertiary Education



APPENDIX 2 - HOW WE ASSESS THE EXCELLENCE OF NOMINATIONS

CRITERIA OF EXCELLENCE

All nominations must meet our three Criteria of Excellence:

- Outstanding achievement (the quality of your achievements and contributions to Wales)
- Professional standing (the strength of your reputation among your peers)
- Wider contributions (the impact you have made on people, institutions or wider society)

AREAS AND FIELDS OF ACHIEVEMENT

The Proposer and Nominee should identify the area(s) of achievement and the specific field(s) in which excellence is claimed.

This sector of the Fellowship covers a very diverse range of achievements and contributions to the world of learning. It is not possible to list benchmarks in the same way as for academic nominations. Nominees in this category should provide evidence to demonstrate that their achievements meet our overarching Criteria of Excellence and go above and beyond the normal expectations of their job.

Indicators of Achievement

To assist Proposers and Nominees, we provide the following examples of attributes and achievements that may meet our three Criteria of Excellence in these areas. We stress that these are **only indicative**.

All of the following indicators may be met at Wales and/or international level.

- Activities that promote engagement with the world of learning
- Commitment to the transfer of tangible and intellectual property, expertise, learning and skills between the non-academic community and academia
- Outputs and publications (e.g. journal articles, books, performances, broadcasts, composition, exhibitions, software, patents) with demonstrable standing and impact
- Activities that promote/enhance the communication of the disciplines or professions to wider audiences
- Inspirational contribution to developing the next generation of scholars, and the development, support and continuity of the relevant discipline or field
- Facilitating the education of others, through major contributions to and support for learning
- Outstanding contribution to the development and maintenance of the disciplines/professions to the benefit of Wales and its communities
- Knowledge exchange, where innovation in business, the arts, science or the public and private sectors contributes to academic knowledge and research
- Exercising significant management and leadership responsibility within the school, further education, adult or community education sectors
- Leadership of, and/or a record of service to, relevant professional, government, third sector or private sector bodies, institutions or networks



- Leadership and active participation in advisory committees or professional or practice-based forums
- Enhancing public understanding of, and engagement with, knowledge and research, culture and the arts, or contributing to well informed public debate
- Translating research or teaching expertise into beneficial activity or positive change in the wider community

2022/23



APPENDIX 3 - ADDITIONAL GUIDANCE FOR SCRUTINY COMMITTEES

The following additional guidance is for members of our ten Scrutiny Committees. It is provided here in order to make the election process, and the decisions surrounding it, transparent to everyone.

CONFIDENTIALITY

Information and documentation on nominations for election are provided to members of Scrutiny Committees on a strictly confidential basis and must under no circumstances be discussed with or disclosed to anyone other than:

- Fellow members of the Scrutiny Committee
- Independent Assessors
- The responsible Vice-President
- Staff of the Learned Society of Wales

COMPOSITION OF COMMITTEES

1. Each Scrutiny Committee has a core membership normally comprising the Chair, Vice-Chair, and between 3 and 7 other Fellows who are active or experienced in relevant fields. Where a Committee identifies a need for further specialist input, it may additionally co-opt one or more Fellows previously elected by that Committee.
2. To aid the scrutiny process, contact emails for each member of the Scrutiny Committee will be circulated to other committee members, and contact emails for each Chair will be circulated to the other Chairs.

OVERALL LENGTH OF SERVICE

1. Ordinarily, a Fellow should not exceed six years' continuous service as a member on any committee or eight years' service when accumulated as a Chair, Vice-Chair or a member.
2. Once a Fellow reaches the limit, a period of two years should elapse before they are eligible to serve on that committee again.

APPOINTMENT OF CHAIRS AND VICE-CHAIRS

1. Appointment of Chairs:
 - a. Committee Chairs may serve a term of 2 years, plus, at the relevant Vice-President's discretion, up to 2 additional years thereafter.
 - b. When a committee requires a new Chair, the staff team will seek expressions of interest from all Fellows previously elected by that committee. A role description will be provided. Candidates will be expected to have prior experience of serving on that committee.
 - c. If one Fellow makes an expression of interest, they will be appointed subject to the Vice-President's approval.



