

RECRUITMENT AND APPOINTMENT PROCEDURE FOR GOVERNORS

Section A – Recruitment

1. The Search Committee will manage the succession of the Corporation's membership making recommendations based on appropriate skills and experience following this procedure.
2. The Search Committee will place an open advertisement in the media as required to ensure a managed succession plan for the Board.
3. The Search Committee will undertake an annual skills audit of Corporation members and map the skills required for effective governance, identifying any skills gaps.
4. Persons applying for consideration to the Board will be provided with the following information by the Clerk:
 - Statement of roles and responsibilities of Board membership (Appendix A);
 - Person specification (Appendix B);
 - Information pack regarding NCN Corporation;
 - Corporation selection criteria (Appendix C);
 - Outline of the Nolan Principles of Public Life;
 - An example of NCN publication material;
 - An outline of the recruitment process.
5. On receipt of an application, the Clerk will compare the application to the person specification and if appropriate invite the applicant to a meeting with two members of the Search Committee (or one committee member and the Clerk) to discuss their application against the requirements in the person specification and the Corporation selection criteria. This will include confirmation of the applicant's eligibility to be a governor.

Section B – Vacancies

6. Before a governor's term of office expires, or following the resignation of a governor, the following action will be undertaken:
 - a) for staff members - the Clerk to the Corporation will organise nominations and elections in accordance with Appendix D and report the outcomes to the Corporation;
 - b) for student member - the Clerk to the Corporation will seek nominations from the elected Student Union Executive in accordance with the Student Union constitution and report the outcome to the Corporation;
 - c) independent members - the Search Committee will refer to the latest skills audit of Corporation members and consider the Corporation's selection criteria, identifying the particular needs of the College whenever vacancies arise and prioritise the experience and skills required;
7. For all vacancies (except for staff and student members) where an existing governor is seeking re-appointment, the Search Committee will apply the criteria for evaluating

governors' contributions. The Search Committee will apply the same rigour and process to the reappointment of a member as it does to the appointment of a member.

Section C – Search Committee

8. The Search Committee will determine whether to recommend any appointment for an independent member to the Corporation having taken into account:
 - a) Skills Audit
 - b) Selection criteria
 - c) Person specification
 - d) Reports (preferably in writing) from members of the Search Committee who have met with new applicants.
9. For the re-appointment of existing governors the Search Committee will evaluate members contributions (including the outcomes of self-assessment and report from the Chair and/or Vice Chair of the Corporation) using the following criteria:
 - Quality of contribution to discussions at meetings;
 - Skills and experience in line with Corporations Skills Audit;
 - The value of the member's expertise/interests to the work of the governing body;
 - Attendance records of both Corporation and Committees;
 - Commitment to the College over and above attendance at formal meetings (e.g. attendance at Awards Ceremonies, Annual Meetings, College Productions etc);
 - The availability of other suitable people to serve.
10. The decision of the Search Committee will be communicated to all applicants in writing. Feedback will be available for unsuccessful applicants via the Clerk.
11. The maximum term of office for a governor is four years. In accordance with the Nolan Principles members are eligible for reappointment to a second term of office, serving a maximum of eight years. Any subsequent term of office should be in exceptional circumstances only.

Section D – Corporation

12. For staff members, the Clerk informs the Corporation of the outcome of nominations and elections. Subject to the eligibility requirements of the Instrument of Government, the Corporation will determine their appointment and term of office up to four years.
13. For student member, the Clerk informs the Corporation of the nomination from the Student Union Executive. Subject to the eligibility requirements of the Instrument of Government, the Corporation will determine their appointment and term of office not exceeding one academic year.
14. The Clerk to the Corporation will prepare a report for the Corporation incorporating the recommendations of the Search Committee regarding appointments of independent members. The Corporation will consider the advice of the Search Committee and determine the appointment of such members.
15. The decision of the Corporation will be communicated to the applicant in writing by the Clerk.

Section E – Letter of Appointment

14. Following appointment by the Corporation, the Clerk will write to each Governor informing them of their appointment and term of office. The following information will be enclosed with the letter:
 - Instrument and Articles of Government;
 - Standing Orders;
 - Code of Conduct;
 - Register of Interests including eligibility statement;
 - Terms of Reference for Committees.

15. At their induction new members will be provided with further documentation required for their role and notification of governance websites where further information on governance can be found.

Approved by the Corporation
13 July 2011

THE ROLE AND RESPONSIBILITIES OF THE CORPORATION AND ITS GOVERNORS

As part of their shared corporate responsibility Members are expected to play their part in ensuring the Board undertakes its role as a corporate body.

