

## **Search Committee Terms of Reference 2017/18**

### **1 Objectives**

1.1 The Committee shall be responsible for:

- making recommendations to the Corporation on the composition and balance of the Corporation and its committees;
- leading the process for recruiting new Governors;
- evaluating the contribution of existing Governors before making recommendations to the Corporation on their reappointment;
- making recommendations to the Corporation on the membership of the Corporation's committees;
- overseeing the job descriptions and appraisal systems for Governors and the Chair of Governors;
- ensuring an effective training and development programme for Governors, including their induction, is in place;
- advising the Corporation on matters relating to succession planning;
- advising the Corporation on other issues of governance as appropriate.

### **2 Membership**

2.1 The Committee shall be appointed by the Corporation and shall consist of 4 members comprising:

- the Chair of Corporation or Vice Chair of Corporation
- the Principal
- 2 other members

2.2 A quorum shall be 3 members.

2.3 The Search Committee shall review its own membership on an annual basis.

### **3 Appointment of Chair and Vice Chair**

3.1 At the first meeting of the Committee of each College year, the members shall appoint a Chair and Vice Chair from among their number.

3.2 The Chair and Vice Chair shall hold office for one year, and until the first meeting of the Committee of each College year.

3.3 At the end of the term of office the Chair and Vice Chair shall be eligible for re-appointment.

3.4 If the Chair and Vice Chair are absent from any meeting of the Committee, the members shall choose one of their number to act as Chair for that meeting.

## **4 Meetings**

### **4.1 Attendance**

- The Committee shall have the power to invite such other persons to attend meetings as may be desirable and necessary.
- The Clerk to the Corporation shall be the Clerk to the Committee.

### **4.2 Frequency of Meetings**

- Meetings shall be held as required to fulfil the Committee's objectives, with normally at least 3 meetings per year.

## **5 Authority**

5.1 The Committee is authorised by the Corporation to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with the relevant experience and expertise if it considers this necessary.

## **6 Duties**

6.1 The duties of the Committee shall be:

- (i) to consider and make recommendations to the Corporation on the Corporation's composition and balance, and on the procedures for appointment to the Corporation;
- (ii) to seek applications in respect of vacancies on the Corporation and make recommendations regarding appointments;
- (iii) to evaluate the contribution of existing Governors before making recommendations regarding their reappointment;
- (iv) to consider from time to time and make recommendations to the Corporation on the composition and balance of the Corporation's committees;
- (v) to consider and make recommendations on committee membership on an annual basis;
- (vi) to publish on the College's website and make available for inspection by any member of the public, in accordance with paragraph 5(3) of the Articles of Government, any rules specifying the way in which the Search Committee is to be conducted, its terms of reference and its advice to the Corporation, other than advice which the Corporation is satisfied should be dealt with on a confidential basis;
- (vii) to approve an annual training and development programme for Governors;

- (viii) to ensure the job descriptions and appraisal systems for Governors and the Chair of Governors remain relevant and fit for purpose.
- (ix) to advise the Corporation on matters relating to succession planning;
- (x) to advise the Corporation on other issues of governance as appropriate

6.2 The Committee shall review its terms of reference and its compliance with them on an annual basis.

## **7 Reporting Procedures**

7.1 The Clerk to the Corporation shall circulate minutes of the meetings of the Committee to all Corporation members.

## **8 The Search Process**

8.1 The Committee shall develop and maintain a database of appropriate persons interested in making a voluntary contribution to the work of the Corporation, including those interested in Corporation membership.

8.2 The Committee will regularly initiate searches for additions to the database through consultation with interested bodies including local community/employer representatives and local authorities.

8.3 When a vacancy occurs or is anticipated, the Committee will research suitable candidates drawn from the database through a process of interview and confidential references and will advertise the vacancy as appropriate in the regional/local media.

8.4 The Committee will put forward to the Corporation for their consideration suggestions for each vacancy. In making their suggestions, the Committee will present a resume of the strengths and weaknesses of each candidate.

8.5 The Corporation shall not appoint any member of the Corporation (other than the Principal, staff or student members) without first consulting and considering advice of the Search Committee. Appointments shall be made in accordance with the Instrument and Articles of Government.