

SEARCH COMMITTEE Terms of Reference – approved by the Corporation on 22nd March 2011

1. CONSTITUTION

The Search Committee is formally constituted as a committee of the Corporation of Northumberland College in accordance with the Articles and Instrument of Government.

2. PURPOSE

- 2.1 To keep under review all issues relating to the membership of the Corporation, including:
 - composition (knowledge, experience, gender & ethnicity)
 - attendance
 - terms of office
 - eligibility for membership
 - code of conduct
 - register of interests
- 2.2 To advise the Corporation on the developmental needs of Corporation members including the induction of new members and the appraisal of the members
- 2.3 To undertake the annual self-assessment of governance.
- 2.4 To formulate a governance operational plan following the annual self-assessment and review of the quality standards.
- 2.5 To keep under review the range of skills and of experience available within the Corporation and to make such recommendations as are necessary to ensure that the Corporation has members with skills and experience relevant and appropriate to the College's needs.
- 2.6 To act as the Search Committee for the Corporation, as described in the Articles of Government

3. MEMBERSHIP

- 3.1 The Committee shall comprise six members of the Corporation, including:
 - the Chairman of the Corporation (ex officio)
 - the Principal (ex officio)
 - 4 other members
- 3.2 The quorum for meetings of the Committee shall be three.

- 3.3 The Committee will elect a chairman from amongst its members.
- 3.4 Any member of the Corporation can attend a meeting of the Committee. In the absence of a committee member from any meeting a Corporation member may be appointed as a nominee for that meeting and be eligible to count towards the quorum for that meeting
- 3.5 When acting as a Search Committee, the Committee may invite other persons to attend meetings in order to:
- 3.5.1 provide advice and evidence to assist the process of search
 - 3.5.2 verify the selection process is independent and free from any form of patronage
- 3.6 The Clerk to the Corporation or approved deputy shall act as Clerk to the Committee.
4. **FREQUENCY**
The Committee shall meet at least three times each year to review and evaluate the performance of the board and agree a developmental plan for members. The Committee may meet on a more frequent basis as needs occur and in particular will be convened to consider any vacancies.
5. **AUTHORITY**
The Committee may not incur any expenditure without the prior approval of the Corporation except when acting as the Search Committee when it can expend up to £1,500 in furtherance of the search in respect to each member being sought.
6. **REPORTING PROCEDURES**
- 6.1 The Clerk shall circulate the agenda and papers of the Committee to all Corporation members.
- 6.2 The Committee shall make a report of its work to the Corporation annually, or more frequently on the request of the Corporation.
- 6.3 After discussion with all members of the Committee, the Chair shall present an annual report to the Performance and Remuneration Committee held in February/March each year commenting on performance issues concerning the senior management team or individual senior post holders.
7. **ADOPTION**
These terms of reference were adopted by the Corporation at its meeting on 24 September 1996 and amended at its meetings on 24 November 1999, 3 December 2002 and 13 July 2004, 6 September 2006, 12 December 2007, 2 June 2008, and 22nd March 2011.

Annex 1 : Modus Operandi of the Search Process

- A1 ***(The committee will constantly seek potential new members for the Corporation).*** Whenever a vacancy occurs or is anticipated the Committee will set in train a process to identify suitable candidates to fill the vacancy. The actual process will depend on the membership category within which the vacancy falls.
- A2 The Committee will put forward to the Corporation for their consideration candidate(s) with a resumé of the strengths and weaknesses of each. If the Corporation considers none of the candidates suitable then they will refer the matter back to the Committee.
- A3 In arriving at suitable candidates the Committee will take steps to ensure the process is open, transparent and provides opportunities for suitable candidates to be identified. ***(Particular attention will be paid to providing gender and ethnic balance).*** A record of the process adopted will be kept.
- A4 The Corporation shall not appoint any member of the Corporation (other than the Principal, or as a parent, student, or staff member) unless it has first considered the advice of the Committee.