



# COLEG GWENT FURTHER EDUCATION CORPORATION SEARCH COMMITTEE

TERMS OF REFERENCE  
Update approved 25 February 2020

## **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.
- 1.6 To approve relevant Tier 2 policies and procedures as delegated by the Board.

### **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 and relevant Tier 1 Corporation policies and procedures.
- 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:**

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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

