

Tameside College Further Education Corporation

Search Committee Terms of Reference 2021/22

1 Constitution

- 1.1 The Tameside College Further Education Corporation hereby resolves to adopt the following terms of reference for the Search Committee.

2 Objective

- 2.1 The Search Committee shall advise the Corporation on the appointment of Members (other than as a parent, staff or student Member) and such other matters relating to membership and appointments as the Corporation may remit to the Committee.
- 2.2 The Search Committee shall advise the Corporation on matters related to governance.

3 Membership

- 3.1 The Search Committee shall be appointed by the Corporation and shall comprise 5 members including:
- the Chair of the Corporation
 - the Vice Chair of the Corporation
 - the Principal
 - up to two other members of the Corporation
 - up to one external co-opted member
- 3.2 Any persons co-opted to serve on the Committee will be of established standing, reputation and integrity in the community which the College serves but independent of the College. Such members will be free from any business or other relationship with the College which might compromise the exercise of their independent judgment.
- 3.3 A quorum for meetings of the Search Committee shall be three Members.
- 3.4 The Chair of the Committee shall be appointed by the Corporation save that the Principal shall not be eligible for appointment as Chair.
- 3.5 If the Chair is absent from any meeting of the Committee, the Members present shall choose one of their own number to act as Chair for that meeting.
- 3.6 Corporation Members who are Members of the Search Committee shall hold a term of office on the Committee which is commensurate with their term of office as a Member of the Corporation.
- 3.7 Members retiring at the end of their term of office shall be eligible for re-appointment.

4 Attendance at Meetings

- 4.1 Other Corporation Members shall have a right of attendance as observers.
- 4.2 The Clerk to the Corporation shall be the Clerk to the Search Committee.

5 Frequency of Meetings

- 5.1 The Committee shall meet at least twice in each academic year.

6 Authority

- 6.1 The Search Committee is authorised by the Corporation to investigate any activity within its terms of reference.
- 6.2 It is authorised to seek any information it requires from any employee of the College and all employees are directed to cooperate with any request for information made by the Committee.
- 6.3 The Search Committee is authorised by the Corporation to obtain any professional advice it considers necessary in the exercise of its responsibilities, provided that the Committee may not incur direct expenditure in this respect in excess of £5,000, (plus VAT), in any College financial year without the prior approval of the Corporation.

7 Duties

- 7.1 The Search Committee shall consider and make recommendations to the Corporation on:
 - (i) the composition and balance of the membership of the Corporation and its committees having regard to the necessary skills to ensure that the Corporation fulfils its functions as set out in Article 3 of the Articles of Government;
 - (ii) the rules specifying the way in which the Search Committee is to be conducted;
 - (iii) the appointment of persons who are not Members of the Corporation as Members of any committee of the Corporation;
 - (iv) candidates for appointment and/or re-appointment as Members of the Corporation;
 - (v) policies and procedures for the induction, appraisal and development of Corporation Members;
 - (vi) on matters related to governance.
- 7.2 The Search Committee shall be responsible for:
 - (i) undertaking and maintaining skills audits of Members of the Corporation;
 - (ii) ensuring that the written procedure for the appointment of Members is reviewed and is publicly available;
 - (iii) overseeing and reviewing the role description for Members of the Corporation;
 - (iv) overseeing and reviewing the criteria for the selection of Corporation Members;
 - (v) ensuring that a person specification is prepared to match any identified skills or experience;
 - (vi) ensuring the Corporation is representative of the community that it serves;
 - (vii) short-listing and interviewing prospective Members;
 - (viii) monitoring and reviewing the performance of the Corporation, its committees and its Members;
 - (ix) drafting the Corporation's annual self-assessment report on governance.

8 Reporting Procedures

- 8.1 The Clerk to the Corporation shall circulate the minutes of the meetings of the Search Committee to all Members of the Corporation.
- 8.2 Separate minutes will be taken of any issues which are regarded by the Search Committee to be confidential and as such will be retained in the "Confidential Minute" file in addition to being limited for circulation to Members of the Search Committee only.
- 8.3 A copy of the rules referred to in 7.1 above together with these Terms of Reference and the Search Committee's advice to the Corporation, other than any advice which the Corporation is satisfied should be dealt with on a confidential basis, shall be published on the College website and be made available for inspection at the College by any person during normal office hours.