

CORPORATION TRAINING AND DEVELOPMENT POLICY

INTRODUCTION

This policy aims to ensure that members of the Corporation are given the opportunity to develop their expertise as members of the Corporation, thereby extending and improving their contribution to the work of the Corporation and the success of the College.

Training and development of Corporation Members is not static and covers a wide range of activities including Governor Days, Governors' Induction and Training & Development Programme, in-house training events, links with College areas, externally organised training events, presentations given at Corporation meetings and its Committees, meetings with Senior Management Team, and Corporation Annual Dinner.

POLICY

1. Newly appointed members will be expected to participate in the College Induction and Governance Development Programme.
2. New Corporation Members will have identified a Governor Mentor on appointment.
3. When appointed to a Committee, members will be expected to work through the Governor Training Materials appropriate for that Committee with the Clerk to the Corporation and / or other managers as appropriate.
4. Up to two Saturday morning sessions each year will be held for Corporation Members designed to enable specific topics to be debated and issues addressed.
5. Details of external training and development events will be circulated to members who are encouraged to attend those of particular relevance, subject to finance being available.
6. Corporation Members will be expected to complete an evaluation form for any event attended and provide feed-back to other members of the Corporation as appropriate and in a form of their choosing.
7. Corporation Members will be linked to areas within the College to enable them to get more in-depth knowledge of their workings.
8. Corporation Members will undertake an annual self-assessment exercise to identify both strengths and weaknesses in the Corporation and the information generated will be used to inform future training and development events.
9. A Training Needs Analysis will be achieved by reference to the Governance Self-Assessment Report, individual returns of Corporation Members, Governance Health Check and other documents as appropriate, culminating in an Annual Report to the Search Committee.
10. The Clerk to the Corporation will report annually on training and development undertaken by members.
11. The Clerk to the Corporation will be expected to keep informed and up-to-date on trends in corporate governance issues and communicate information to Corporation Members as appropriate. This may involve participation in network meetings and annual training events specifically aimed at the Clerk's role.
12. Training and development issues will be the responsibility of the Search Committee, as reflected in its Terms of Reference, and this policy will be reviewed by the Corporation from time to time.
13. The Clerk to the Corporation will maintain and monitor the budget for governor training and development.
14. The Search Committee will take into account individual Corporation Members' participation in training when considering re-appointment and discuss any developmental needs should they be re-appointed.
15. The Clerk to the Corporation will ensure that an evaluation of the induction takes place with each Governor at the end of the induction period.