



## **HOPWOOD HALL COLLEGE CORPORATION**

### **SEARCH & GOVERNANCE 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 Committee shall:

- Advise the Corporation on the appointment and re-appointment of Governors and Co-opted Committee members, in accordance with the requirements of the Instrument and Articles of Government;
- Determine the recruitment process for the appointment of Governors and Co-opted Committee members;
- Ensure that appointments are made appropriately, openly and on merit and are drawn widely from the community which the college serves, having regard to the need for continuity and freshness and for a range of skills and interests;
- Review and advise the Corporation on matters relating to the good governance of the College.

#### **3. Membership**

##### **3.1 The Committee shall be appointed by the Corporation and shall comprise:**

- Up to 4 Governors (or such other number as the Corporation may from time to time determine), including the Principal and
- Up to 2 Co-opted members who are not Governors. These will be persons of established standing, reputation and integrity in the community which the college serves
- A quorum for meetings of the Committee shall be three members
- The Chair of the Committee shall be appointed by the Corporation
- Members of the Committee, who are members of the Corporation, shall, at the Corporation's discretion, serve for the same term of office as their appointment as a member of the Corporation
- Co-opted members of the Committee will be appointed by the Corporation and will serve for a period of up to four years, (the first 12 months of which will be a probationary period), after which time their membership will be reviewed.

#### **4. Attendance at Meetings**

- 4.1 The Committee may invite other persons to attend meetings as deemed appropriate.
- 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 excess of £1,000 without prior approval of the Corporation.

#### **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.
  - 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

## **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 29<sup>th</sup> June 2023**