

## KIRKLEES COLLEGE CORPORATION

### SEARCH & GOVERNANCE COMMITTEE – TERMS OF REFERENCE

(Reference should also be made to the Standing Orders)

1. Constitution

1.1. A minimum of 3 and up to 7 members, of whom one to be the College Principal and one to be the Corporation Chair.

2. Chair

2.1. The Chair of the Committee to be an Independent Governor, to be elected by members on an annual basis.

3. Quorum

3.1. The quorum shall be 3 members.

4. Frequency of meetings

4.1. At least once a year and as often as may be necessary at the request of the Chair or the Chair of Corporation.

5. Terms of Reference

5.1. The Committee shall:

5.1.1. Keep under review the membership, composition and balance of the Corporation and its Committees, both in terms of skills and experience, and the need to ensure that the composition of the Corporation broadly reflects the community that the College serves. It shall have regard to the changing needs which the Corporation must meet; and shall take those factors into account when planning appointments;

5.1.2. Monitor members' terms of office to ensure that appropriate arrangements are in place for maintaining continuity in the appropriate categories of membership;

5.1.3. Nominate candidates to fill independent member vacancies on the Corporation, in each case following an open selection process which complies with the requirements set out in the Instrument and Articles of Government and/or Standing Orders and with due regard for the need for a wide range of skills and interests to be represented and to the balance of membership in terms of protected characteristics. The process of appointing new members shall in all cases be consistent with the principles laid down by the Committee on Standards in Public Life for those holding public office;

5.1.4. Keep under review any selection criteria established by the Corporation and make recommendations to the Corporation in respect of such criteria as it deems necessary;

5.1.5. Evaluate the contribution made by existing independent members, including their attendance, before proposing any re-appointment;

- 5.1.6. Oversee member training and development and the process of member performance evaluation and consider the outcomes;
- 5.1.7. Consider and advise the Corporation on policies, procedural matters and other issues relating to the Instrument and Articles of Government and Standing Orders and the operation of the Corporation and its Committees;
- 5.1.8. Consider and advise the Corporation on the delegation of powers and authority levels and the effectiveness of the policy framework;
- 5.1.9. Advise the Corporation on the appropriate target for aggregate Governor attendance and monitor the achievement of any target set;
- 5.1.10. Produce an annual report for the Corporation which describes the work of the Committee, including the Corporation's recruitment policy and practices, a description of its policy on equality and diversity and any measurable objectives that it has set, together with progress in their implementation; and
- 5.1.11. Monitor the performance of the other Corporation Committees and report to the Corporation, making any recommendations.

Approved by Corporation: 25 October 2019