

	<p>Search Committee</p> <p>Terms of Reference and Constitution</p>
<p><i>Approved by the Corporation on 17th September 2002 (Minute C72/02)</i> <i>Updated by the Corporation on 2nd July 2003 (Minute C49/03)</i> <i>Amended by the Corporation on 5th December 2007 (Minute C104/07)</i> <i>Updated by the Corporation on 19th March 2008 (Minute C28/08)</i></p>	

Terms of Reference

1. To advise the Corporation on the appointment of Governors, other than Staff or Student Governors.
2. To advise the Corporation on such other matters relating to membership and appointments as the Corporation may ask it to.
3. To review the skills mix of Governors to ensure the ability of the Corporation to undertake its responsibilities effectively.
4. To recommend to the Corporation specifications for the skills and experience required of prospective Governors.
5. To initiate searches for potential candidates through consultation with appropriate parties, and to interview candidates applying to become Governors.
6. To evaluate the contribution made by existing Governors before proposing their reappointment, especially after two terms of office.
7. To undertake annually a full review of the Corporation's membership structure, membership and skills mix, and to advise the Corporation accordingly.
8. To undertake annually a review of training and development needs identified by Governors and an analysis of the Corporation's overall training needs, and to prepare accordingly a Governor training plan for the next year for approval by the Corporation.
9. To review Governors' attendance at meetings and to report to the Corporation accordingly.
10. To undertake annually a review of items withheld from publication and to advise the Corporation as to whether the original reason for withholding an item remains valid, or whether such item should now be published.
11. To undertake annually a full review of the operation of governance and to make recommendations to the Corporation.

12. To review Committee vacancies as they arise and to advise on these in the light of Governor appointments and re-appointments.

The Corporation has commissioned the Committee (Minute C27/08) to ensure that, in conforming to the determination of membership set out in the Instrument & Articles of Government 2008, recommendations for Governor appointments reflect the range of College stakeholders whilst ensuring that the necessary skills are present.

Constitution

Membership

1. The Committee shall comprise the Chair of the Corporation, the Vice-Chair of the Corporation, the Chair of the Quality & Performance Committee, the Chair of the Audit Committee and the Principal.
2. An external co-optee recommended to the Corporation by the other members of the Committee may also be appointed as a member of the Committee. The terms on which such a co-optee will hold and vacate office will be decided by the Corporation.

Chair of the Committee

1. The Chair of the Corporation shall be Chair of the Committee.
2. If the Chair is absent from a meeting, the Committee shall appoint one of their number as Chair for the meeting, provided that the member chosen is other than the Principal or a staff or student member.

Quorum

The quorum for meetings of the Committee shall be at least 40% of the membership number of the Committee.

Access to and Attendance at Committee Meetings

1. Any question in respect of allowing access to meetings by persons other than members of the Committee, the Clerk and other senior postholders shall be decided by the Committee at the relevant meeting.
2. The Committee may require or invite other College managers, staff, professional advisers or other parties to be in attendance at meetings or parts thereof as appropriate.

Regularity of Meetings

The Committee shall be scheduled to meet at least once a year and shall be convened as and when necessary on other occasions.

Clerking of the Committee

The Clerk to the Corporation shall normally act as Clerk to the Committee, but may designate a suitably qualified Deputy when necessary and appropriate; such designation to concur with the provisions of the Instrument of Government.

Reporting and Publication of Committee Business

1. The advice and recommendations of the Committee shall be reported to the Corporation by the Chair and/or the Clerk.
2. As the papers of the Committee will invariably refer to named individuals, the papers shall not normally be published.