



COLEG GWENT FURTHER EDUCATION CORPORATION SEARCH COMMITTEE

TERMS OF REFERENCE
Approved 21 May 2019

Purpose of the Committee

The Search Committee is established to oversee and advise on matters relating to Corporation membership, including the recruitment process, recommendation of candidates for appointment, skills and diversity monitoring, induction, development, performance and succession planning.

1. Executive Responsibilities

- 1.1 To ensure the membership needs of the Corporation are met by seeking and recommending high calibre candidates for appointment.
- 1.2 To determine and oversee the recruitment and assurance process for new Corporation Members.
- 1.3 To meet with all candidates for appointment to the Corporation and (with reference to supporting applications and references) make recommendations to the Board on those candidates considered suitable for appointment.
- 1.4 Where appropriate, to recommend suitable candidates for addition to the 'Recommended list' for possible future appointment to the Corporation.
- 1.5 To provide an Annual Report on the committee's activities to the Board for information.

2. Advisory Responsibilities

- 2.1 To annually review the composition and balance of Corporation membership and make appropriate recommendations to the Board.
- 2.2 To advise the Board on the membership needs of the Corporation.
- 2.3 To advise the Board (when required) in respect of appointments to the role of Chair or Vice Chair under the terms set out in the Corporation Standing Orders.
- 2.4 To advise on appropriate succession planning to ensure ongoing quality and continuity of leadership.
- 2.5 To advise on the Induction and development process for Corporation members.
- 2.6 To advise on the process for the annual appraisal of the Board and Corporation members.

3. Monitorial Responsibilities

- 3.1 To annually review a Skills & Diversity analysis in relation to current Corporation membership. This analysis is to be referred to when considering recruitment and recommendation of appointments to the Board.
- 3.2 To annually review Corporation attendance data and make any necessary recommendations.
- 3.3 To monitor ongoing Governor development including compliance in relation to compulsory training requirements for Corporation members.

4. Additional Matters

- 4.1 The authority to appoint members to the Corporation rests with the Board as a whole, but in considering an appointment, the Board must take into account the advice of this committee.
- 4.2 The Committee has executive responsibility only as specifically delegated to it by the Board.
- 4.3 The committee will address any other matter referred to it by the Board.
- 4.4 The Governance Officer will act as Clerk to the Committee.
- 4.5 The Committee Chair will regularly report to the Board on the activities of the committee.
- 4.6 The Governance Officer will ensure that copies of minutes (or draft minutes) are circulated to all Corporation members for information at the next appropriate Board meeting.
- 4.7 These Terms of Reference will be reviewed every two years.

Membership:

5

Comprising:

Chair/Vice Chair
Principal/CEO
Independent Governor
1 Student Governor

The committee may obtain independent, professional advice and secure the attendance of non-members with relevant experience or expertise at its meetings.

Quorum: 50% (3 members)

Frequency of meetings: Minimum twice per year and as required



CORFFORAETH ADDYSG BELLACH COLEG GWENT PWYLLGOR CHWILIO

CYLCH GORCHWYL
Cymeradwywyd 21 Mai 2019

Pwrpas y Pwyllgor

Sefydlir y Pwyllgor Chwilio er mwyn goruchwyllo a chynghori ar faterion cysylltiedig ag aelodaeth o'r Gorfforaeth, gan gynnwys y broses recriwtio, argymell ymgeiswyr i gael eu penodi, monitro sgiliau ac amrywiaeth, sefydlu, datblygu, perfformiad a chynllunio olyniaeth.

1. Cyfrifoldebau Gweithredol

- 1.1 Sicrhau bod anghenion aelodaeth y Gorfforaeth yn cael eu bodloni drwy chwilio am ac argymell ymgeiswyr o safon uchel i'w penodi.
- 1.2 Pennu a goruchwyllo'r broses recriwtio a sicrwydd ar gyfer Aelodaeth Corfforaeth newydd.
- 1.3 Cyfarfod â'r holl ymgeiswyr a benodir i'r Gorfforaeth a (gan gyfeirio at geisiadau a thystlythyrau ategol) gwneud argymhellion i'r Bwrdd ar yr ymgeiswyr hynny yr ystyrir eu bod yn addas i'w penodi.
- 1.4 Lle bo hynny'n briodol, argymell ymgeiswyr addas i'w hychwanegu at y 'Rhestr a Argymhellir' i'w penodi i'r Gorfforaeth yn y dyfodol.
- 1.5 Darparu Adroddiad Blynyddol i'r Bwrdd ar weithgareddau'r pwyllgor er gwybodaeth.

