



HOPWOOD HALL COLLEGE FURTHER EDUCATION CORPORATION

SEARCH COMMITTEE TERMS OF REFERENCE

1. Constitution

The Hopwood Hall College Further Education Corporation Board hereby resolves to adopt the following terms of reference for the Search Committee established under the Articles of Government of the College.

2. Objective

The Search Committee shall advise the Corporation Board on the appointment of Members to the Board and Committees of the Board (other than as a parent, staff or student Member) and on such other matters relating to membership, appointments or governance self-assessment as the Board may remit to the Committee.

3. Membership

3.1 The Search Committee shall be appointed by the Corporation Board and membership shall comprise: -

- the Chair of the Corporation Board
- the Vice-Chair of the Corporation Board
- the Principal/Chief Executive
- the Chairs of the Committees of the Corporation
- where possible one person co-opted by the Corporation to represent the interests of the community and who is not a Member of the Corporation. Such person will be of established standing, reputation and integrity in the community which the College serves but independent of the College and free from any business or other relationship with the College which might compromise the exercise of his/her independent judgement.

3.2 A quorum for all Search Committee meetings shall be three Members.

3.3 The Chair of the Corporation Board shall be the Chair of the Search Committee.

3.4 Corporation Board Members who are Members of the Search Committee shall hold a term of office on the Committee which is commensurate with their term of office as a Member of the Corporation.

3.5 The Co-opted Member, if any, shall be appointed for a term of office of up to two years.

3.6 Members retiring at the end of their term of office shall be eligible for reappointment by the Corporation.

4. Attendance at Meetings

4.1 Other Corporation Board Members shall have a right of attendance as observers.

4.2 The Clerk to the Corporation shall be the Clerk to the Search Committee.

5. Frequency of Meetings

5.1 The Committee shall meet at least twice in each academic year (i.e. 1 September to 31 August).

5.2 In accordance with provisions in the Instrument & Articles of Government of the College, "meeting" includes a virtual meeting at which the members attending are present in more than one room, provided that by use of video or telephone conferencing facilities and/or electronic communication, it is possible for every person present at the meeting to communicate with each other.

6. Authority

6.1 The Search Committee is authorised by the Corporation Board to investigate any activity within its terms of reference.

6.2 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 for information made by the Committee.

6.3 The Search Committee is authorised by the Corporation Board to obtain any professional advice it considers necessary in the exercise of its responsibilities, provided that the Committee may not incur direct expenditure in this respect without the prior approval of the Board.

7. Duties

7.1 The Search Committee shall consider and make recommendations to the Corporation Board on:

- the composition and balance of the membership of the Corporation Board and its Committees having regard to the necessary skills and experience necessary to ensure that the Corporation fulfils its statutory duties;
- the appointment of persons who are not Members of the Corporation Board as Members of any Committee of the Corporation.
- candidates for appointment and/or re-appointment as Members of the Corporation Board.
- policies and procedures for the induction, appraisal and development of Corporation Members.

7.2 The Search Committee shall be responsible for:

- undertaking and maintaining skills audits of Members of the Corporation and any persons wishing to join the Corporation.
- ensuring that a written procedure for the appointment of Members is reviewed and is publicly available.
- overseeing and reviewing the role description for Members of the Corporation.

- overseeing and reviewing the criteria for the recruitment and selection of Corporation Members.
- ensuring that a person specification is prepared to match any identified skills or experience whilst seeking to maintain an appropriate balance in terms of gender and ethnicity amongst Members of the Corporation.
- shortlisting and interviewing prospective new Members.
- monitoring and reviewing the performance of the Corporation, its Committees and its Members
- drafting the Corporation's annual governance self-assessment report.

8. Reporting Procedures

- 8.1 The Clerk to the Corporation shall circulate the minutes of the meetings of the Search Committee to all Members of the Corporation.
- 8.2 Separate minutes will be taken of any issues which are regarded by the Search Committee to be confidential and as such will be retained in the "Confidential Minute" file in addition to being limited for circulation to Members of the Search Committee only.
- 8.3 A copy of these Terms of Reference and the Search Committee's advice to the Corporation, other than any advice which the Corporation is satisfied should be dealt with on a confidential basis, shall be published on the College website and be made available for inspection at the College by any person during normal office hours.

Approved by the Corporation Board on 10 May 2019
Paragraph 5.2 added 21 May 2020