- d. If more than one Fellow makes an expression of interest, they may be asked to provide further information to support their candidature. The Fellowship Committee will be responsible for considering the information provided, interviewing the candidates if required, and agreeing which candidate to appoint.
2. Appointment of Vice-Chairs:
 - a. Vice-Chairs may serve a term of 2 years plus, at the Chair's discretion, up to 2 additional years thereafter.
 - b. When a committee requires a new Vice-Chair, the staff team will seek expressions of interest from all current members of that committee. A role description will be provided.
 - c. If one member makes an expression of interest, they will be appointed to the role subject to the Chair's approval.
 - d. If more than one member makes an expression of interest, they may be asked to provide further information to support their candidature. Based on the information provided and on discussion with the candidates if required, the Chair will appoint the Vice-Chair.

APPOINTMENT OF MEMBERS

1. Appointment of Members
 - a. Members may serve a term of 2 years plus, at the Chair's discretion, up to 2 additional years thereafter.
 - b. When a committee requires new core members, the staff team will seek expressions of interest from all Fellows previously elected by that committee. If the committee needs expertise in certain subject areas, or lacks diversity in line with the Society's Equality, Diversity and Inclusion strategy, this will be noted when the call goes out. By agreement with the Chair, this general approach may be supplemented by targeted communication with specific Fellows.
 - c. Based on the committee's needs, Chairs will appoint core members from those who express an interest, referring to the Vice-President throughout.
 - d. If a committee still requires additional expertise to fulfil its responsibilities during that year's election cycle, Chairs may co-opt one or more Fellows previously elected by that committee.
 - e. Each committee will give consideration to an appropriate turnover of its members each year, to ensure a balance between continuity and new perspectives.

CONFLICTS OF INTEREST

1. The Society is committed to ensuring that its decisions and decision-making processes are, and are seen to be, free from personal bias and do not unfairly favour or disfavour any individual connected with the Society.



2. We have a duty to ensure that every committee member understands what constitutes a 'conflict of interest', and that they have a responsibility to recognise and declare any conflicts that might arise for them.
3. Conflicts of interest can be defined as:

“a set of circumstances that creates a risk that an individual’s ability to apply judgement or act in one role is, or could be, impaired or influenced by a secondary interest”
4. A conflict of interest may be something that affects a committee member directly, or indirectly, through a family member, a friend or a business partner.
5. Committees have the following responsibilities:
 - a. To include conflicts of interest in their agenda each time they meet.
 - b. At the beginning of each meeting, through the Chair, to ask members to declare any private interests in the items to be discussed at the meeting.
6. To reduce the risk of conflicts of interest in the nomination process:
 - a. A Scrutiny Committee **member** may not be Proposer of a nomination for the committee on which they serve.
 - b. A Scrutiny Committee **Chair** may not be Proposer for nominations to any committee.
 - c. A Scrutiny Committee **member** may not be a member of the Society’s Council.
7. To reduce the risk of conflicts of interest within Scrutiny Committee meetings:
 - a. A committee member who is a Secunder or Independent Assessor for a nomination to their committee, or who has a family connection to a Nominee, will be required to leave the room while that nomination is considered.
 - b. A committee member who knows a Nominee must not add any personal knowledge about that individual that is not declared on the nomination forms, but may comment on what is on the form if invited to do so by the Chair.
 - c. At each committee meeting, the Chair will call for declarations of interest before members begin to review nominations. Members must declare any interests of the type covered in points **a** and **b**, or any other relevant interest in a nomination.
 - d. If the Chair has a conflict of interest with a nomination, the Deputy Chair will lead the evaluation of that nomination.
 - e. In all cases, conflicted member(s) may not participate in, or influence, the decision or any vote on the relevant nomination; they must also withdraw from the meeting during such votes.

ALLOCATION OF NOMINEES TO SCRUTINY COMMITTEES

1. The staff team will allocate each nomination to the Scrutiny Committee selected by the Proposer on the Nomination Form.
2. Nominations are not cross-referred and may be rejected by a Scrutiny Committee if not submitted to an appropriate committee.



3. If a Proposer wishes an unsuccessful nomination to be considered again, they must resubmit it using the correct forms for that year's election cycle, before the normal deadline; only then will it be allocated to a Scrutiny Committee.