2. Cyfrifoldebau Cynghori

- 2.1 Adolygu cyfansoddiad a chydbwysedd aelodaeth y Gorfforaeth bob blwyddyn a gwneud argymhellion priodol i'r Bwrdd.
- 2.2 Cynghori'r Bwrdd ar anghenion aelodaeth y Gorfforaeth.
- 2.3 Cynghori'r Bwrdd (pan fo angen) mewn perthynas â phenodiadau i rôl Cadeirydd neu Is-gadeirydd o dan y telerau a nodir yn Rheolau Sefydlog y Gorfforaeth.
- 2.4 Cynghori ar gynllunio olyniaeth briodol er mwyn sicrhau ansawdd parhaus a pharhad arweinyddiaeth.
- 2.5 Cynghori ar y broses Sefydlu a Datblygu ar gyfer aelodau'r Gorfforaeth.
- 2.6 Cynghori ar broses yr arfarniad blynyddol o aelodau'r Bwrdd a'r Gorfforaeth.

3. Cyfrifoldebau Monitro

- 3.1 Adolygu dadansoddiad Sgiliau ac Amrywiaeth yn flynyddol mewn perthynas ag aelodaeth gyfredol y Gorfforaeth. Rhaid cyfeirio at y dadansoddiad hwn wrth ystyried recriwtio ac argymell penodiadau'r Bwrdd.
- 3.2 Adolygu data presenoldeb y Gorfforaeth yn flynyddol a gwneud unrhyw argymhellion angenrheidiol.
- 3.3 Monitro datblygiad parhaus y Llywodraethwyr gan gynnwys cydymffurfiad cysylltiedig â gofynion hyfforddiant gorfodol ar gyfer aelodau'r Gorfforaeth.

4. Materion Ychwanegol

- 4.1 Y Bwrdd cyfan sydd â'r awdurdod i benodi aelodau i'r Gorfforaeth, ond wrth ystyried penodiad, rhaid i'r Bwrdd ystyried cyngor y Pwyllgor hwn.
- 4.2 Dim ond fel y dirprwywyd yn benodol iddo gan y Bwrdd y mae gan y Pwyllgor gyfrifoldeb gweithredol.
- 4.3 Bydd y Pwyllgor yn mynd i'r afael ag unrhyw fater arall a gyfeirir at ei sylw gan y bwrdd.
- 4.4 Bydd y Swyddog Llywodraethu yn gweithredu fel Clerc y Pwyllgor.
- 4.5 Bydd Cadeirydd y Pwyllgor yn adrodd yn rheolaidd i'r bwrdd ar weithgareddau'r Pwyllgor.
- 4.6 Bydd y Swyddog Llywodraethu yn sicrhau bod copïau o'r cofnodion (neu gofnodion drafft) yn cael eu dosbarthu i holl aelodau'r Gorfforaeth er gwybodaeth yng nghyfarfod priodol nesaf y Bwrdd.
- 4.7 Bydd y Cylch Gorchwyl hwn yn cael ei adolygu bob dwy flynedd.

Aelodaeth:

5

Yn cynnwys:

Cadeirydd/Is-gadeirydd
Pennaeth/Prif Swyddog
Gweithredol
Llywodraethwr
Annibynnol
1 Myfyriwr
Lywodraethwr

Caiff y pwyllgor ofyn cyngor proffesiynol, annibynnol a sicrhau presenoldeb unigolion nad ydynt yn aelodau sydd â phrofiad neu arbenigedd perthnasol yn ei gyfarfodydd.

Cworwm:

50% (3 aelod)

Amledd cyfarfodydd:

Lleiafswm o ddwywaith y flwyddyn ac yn ôl yr angen