

Herefordshire College of Technology

Policy on the Recruitment of Governors

1. Definition

- 1.1 This policy has been prepared as guidance to the Search and Governance Committee in its primary objective of advising the Corporation on the appointment and re-appointment of candidates and nominating candidates for the approval of the Corporation to fill vacancies; and for determining the process whereby candidates are nominated.
- 1.2 The Corporation is required to establish a Search and Governance Committee in accordance with the Articles of Government Clause 5 and to advise the Corporation on the appointment of Governors.
- 1.3 The Corporation annually approve the terms of reference for the Search and Governance Committee; these should also be considered in the recruitment process of Governors. The duties of the Search and Governance Committee are attached in appendix 1.

2. Objectives

The aim of this policy is to provide a framework for the Search and Governance Committee to ensure a consistent and fair recruitment process of Governors and to review the retention of Governors.

3. Actions and Responsibilities

3.1 Recruitment Process

- 3.1.1 All prospective candidates will be requested to complete an application form. This will be presented to the Search and Governance Committee for consideration.
- 3.1.2 Prospective candidates will be invited to meet with the Principal, Chair of Search and Governance Committee and Clerk to the Corporation or with three Governors as appropriate. This will be an opportunity to exchange information, discuss the College, the role and responsibilities of the Board and specific expectations from Governors. (This includes expected attendance at Corporation meetings and Governors' Workshops, membership to at least one Committee, outline of the Link Governor Scheme, requirement to undertake a peer assessment annually, requirement to declare potential conflicts of interest, eligibility to become a member, signing up to the Code of Conduct and completion of a skills audit).
- 3.1.3 As a result of the above interview and selection process, the Committee will consider all circumstances and will have the option not to take forward a candidate to be appointed by the Board.
- 3.1.4 The Committee will pay particular attention to potential for conflict, for example, where the prospective candidate's employment covers areas such as a consultant or training provider in the education sector.

3.1.5 The term of office proposed for the initial appointment shall normally be 1 year, however a maximum term of 4 years could be made.

3.2 Review of Retention of Governors

3.2.1 The Search and Governance Committee will analyse reasons for Governors resigning before their term in office expires. This may be used to inform both recruitment and retention activities. This information will be considered and used, where possible, to improve the support provided to Governors.

3.3 Ongoing Support for Governors

3.3.1 New Governors will be provided with a welcome pack containing essential information.

3.3.2 The Principal and Clerk will ensure that Governors receive necessary advice, guidance and information to fulfil their role and responsibilities.

3.3.3 Governors will be invited to attend a College induction programme.

3.3.4 Governors will receive ongoing training as part of the Governors' Workshop programme.

4. Summary

4.1 The Board is responsible for the appointment of Governors, after considering recommendations from the Search and Governance Committee.

4.2 This policy has been developed to ensure a consistent and fair process is adopted for all appointments and re-appointments of Governors.

Person responsible: – Linda Watkins, Clerk to the Corporation

Review – The Clerk will present the policy to the Search and Governance Committee for review on an annual basis.

Approval history – Issue 1

- Search and Governance Committee
- Board of Governors

Appendix 1

Extract of the Search and Governance Committee's Terms of Reference

7. Duties

- 7.1 The Committee will be responsible for advising on the appointment and re-appointment of members of the Corporation and such other matters relating to membership and appointment as the Corporation may remit to the Committee for gathering, screening and short listing nominations in respect of vacancies on the Corporation, and for determining the process whereby candidates are nominated by ensuring that the following are undertaken: -
- 7.1.1 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;
 - 7.1.2 The Committee shall periodically place an open advertisement in the local media serving the County of Herefordshire for persons wishing their name to be added to the database;
 - 7.1.3 Periodically initiate searches for additions to the database through consultation with interested bodies including local community/employer representatives and local authorities. Formal approaches will be made to those indicating an interest following discussion by the Committee. (The procedure listed as 7.3 shall be followed to address vacancies in these specific categories).
 - 7.1.4 When a vacancy occurs or is anticipated, the Committee shall research suitable candidates drawn from the database through a process of confidential interviews and references;
 - 7.1.5 Following scrutiny of the candidate, the Committee shall put forward a recommendation of a candidate for the vacancy to the Corporation for their consideration. In making suggestions the Committee will present a resume of the capabilities of each candidate;
- 7.2 The Committee shall consider all re-appointments for second terms and beyond by considering the following criteria: -
- 7.2.1 the attendance to meetings,
 - 7.2.2 the commitment to the College over and above attendance at formal meetings,
 - 7.2.3 the quality of contribution to discussions at meetings
 - 7.2.4 the value of the Governor's expertise/interests to the work of the Board
 - 7.2.5 the participation in governor training and development events.
- 7.3 The Committee shall ensure that the following arrangements are made listed in 7.3 when seeking nominations from these categories. The Corporation shall only decline to make the following appointments if the nominations are in breach of Clause 8 of the Instrument of Articles or do not have the specified skills and experience: -
- 7.3.1 **Staff Governor** – The Committee shall seek nominations from all staff for the Staff Governor once the term of office ceases for the existing Staff Governor. A ballot shall be held for all staff to vote for the Staff Governor.
 - 7.3.2 **Student Governor** – The Student Governor shall be elected and nominated by the Students Forum for a maximum of 4 years so long as they remain enrolled at the College. All students attending the College are eligible for the role of Student Governor.

- 7.4 The Corporation shall not appoint or re-appoint any member of the Corporation (other than the Principal) unless it has first considered the advice of the Committee. Appointments shall be made in accordance with the Instruments and Articles of Government.
- 7.5 A copy of the terms of reference of the Committee together with its advice to the Corporation shall be available for inspection by any member of the public. Members should assume that in making any recommendations the Race, Sex and Disability Discrimination Acts apply.
- 7.6 The Committee will from time to time review the responsibilities of the Board and carry out a skills and experience audit in order to advise the Board on the composition and balance of the Board and its Committees;
- 7.7 The Committee shall ensure that the constitution of the Board is correct in order to undertake its duties and responsibilities as listed in the Instrument of Government;
- 7.8 The Committee shall receive attendance records for the Corporation and all Committees. Reasons for apologies shall be logged by the Clerk to the Corporation and presented to the Committee. The attendance target for Governors is 75% during each academic year; if this were not attained, the Search and Governance Committee could recommend that Governors failing to attain the target be asked to resign from the Board.
- 7.9 The Committee shall evaluate the training needs for Governors and be responsible for the development of an annual training plan.

SKILLS AUDIT

Practice – actually using or previously used in working practice

Appreciation – a general good understanding

Specific Skills	Practice	Appreciation
Financial Management		
Business Planning and Management		
Project Management		
Academic Experience		
Audit and Systems		
Marketing		
Personnel		
Law		
Property Management		
Quality Control		
Communication Skills		
Information Technology		
Additional Skills		
Governor Experience i.e. experience as a governor		
State professional expertise/ background		
Employment sector		
Size of company/organization		

NAME:

DATE:

Please return to:-
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