



HOPWOOD HALL COLLEGE CORPORATION

TERMS OF REFERENCE FOR THE SEARCH COMMITTEE

1. Introduction. The authority for these TORs is contained in the
 - a. The Further Education Corporations (Former Further Education Colleges) (Replacement of Instruments and Articles of Government) Order 2007;
 - b. Articles of Government 5. (3);
 - c. Corporation Standing Orders and any caveats or restrictions applied within those orders shall apply.

Corporations are required by statute to establish a Search Committee. Corporations also have specific responsibilities for appointment of all (General) members save for elected staff and student members. Advice of the Search Committee before appointment of such (General) members is a statutory requirement.

2. Further responsibilities, with regard to members of the Corporation include (but are not limited to):
 - a. considering the recommendations of the Nolan Committee before appointment;
 - b. compilation and maintenance of an up-to-date information pack for potential new members;
 - c. determining good practice for interviewing and appointment;
 - d. governance self- assessment and monitoring of the subsequent action plan.

The Corporation have authorised the Search Committee to complete and/or advise on governance and other matters. These delegated powers (Para 5) do not remove the ultimate responsibility of the Corporation for decisions taken on its behalf.

3. General Access to Meetings. The nature of business conducted by the Committee is sensitive and confidential. Written applications to attend meetings are to be submitted to the Chair of the Committee to be received at least 14 days in advance of the planned meeting date. The application must explain the reason for the request; only in exceptional cases will permission be given.

4. Meetings
 - a. Frequency. The Committee shall meet as required but normally not less than once a term unless the Chair in consultation with the Clerk agrees that there is insufficient business.
 - b. Special Meetings. The Clerk when instructed only by the Chair, or in his absence, by the Vice or acting Chair, shall call Special meetings of the Committee. At such meetings the Agenda shall normally be limited to consideration of a single or related items. Standing items shall not be included in the Agenda.

5. Chair, Membership and Quorum

- a. Chair and Vice Chair. The Chair and Vice-Chair (if required) of the Search Committee shall be elected by the Committee at the first meeting of each academic year. If the Chair, or Vice-Chair, is absent then the meeting shall nominate a Chair for that meeting.
- b. Membership. The Committee shall comprise:
 - (i) up to 3 Corporation Members nominated by the Corporation and confirmed every year at the first meeting of the academic year. Members are eligible for re-election. One member should have relevant HR expertise.
 - (ii) Up to 2 lay members recommended and approved by the Corporation.

In attendance:

- (iii) The Clerk to the Corporation.

- c. Quorum. The Committee shall be quorate with 3 members. (but see Corporation SO 15)

4. Agendas for Meetings. The Agenda shall be agreed between the Vice Principal, the Chair of the Committee and the Clerk.

5. Delegation of Authority. The Corporation, has delegated the Search Committee to (Recommendations of the Nolan Committee, see Standing Orders Para 2 are to be strictly applied):

- a. advise the Corporation on the appointment of Members of the Corporation.
- b. maintenance of an up-to-date rolling assessment of skills portfolio within the Corporation.
- c. determination of appropriate role descriptions and person specifications as a result of 5b.
- d. maintaining a policy for identification and encouragement of potential new members.
- e. matching of potential members to vacancies and making
- f. produce an annual report for the Corporation detailing:
 - (i) gender, ethnic and age spread of the membership;
 - (ii) effectiveness of the composition:
 - (iii) advice on procedures for appointment and induction of new members.

R Clegg
Chair

Date