

SEARCH COMMITTEE TERMS OF REFERENCE

1. The Committee will be responsible for advising on the appointment of members of the Corporation in accordance with the Appointments Procedure and such other matters relating to membership or appointments as the Corporation may remit to the Committee, for gathering, screening and short-listing nominations in respect of vacancies on the Corporation and for determining the process whereby candidates are nominated.
2. The Search Committee have delegated authority to agree Committee membership.
3. The Committee have delegated authority to approve revisions to the Standing Orders, Code of Ethics, Code of Conduct for Corporation Members, Register of Members Interests, Access to College Information, Access to Corporation Meetings, Application of the College Seal, Whistle-blowing Procedure, Corporation Members' Appointments Procedure, Corporation Training and Development Policy, Hospitality Policy, Induction Programme for New Corporation Members, Independent Professional Advice for Corporation Members, Protocol of Engagement and Expenses Policy for Governors.
4. The Committee will also keep under review on behalf of the Governors amendments to the Instruments and Articles of Government and any new initiatives relating to Governance and advise the Corporation as appropriate.

MODUS OPERANDI OF SEARCH PROCESS

1. The Corporation will develop and maintain a database (in accordance with the requirements of the Data Protection Act) of appropriate persons etc.
2. At least once each year the Committee will normally place an open advertisement in the regional/local media for persons wishing their name to be added to the database.
3. The Committee will regularly initiate searches for additions to the database through consultation with interest bodies including local community/employer representatives and local authorities.
4. When a vacancy occurs or is anticipated the Committee will research suitable candidates drawn from the database through the process of interview and confidential references.
5. The Committee will put forward to the Corporation recommendations for filling each vacancy.
6. The Corporation shall not appoint any member of the Corporation (other than the Principal, Staff and Student Members) unless it has first considered the advice of the Committee. Appointments shall be made in accordance with the Instrument and Articles of Government.
7. The Search Committee will keep under review at all times succession planning in considering Corporation Membership.

MEMBERSHIP

1. The Committee shall comprise:
 - a) the Chair of the Search Committee to be nominated by the Corporation;

- b) the Chair of the Corporation (ex-officio);
 - c) the Principal (ex-officio);
 - d) one Student Governor;
 - e) up to two other Members to be nominated by the Corporation;
 - f) one Independent Member may be nominated by the Corporation.
2. Except for the ex-officio members the Chair of the Committee shall be ineligible for appointment as Chair or a Committee member if s/he has served more than three years on the Committee.
3. The Committee may invite other persons to attend meetings in order to:
- a) provide advice and evidence to assist the process of search;
 - b) verify that the selection process is independent and free from any form of patronage.

QUORUM

The quorum for meetings of the Committee shall be three.

COMMITTEE CHAIR

The Chair of the Search Committee will be nominated by the Corporation. If the Chair of the Search Committee is unable to attend the meeting, members may elect a Chair for the meeting and this will be drawn to the attention of the Corporation when the minutes are presented.

CLERKING ARRANGEMENTS

The Clerk to the Corporation will ensure that appropriate clerking arrangements are in hand for the Committee. Normally this will be the Clerk to the Corporation.

FREQUENCY OF MEETINGS

The Search Committee to meet at least three times per year in advance of the termly meeting of the Corporation and at such other time or place as may be determined by the Chair.

STANDING ORDERS

The Corporation Standing Orders will apply to the running of the Committee as appropriate.