



education
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Appointment and Re-Appointment of Board Members and Induction Arrangements

1 Introduction

- 1.1 The Corporation has formed a Search and Governance Committee with the express remit of identifying, recruiting, selecting and making recommendations to the Board on the appointment of new Board members and the re-appointment of existing members. This document details the process that the Search and Governance Committee shall follow in appointing and inducting members to the Board
- 1.2 The process of appointment shall be rigorous and open to public scrutiny and take account of the recommendations made by The Committee on Standards in Public Life.
- 1.3 The appointment process will be informed by an awareness of equality issues and take account of all subsequent legislation on equality.
- 1.4 The Search and Governance Committee and the Corporation will comply with best practice and the requirements laid down in the Instrument and Articles of Government and any subsequent amendments thereto in respect of all appointments to the Board.

2 The appointment process for new Board members

2.1 Identifying vacancies

- 2.1.1 The Clerk to the Corporation shall advise both the Search and Governance Committee and the Corporation of vacancies on the Board and the category of membership in which a vacancy falls.
- 2.1.2 The Search and Governance Committee shall identify candidates making appropriate use of:
 - Advertisement – this might be a general advertisement seeking expressions of interest in joining the Board or a specific advertisement for a particular position on the Board; and/or
 - Consultation with interested bodies, including local community/employer representatives and local authorities

- Direct approach to known persons or individuals who have been identified by Search and Governance Committee as potential members
- By direct nomination from a local authority or other body

2.1.3 The appropriate method will be selected by the Committee to suit the circumstances of the vacancy being filled

2.2 Information to be released to candidates

2.2.1 The following information will be released to all candidates:

- An application form requesting personal information and referee details, together with notes for guidance which give details of the Corporation and its committees; role description and person specification for governor, indicating the qualities looked for
- Clarification that successful candidates will be required to undertake a DBS check
- The College's Strategic Priorities

Applicants will also be directed to the Governance section of the College Group's website and advised that additional information can be accessed, including the Annual Report and Accounts for the last complete year and the most recent OFSTED Inspection Report

2.3 Short list and interview arrangements

2.3.1 Gathering, screening and short listing nominations is the responsibility of the Search and Governance Committee. Interested persons will usually be invited to meet with the Chief Executive and Corporation Chair and / or Search and Governance Committee Chair for an informal discussion in the first instance. The Committee may put forward the name of a candidate to the Board without any interview having been undertaken.

2.3.2 In choosing the preferred candidate(s) for consideration by the Corporation, the Search and Governance Committee will make recommendations on the basis of merit, subject to the need to achieve a balance of relevant skills and backgrounds on the Board.

2.3.3 The meeting with the Chief Executive and Corporation / Search Committee Chair will include a discussion with the candidate of the work of the Board and of the College Group; the knowledge that

the candidate holds of current issues in further education and the experience and expertise that the candidate might bring to the Board. Candidates will be advised of the expectations of the Board that new governors will undertake induction training as a condition of appointment. In addition, each candidate can expect to receive a tour of the main College facilities.

2.3.4 The Search and Governance Committee has no power to decide an appointment. All decisions on a possible appointment and the term of office shall be made by way of a recommendation from the Committee to the next meeting of the Corporation.

2.3.5 The decision of the Corporation on any appointment shall be final.

2.4 Confirmation of appointment

2.4.1 All appointments shall be confirmed in writing by the Clerk to the Corporation. The confirmation shall include the following information as a minimum:

- The date of appointment and the length of the term of office decided by the Board
- A summary of the circumstances in which people are not eligible to be Board members and a declaration of eligibility for completion and return
- Dates of forthcoming meetings
- A list of other Board members
- A copy of the Instrument and Articles of Government and Standing Orders of the Corporation
- A copy of the Code of Conduct for Corporation Members
- A form for completion for entry in the Register of Members' Interests
- A 'Governor Information Form' for completion and return, including equality and diversity monitoring data, contact details etc.
- Arrangements for completion of the DBS check
- College Anti-Fraud Policy
- Information about additional sources of information and advice, e.g. college website, government publications, Ofsted

3 Induction arrangements for new board members

3.1 The Clerk to the Corporation will meet with new members and provide a general induction to the College Group and the role of a governor. The Clerk will also explain arrangements for accessing relevant documents, policies and procedures which regulate the College's activities. The Clerk will identify any areas about which the governor requires more detailed information and will make arrangements for them to meet with individual members of staff and other governors as appropriate. This will usually include, as a minimum, the senior managers responsible for finance and quality, the Chair of any committee the governor intends to join and the senior managers reporting to any committee which the governor intends to join.

