



SEARCH AND GOVERNANCE COMMITTEE

TERMS OF REFERENCE

Approved by the FE Corporation 8th April 2011
Reviewed by the Search Committee 20th September 2012 (no revisions)
Revised by the Search Committee 5th April 2011, 18 June 2015
Reviewed by the Search and Governance Committee 14 June 2016 (no revisions)
Reviewed by the Search and Governance Committee 9th May 2019
Reviewed by the Search and Governance Committee 19th May 2021

Approved by the FE Corporation
24.11.1995 / 17.12.1999 / 24.1.2003 / 23.1.2004 / 12.5.2006 / 10.7.2009 /
10 July 2015 / 08 July 2016 / 07 July 2017 / 06 July 2018 / 19 July 2019 / 23
July 2021

1. **CONSTITUTION**

The Corporation hereby resolves to adopt the following terms of reference for the Search and Governance Committee.

2. **OBJECTIVES**

- 2.1 The Committee shall advise the Corporation on the appointment of members of the Corporation and such matters relating to membership and appointments as the Corporation remit to it, including policies and procedures for induction, training and development of Corporation members.

The Corporation shall not appoint any member of the Corporation other than the Principal, staff members or student members unless it has first considered the advice of the Search and Governance Committee in relation thereto.

- 2.2 Subject to the approval of the Corporation, the Committee shall be responsible for devising, implementing and monitoring the governance structure for the College.

- 2.3 The Committee shall monitor actions to be taken arising from the annual self-assessment process relating to Governance.

3. **MEMBERSHIP**

- 3.1 The Committee shall be appointed by the Corporation and comprise 5 persons consisting of:

- The Chair of the Corporation
- The Vice Chair of the Corporation
- The Principal
- Two persons who shall be members of the Corporation

The Committee may invite a member of the Senior Management Team and/or another member of the Corporation to a specific Committee meeting if their expertise or knowledge regarding a specific agenda item would support the discussion and resultant decisions regarding this matter. Such persons shall be entitled to speak but not vote at the meeting.

Within the Membership there shall be representation of the interests of the local community and of local business and employers.

- 3.2 A quorum shall be 3 Members.

- 3.3 The Chair of the Committee shall be the Chair of the Corporation.

4. **ATTENDANCE AT MEETINGS**

- 4.1 Other Corporation Members shall have right of attendance. Such persons shall be entitled to speak but not vote.
- 4.2 The Committee may invite members of staff and other persons to attend where it would help the work of the Committee. Such persons shall be entitled to speak but not vote.
- 4.3 The Clerk to the Corporation will be Clerk to the Committee.

5. **FREQUENCY OF MEETINGS**

Meetings shall be held not less than once per term.

6. **AUTHORITY**

- 6.1 The Committee is authorised by the Corporation to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee of the College and all employees are directed to co-operate with any request made by the Committee.
- 6.2 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. The Corporation may also require experts to be present and to advise.

7. **DUTIES**

The duties of the Committee shall be:

- 7.1 To advise the Corporation on the appointment of members (other than staff or student members) in accordance with Article 5 of the Articles of Government.
- 7.2 To evaluate the contribution and attendance of existing members of the Corporation who may be seeking re-nomination and to make appropriate recommendations to the Corporation.
- 7.3 To establish a framework for the appraisal of all Governors including the Chair and Vice Chair and to advise the Corporation as appropriate and to oversee the actions arising thereof.
- 7.4 To gather nominations in respect of vacancies on the Corporation (other than staff or student members) and apply processes whereby such nominations are screened and shortlisted. In doing so the Committee should take full regard of the College's Equality & Diversity Policy.

- 7.5 To initiate searches for potential candidates through consultation with local and national representative bodies, professional organisations and employers.
- 7.6 To undertake annual skills audits in order to evaluate the range of skills and experience on the Corporation and to advise the Corporation on actions arising from those audits.
- 7.7 To advise the Corporation with regard to the training and induction of members of the corporation and to develop a plan for the delivery of suitable training and development programmes.
- 7.8 To review the attendance of members at Corporation and Committee meetings and to advise the Corporation as appropriate.
- 7.9 To review best practice guidelines in respect of Governance and to advise the Corporation as required to ensure that the highest governance standards are achieved.
- 7.10 To consider matters within its remit which the Corporation may refer to the Committee from time to time.

8. REPORTING PROCEDURES

- 8.1 The Clerk to the Committee shall report recommendations to the next meeting of the Corporation.
- 8.2 The minutes of the Committee will be presented to the next subsequent meeting of the Corporation.