



SEARCH COMMITTEE

Terms of Reference

Approved by the Search Committee on 03 June 2009 and by the Corporation on 08 July 2009

AUTHORITY: The Search Committee is required to be established in accordance with Article 5 of the Articles of Government.

1. MEMBERSHIP AND OPERATION

- 1.1 The Committee shall comprise up to **7** Corporation members (including the Corporation Chair, Corporation Vice-Chair and the Principal as ex-officios).
- 1.2 In addition, Committee membership may include up to **2** co-opted, non-Corporation members with relevant experience and expertise, who have been appointed by the Corporation on the recommendation of the Search Committee.
- 1.3 The Committee Chair shall be a Corporation member who is appointed by the Corporation on the recommendation of the Search Committee.
- 1.4 The quorum for Committee meetings shall be **3** Committee members, at least 2 of whom shall be Corporation members.
- 1.5 The Clerk to the Corporation shall act as Clerk to the Committee.
- 1.6 The Committee shall meet at least 3 times a year.

2. FUNCTIONS

- 2.1 To **advise** the Corporation on the appointment, re-appointment, skills, attendance, assessment, training and development of all Corporation members.
- 2.2 To **consider** and keep under review the composition, balance and effectiveness of the Corporation and its Committees and **recommend** changes as considered appropriate.
- 2.3 To **advise** on such other matters relating to membership and appointments as the Corporation may remit to the Committee.
- 2.4 To **approve** the Corporation's recruitment process, application pack and induction plans.
- 2.5 To **initiate** the governor recruitment process on behalf of the Corporation.

3. REPORTING PROCEDURES

- 3.1 The minutes of each Committee meeting shall be circulated to all Corporation members for information.

4. ADDITIONAL RULES AND GUIDANCE

- 4.1** The Committee will “operate openly and transparently to ensure that the Corporation is properly responsive to stakeholder interests in respect of its composition arrangements” (Eversheds)
- 4.2** The Committee will recommend specific terms of office for each appointment and reappointment (i.e. not necessarily for the maximum allowable term).
- 4.3** The Committee will be mindful of the relevant Cadbury, Nolan and Higgs recommendations.
- 4.4** The Committee aims to consider all of its actions in the light of Equality and Diversity best practice.