3.2 The Clerk to the Corporation will make reasonable efforts to ensure that each new member of the Corporation is afforded the opportunity to attend an external induction training event within six months of being appointed. The purpose of the induction training will be for the new member to get to know and understand the responsibilities of the Corporation under the Instrument and Articles of Government

3.3 The Clerk to the Corporation is responsible for organising the induction training

4 Process for re-appointing board members

4.1 The Clerk to the Corporation shall write to each retiring Board member six months before the date of expiry of their term of office reminding them of the fact and asking whether they wish to seek re-appointment

4.2 The Clerk to the Corporation shall submit a report to each meeting of the Search and Governance Committee giving details of those currently serving Board members whose term of office expires within the following twelve months

4.3 All expressions of interest will be referred by the Clerk to the Corporation to the Search and Governance Committee

4.4 Re-appointments will not be automatic and the following points will be taken into consideration by the committee in deciding on a possible reappointment:

- The Corporation's Standing Orders stipulate that no governors should have a length of service of more than eight years other than in exceptional circumstances, in line with the recommendation of the Nolan Committee on Standards in Public Life, which states that 'Terms of office which should be renewable, should not normally exceed four

years and re-appointment for third or subsequent terms should be the exception rather than the rule'

- The following factors will be taken into account when considering reappointment:
 - Attendance at meetings of the Corporation (Corporation target is 80%)
 - Membership of at least one committee
 - Attendance at committee meetings (at least 70%)
 - Attendance at governor development events
 - Attendance at College events
 - Other responsibilities, e.g. Chair / Vice Chair of Corporation or committee, involvement in appeals panels, involvement as a link governor
 - Skills and background
 - Gender

4.5 In considering a re-appointment, Search and Governance Committee will evaluate the contribution of the respective Board members before proposing their re-appointment, taking into account the views of the individual and recording the basis for the recommendation in the minutes of the committee.

4.6 The Search and Governance Committee has no power to decide on a reappointment. All decisions shall be made by way of a recommendation from the Committee to the next meeting of the Corporation.

4.7 The decision of the Corporation on any re-appointment shall be final.

5 Staff members

5.1 Elections shall be concluded for the purpose of filling vacancies. The Clerk to the Corporation shall circulate information to relevant members of the College Group's staff and invite nominations.

5.2 All nominations shall be made in writing, be proposed and seconded and shall contain an indication from the person being nominated that he or she is willing to accept the nomination.

5.3 In the event of there being only one candidate, that person shall be deemed to have been elected unopposed. Otherwise the Clerk to the Corporation shall arrange for an election to be held and shall act as Returning Officer in the conduct of such an election.

5.4 Candidates shall be informed of the arrangements for the election and may, if they so choose, have inserted on any ballot paper a statement, not exceeding 100 words, in support of their candidature. The method of voting shall be included with the ballot paper.

5.5 Appointments shall be confirmed by the Corporation.

6 Student members

6.1 When a student governor vacancy or vacancies arise, the Clerk to the Corporation, with support from the Student Services Manager, will invite eligible students to submit nominations.

6.2 All nominations shall be made in writing.

6.3 In the event of there being only one candidate, that person shall be deemed to have been elected unopposed. Otherwise the Clerk to the Corporation shall arrange for an election to be held and shall act as Returning Officer in the conduct of such an election.

6.4 Candidates shall be informed of the arrangements for the election and may, if they so choose, have inserted on any ballot paper a statement, not exceeding 100 words, in support of their candidature. The method of voting shall be included with the ballot paper.

6.5 Nominations received shall be confirmed by the Corporation.

7 Co-opted members

7.1 In line with the Corporation's Standing Orders, the Search and Governance Committee may recommend the appointment of co-opted members to serve on any Corporation committee. The approval of the Corporation is required to confirm such appointments and the Corporation will specify a term of appointment for co-opted members.

7.2 Prospective co-opted members will usually be invited to meet with the Chief Executive and Chair of the appropriate committee / task and finish group to discuss the work of the College Group and committee and the expertise and experience that the co-opted member may bring to the committee before a recommendation is made by the Search and Governance Committee.

7.3 Co-opted members will be issued with the Code of Conduct and requested to agree to accept its principles and to complete a declaration for the public register of interests. Co-opted members will also be asked to complete a self-analysis of skills and backgrounds.

7.4 Reappointment of co-opted members will not be automatic but will follow similar principles to the reappointment of Board members, with particular attention paid to attendance and contribution.