

## **PROCEDURE FOR APPOINTMENT AND RE-APPOINTMENT OF BOARD MEMBERS AND INDUCTION ARRANGEMENTS**

### **1. Introduction**

- 1.1 The Corporation has formed a People Committee. This committee undertakes the functions of a Search Committee as identified within the Instrument and Articles of Government, i.e. 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 People 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 People 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 independent Board members**

#### **2.1 Identifying vacancies**

- 2.1.1 The Group Director of Governance shall advise both the People Committee and the Corporation of vacancies on the Board and the category of membership in which a vacancy falls.
- 2.1.2 The People 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 People Committee as potential members
  - By direct nomination from a local authority or other body
  - Using an appropriate recruitment agency, in line with Etc. procurement processes

- 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 usually be released to all candidates:

- An application form requesting personal information and referee details, and skills / background information. A separate confidential appendix for collation of equality and diversity information will also be provided.  
N.B. Where a recruitment agency is used, a CV and covering letter may be accepted but references will always be sought
- 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 Etc. Strategic Plan, Tone of Voice, Mission and Vision
- Applicants will also be directed to the Governance section of the Etc. 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 The People Committee is responsible for reviewing and short listing applicants. When selecting candidate(s) for interview and / or consideration by the Corporation, the People Committee will review applications against the criteria set out in the governor role description and any specific recruitment priorities, recognising the need to achieve a balance of relevant skills and backgrounds on the Board.
- 2.3.2 Prospective candidates will usually be invited to meet with the Chief Executive, Group Director of Governance and Corporation Chair and / or People Committee Chair for an informal interview in the first instance. The Committee may put forward the name of a candidate to the Board without any interview having been undertaken.
- 2.3.3 The informal interview will include a discussion with the candidate about the work of the Board and 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. Standard question sets may be used to support the informal interview(s).
- 2.3.4 The People Committee will recommend candidates for appointment to the next meeting of the Corporation. The People Committee has no power to decide an appointment. All

decisions on appointments and terms of office shall be made by the Corporation following a recommendation from the People Committee.

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

## **2.4 Confirmation of appointment**

2.4.1 Following the decision of the Corporation on a governor appointment, the Group Director of Governance shall arrange for the following documents to be provided to the new governor:

- A summary of the circumstances in which people are not eligible to be Board members and a declaration of eligibility for completion and return
- 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.
- A copy of the Code of Conduct for Corporation Members
- Dates of forthcoming meetings
- Links to relevant governance documentation including, as a minimum, the information about other Board members, Instrument and Articles of Government and Standing Orders of the Corporation and information about additional sources of information and advice, e.g. Etc. website, government publications, Ofsted reports

2.4.2 Formal confirmation of date of appointment and length of term of office will be provided following completion of all pre-appointment checks, specifically the DBS check. A college ID card, providing access to the group's sites, will also be issued at this stage, and a group e-mail / IT account provided.

## **3. Staff members**

3.1 Any vacancies arising for staff governors will be filled via election. The Group Director of Governance shall circulate information to relevant members of the college group's staff and invite nominations.

3.2 All nominations shall be made in writing, be proposed and seconded and shall contain an indication from the person being nominated that they are willing to accept the nomination.

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

3.4 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.

3.5 Staff governor appointments shall be confirmed by the Corporation.

3.6 As all staff governors have DBS checks in place, as part of their role as staff members, no further DBS check will be undertaken.

#### 4. Student members

4.1 When a student governor vacancy or vacancies arise, the Group Director of Governance, with support from the Student Services team, will invite eligible students to submit written nominations.

4.2 In the event of there being only one candidate, that person shall be deemed to have been elected unopposed. Otherwise the Group Director of Governance shall arrange for either an election to be held or for an appropriate student organisation (Students' Union / Students' Association) to review applications and make recommendations to the Corporation.

4.3 Where an election is required, the Group Director of Governance shall act as Returning Officer. All 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.

4.4 Where selection is undertaken by a student organisation, the Group Director of Governance will provide supporting information.

4.5 Any student governor appointments will be confirmed by the Corporation.

#### 5. Induction arrangements for new board members

5.1 Induction arrangements for new board members will be personalised to reflect the new member's previous experience of the group and FE sector. Inductions will include, as a minimum:

- meeting with the Group Director of Governance to discuss the role of governor and provide a general induction to the college group; in addition, the meeting will consider arrangements for accessing relevant documents, policies and procedures which regulate the group's activities and identify any areas about which the governor requires more detailed information.
- meeting with the Corporation Chair to discuss board expectations, governor behaviours, tone of voice etc.
- meeting with Chief Executive to discuss strategic priorities, strategic plan etc.

Inductions will also usually include:

- site tours, including meetings with site leads
- meetings with senior managers responsible for finance and quality
- meeting with the Chair of any committee the governor intends to join and the senior managers reporting to any committee which the governor intends to join.

Where appropriate, a 'governor buddy' may be appointed as an additional point of contact for new governors.

- 5.2 The Group Director of Governance 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
- 5.3 The Group Director of Governance is responsible for organising the induction training

## 6. Process for re-appointing board members

- 6.1 The Group Director of Governance shall submit a report to each meeting of the People Committee giving details of those currently serving Board members whose term of office expires within the following twelve months.
- 6.2 The Group Director of Governance 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
- 6.3 All expressions of interest will be referred by the Group Director of Governance to the People Committee
- 6.4 Re-appointments will not be automatic and the People Committee will evaluate the contribution of the respective Board member 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. The following points will be taken into consideration by the committee in deciding on a possible reappointment:
- Attendance at meetings of the Corporation (Corporation target is 80%)
  - Membership of at least one committee
  - Attendance at committee meetings (target is at least 80%)
  - Attendance at governor development events
  - Attendance at group / College events
  - Other responsibilities, e.g. Chair / Vice Chair of Corporation or committee, involvement as a link governor
  - Skills and background
  - Gender

The committee should also bear in mind that 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 People Committee has no power to decide on a reappointment. The People Committee will make its recommendations to the Corporation which will make any decision on reappointment. The decision of the Corporation on any re-appointment shall be final.

## 7. Co-opted members

- 7.1 In line with the Corporation's Standing Orders, the People Committee may recommend the appointment of co-opted members to serve on the main Corporation Board or 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 be asked to complete an application form and provide two references. They will then 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 the committee, and the expertise and experience that the co-opted member may bring to the 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 Co-opted members may be asked to complete a DBS check dependent on the activity in which they are involved, for example, if they undertake learning walks as part of their role or have access to college systems. No co-opted member will be issued with a college ID card unless they have a DBS check in place.
- 7.5 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.