

**Corporation Members are reminded that any external interests which may conflict with any of the presented agenda items, must be declared at the start of the meeting.**

## **ST HELENS COLLEGE CORPORATION**

### **SEARCH AND GOVERNANCE COMMITTEE**

#### **REMIT OF THE COMMITTEE**

- 1 The Committee will be responsible for advising the Corporation on the appointment of all external Members of Corporation and such other matters relating to membership and appointments as the Corporation may delegate 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. This will include external membership onto Committees of the Corporation. This will be undertaken having regard at all times to the provisions of the Instrument and Articles of Government and other relevant statutory legislation.
- 2 The Committee will from time to time consider and make recommendations to the Corporation on the composition and balance of the Corporation and its Committees. This includes ensuring that Membership reflects the diversity of the community served by the College, and that a new Member is appointed every two years, subject to an appropriate balance and mix of skills and experience being maintained.
- 3 The Committee will, in line with the recommendations of the Nolan Committee, advise the Corporation on the re-appointment of all existing members, taking into account the contribution made by existing individual Governors before proposing any re-appointment, particularly after serving two terms-of-office.
- 4 The Committee will normally meet at least three times per year.
- 5 The Committee, together with the Clerk, shall review and advise the Corporation on issues of Governance and good practice.
- 6 To advise the Corporation on issues of Accountability and Openness.
- 7 To oversee the continuous Self-assessment of Governance, including oversight of appropriate and measurable performance indicators.
- 8 To advise on Governor Induction, Development and Training.
- 9 To consider and advise on current good practice in the Sector in relation to Corporate Governance arrangements.

Number of Members: 5 Members

Quorum Requirements 3 Members

(Membership is determined by the Corporation with current Committee Member details available separately)

The Committee reports to the Corporation through the Chair of the Search and Governance Committee, who presents the Minutes of each meeting to the Corporation.

## **MODUS OPERANDI OF SEARCH PROCESS:**

- 1 The Committee will normally place an annual open advertisement in the regional/local media for persons wishing to be considered in becoming a College Governor.
- 3 The Committee will regularly initiate searches through consultation with interested bodies including local community/employer representatives and local authorities.
- 4 To undertake a regular Skills Audit in order to test the range of skills and experience on the Board of the Corporation.
- 5 When a vacancy occurs or is anticipated the Committee will research suitable candidates through a process of interview. The Committee will utilise the results of the most recent skills audit and associated Corporation profiling information to advise the Board about future needs.
- 6 The Committee will put forward to the Corporation for their consideration recommendations relating to any vacancies on the Corporation.
- 7 The Corporation shall not appoint any external Member of the Corporation unless it has first considered the advice of the Committee. Appointments shall be made in accordance with the Instrument and Articles of Government.
- 8 This document is available, together with the Committee's advice to the Corporation, for inspection by any member of the public during normal office hours, and is also available on the College's Governance section of the website.