INDEPENDENT ASSESSORS

1. An assessment of each nomination will be carried out by at least two Independent Assessors. See p.7 for a description of this role.
2. The Society may contact Assessors named on the Nomination Form but may also contact others.
3. Those invited to be Assessors are asked to respond to the invitation within a short period, to confirm whether they are willing and able to provide a report by the required date. In the case of a negative response or no response by the due date, another potential Assessor should be invited to provide a report.
4. Using the Assessor's Report form, each Assessor will:
 - a. Place each nomination in one of the two categories:
 - Meets criteria of excellence
 - Does not meet criteria of excellence
 - b. Provide a thorough rationale for their decisions, explicitly referring to the Nominee Evidence Form and making specific reference to the criteria of excellence against which the nomination is to be evaluated.
5. If a Scrutiny Committee cannot secure a report from an Assessor, the Chair will consider (in consultation with the relevant Vice-President) whether the committee can evaluate the Nominee without one.

ASSIGNMENT OF NOMINEES TO SCRUTINY COMMITTEE MEMBERS

The Chair of each Scrutiny Committee will assign each nomination it receives to a committee member for initial review. This member will:

1. Undertake any additional research into the Nominee that may be needed to supplement the information on the forms and reports.
2. Introduce the Nominee to the rest of the committee when it holds its formal meeting (see below).

SCRUTINY COMMITTEE DECISION-MAKING

1. Prior to considering nominations:
 - a. The Scrutiny Committee Chairs and Vice-Chairs, and the Vice-Presidents will meet for a detailed briefing on the scrutiny procedures, including any changes made to that year's election process.
 - b. All committee members will be offered training/advice on Equality, Diversity and Inclusion within the scrutiny process.



2. During January and February, each Scrutiny Committee will meet (in person or via Zoom) to consider the nominations allocated to it and to agree a ranked list of Nominees.
3. The quorum for all committees is two-thirds of the membership (rounded up to the next integer). This includes members joining the meeting electronically.
4. During the meeting, committee members will consider nominations in the context of related Assessors' reports and assess the nominations against the criteria for excellence (Appendix 2).
5. Committees are asked to compile up to two lists during their meeting:
 - a. A list of nominees meeting all Criteria of Excellence and therefore recommended for election
 - b. A list of those who do not meet the Criteria of Excellence
6. After the meeting, the following process applies:
 - a. The Chair will submit the committee's categorised lists of Nominees to the staff team, together with any feedback noted. Copies will be sent all members of the committee, confirming the outcome of the meeting
 - b. The Vice-Presidents (as interim Chairs of the ICAP committees for the 2022-23 election cycle) will compile the list of recommended Nominees for submission to Council.
7. The Society's Council will consider the Scrutiny Committees' recommendations at its Special Meeting in March. The approved list of Nominees will then be submitted to a formal ballot of the Fellowship.
8. The presumption is that all Nominees recommended for election will normally be approved by Council for inclusion on its list.
9. There is no absolute limit on the number of new Fellows elected each year.
10. The lists produced by the Scrutiny Committees and the Vice-Presidents must be treated as strictly confidential. While unsuccessful Nominees are entitled to receive feedback on their nomination (see below), they are not entitled to see the lists or their classification amongst other Nominees.

FEEDBACK TO NOMINEES

1. At each Scrutiny Committee meeting, feedback should be collected for all Nominees classified as 'Does not meet Criteria of Excellence'. Feedback does not need to be collected for those classified 'Meets all Criteria of Excellence', as the assumption is that such Nominees will go forward for election automatically.
2. To ensure feedback is collected in a consistent and evidence-based manner, the committee Chair will complete a short feedback form, referring to the criteria of excellence (Appendix 2). This will then be retained by the staff team for use by the Vice-Presidents.
3. Only the Vice-Presidents may give feedback to unsuccessful Nominees. Feedback will be provided directly to Nominees, to avoid second-hand messages and inconsistency in the transmission of often sensitive and sometimes confidential issues.



CONTACT US

Learned Society of Wales
University Registry
King Edward VII Avenue
Cathays Park
Cardiff
CF10 3NS
Wales

www.learnedsociety.wales

nominations@lsw.wales.ac.uk

+44 (0)29 2037 6954

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