

**Nomination of a Professional Staff member to serve as a Class (5) member of the University Council: from 1 August 2025**

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| **Details of Nominee** | | | | |
| **Full name:** |  | | | |
| **Job title:** |  | | | |
| **School/ Department:** |  | | | |
| **Email:** |  | | | |
| **I confirm that I am a Professional Staff member:** | | | | * Yes |
| * No |
| **I confirm that I understand and will comply with the Election Rules:** | | | | * Yes |
| * No |
| **I confirm that I have read and understood the ‘Role and Responsibilities of Council Members’ document and will subscribe to the Council Code of Conduct:** | | | | * Yes |
| * No |
| **‘Fit and Proper Persons’ Declaration** (Note: this declaration is required to meet Office for Students requirements. Information will only be used by Council Nominations Committee in considering its recommendations to Council after the election concludes) | | | | |
| I, the undersigned, declare that:   1. I am not disqualified from acting as a company director, or from acting as a charity trustee, as set out in the Company Directors Disqualification Act 1986 or the Charities Act 2011[[1]](#footnote-1). 2. I have not been convicted of a criminal offence anywhere in the world[[2]](#footnote-2). 3. I have not been the subject of any adverse finding in civil proceedings, where relevant, including but not limited to bankruptcy or equivalent proceedings (in the last three years). 4. I have not been the subject of any adverse findings in any disciplinary proceedings by any regulatory authorities or professional bodies. 5. I have not been involved in any abuse of the tax systems. 6. I am not involved with any entity that has been refused registration to carry out a trade or has had that registration terminated. 7. I am not/have not been involved in a business that has gone into insolvency, liquidation or administration while connected with the organisation or within one year of that connection. 8. I have not been dismissed from a position of trust or similar. 9. I am not involved with a higher education provider that has had its registration refused or revoked by the Office for Students or has had similar action taken against it by another regulator (this includes but is not limited to, serving on a board/governing body, having voting rights, being a significant shareholder/owner, serving in a senior position, etc.).   If you are unable to provide a declaration in respect of any of (a)-(i) above, please give brief details[[3]](#footnote-3): | | | | |
| **Signature:** |  | | **Date:** |  |
| **Brief statement (maximum of 250 words)** Please provide a brief statement (maximum 250 words), including details of relevant skills and experience, the reasons you would like to become a member of the Council and the contribution you think you could make. In the event of an election being required, this information will be made available during the election and upon which colleagues will base their vote. You may be asked to remove words in excess of the 250 word limit, or they will be deleted, in fairness to all candidates. | | | | |
| **Certification by a certifying colleague (member of the Professional Staff)** | | | | |
| **Full name:** | |  | | |
| **Department:** | |  | | |
| **Certification** | | | | |
| **The certifying colleague confirms to the best of their knowledge that the information provided by the nominee is accurate[[4]](#footnote-4).** | | | | * Yes |
| * No |
| **Date of Certification:** | |  | | |
| ***For office use only***  Date nomination form received: Signed:  Date confirmed eligible to stand: Signed: | | | | |

**Submission Process**

Completed nomination forms should be submitted via email to [governance-admin@sheffield.ac.uk](mailto:governance-admin@sheffield.ac.uk) and the certifying colleague should be copied into the email. Please use the following email text, with the applicable name of the certifying colleague inserted where indicated:

‘Please find my nomination form attached/linked [delete as appropriate]. As stated on the form [INSERT NAME OF CERTIFYING COLLEAGUE] has agreed to be my certifying colleague and I have copied them into this email for their information only.’

If your completed nomination form is a Google doc, please make sure that you include the link to the Google doc in your email and that you have given [governance-admin@sheffield.ac.uk](mailto:governance-admin@sheffield.ac.uk) access to the document on Google Drive.

Please note that if the above procedure is not adhered to, the Governance Team will follow up with the certifying colleague to verify your nomination.

**Referenced documents**

* A copy of the **Election Rules**, including important information for candidates, is available to download from the [Council homepage](https://www.sheffield.ac.uk/govern/council).
* A copy of the ‘**Role and Responsibilities of Council Members**’ document, including the Council Code of Conduct as an appendix, is available to download from the [Council Induction webpage](https://www.sheffield.ac.uk/govern/council/induct).

1. For a summary of disqualifying criteria under charity law, please see the following: <https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions#summary-of-the-legal-disqualification-reasons>. [↑](#footnote-ref-1)
2. Advice provided by the OfS: “Based on reasonable enquiries by the provider in which individuals are asked to disclose all relevant matters that occurred in the UK and /or in a foreign jurisdiction. We would not expect individuals to disclose matters that are ‘spent’ under the Rehabilitation of Offenders Act 1974, but they may do so if they wish; particular consideration will be given to offences of dishonesty, fraud, financial crime or an office under legislation relating to higher education, further education and charities, whether or not in the UK.” [↑](#footnote-ref-2)
3. Information notified to the University Secretary in fulfilment of this condition will be shared only with the Chair of Council and with the OfS as required. [↑](#footnote-ref-3)
4. Applications need to be supported by a certifying colleague from the Professional Staff. To verify that the nomination is supported by a certifying colleague, please complete with the details of the certifying colleague and the date they agreed to certify your nomination. [↑](#footnote-ref-4)