1. ROLE AND RESPONSIBILITIES OF THE CORPORATION

The role of the Corporation is to:

- i) develop and maintain the ethos of the College by:
 - articulating the College mission;
 - setting and upholding the values of the College;
 - developing a robust policy framework in which the College can operate.
- ii) formulate the strategic plan of the College by:
 - setting corporate objectives;
 - monitoring performance against these objectives;
 - ensuring clear delegation to the Principal;
 - working alongside management as a critical friend.

In addition the Corporation has statutory responsibilities laid down in the Instrument and Articles of Government:

- To determine and periodically review the educational character and mission of the College, including targets for student retention and achievement.
- To approve the quality strategy of the College.
- To manage resources effectively to ensure the solvency of the College and the safeguarding of its assets.
- To approve annual estimates of income and expenditure.
- To determine the employment arrangements and remuneration of senior post holders and the Clerk to the Corporation.
- To set a framework for the pay and conditions of service of all other staff.

2. ROLE AND RESPONSIBILITIES OF THE GOVERNOR

Members have an individual responsibility to ensure the Board sets high standard of integrity through:

- acting in accordance with the Nolan principles;
- demonstrating collective responsibility;
- attending and contributing to Corporation and Committee meetings;
- acting as ambassadors for the college in the wider community;
- continuous improvement via self assessment.

3. COLLEGE COMMITMENT

In order for Governors to carry out their role, the College is committed to supporting Governors by:

- providing a comprehensive induction programme for new members;
- providing an annual schedule of normal meetings in advance;
- providing agendas and papers for meetings in advance of the meeting;
- developing an annual training plan based on the development needs of the governing body and delivering appropriate training events to fulfil this plan;
- reimbursing governors out of pocket expenses in accordance with the college's policy.

PERSON SPECIFICATION FOR GOVERNORS

INDEPENDENT MEMBER

	Essential	Desirable
<p>A. <u>INDIVIDUAL</u></p> <ol style="list-style-type: none"> 1. An interest in education and skills. 2. A willingness and ability to prepare for and attend meetings of the Board and its committees. 3. A willingness and ability to attend the governor's annual residential conference. 4. A commitment to equality and diversity. 5. Evidence of a commitment to continuous professional development and self review. 6. A knowledge and understanding of the Nolan Principles of public life. 7. A knowledge and understanding of the economic and social needs of the stakeholder groups served by the College. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<p>B. <u>SKILLS AND EXPERIENCE</u></p> <ol style="list-style-type: none"> 1. The ability to work in a team. 2. Good communication and analytical skills. 3. Experience of corporate governance in commercial, charitable or voluntary roles. 4. A user of information and communication technology. <p>Within the overall profile of the Board it is also necessary for some members to hold professional qualifications.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>

TIME COMMITMENT

The Corporation meet ten times per year for evening meetings lasting approximately 2 hours. Members may be asked to serve on a Committee which on average meet once per term. The Corporation undertakes an annual residential, and training sessions are offered in addition to meetings. From time to time members are invited to important events within the College calendar e.g. graduation and award ceremonies and exhibitions. The Corporation operates a Governors Campus Link Scheme to build knowledge of the core business of the College.

SELECTION CRITERIA

The Board of New College Nottingham wishes to maintain a balance of membership reflecting the diversity of the College community. It would seek to recruit members to reflect the communities it serves by stakeholder group, gender and ethnic origin. The following criteria would be applied and prioritised by the Search Committee when vacancies occur, taking into account the existing Corporation members and the particular needs of the College whenever vacancies arise:

- A knowledge and understanding of the economic and social needs of the stakeholder groups served by the College.
- Experience of corporate governance in commercial, charitable or voluntary roles.
- Ability and willingness to devote time and energy to the attendance of meetings and the promotion of the College.
- Knowledge of education and skills.
- Innovation, imagination and enthusiasm.
- Knowledge and understanding of one or more areas of the curriculum offered by the College.

PROCEDURE FOR ELECTION AND NOMINATION OF STAFF GOVERNORS

The Clerk to the Corporation will be responsible for the conduct of elections and nominations for staff governors. The Corporation has determined that one staff governor will be elected from business support staff and one staff governor will be elected from academic staff. When there is a vacancy for a staff governor the Clerk will ensure that all stages of the procedure can be completed within accepted college term times and not during normal holiday periods. When a vacancy for a staff governor arises the following procedure will be used. ("Days" means calendar days). If the Search Committee decides to use an external contractor, such as the Electoral Reform Society, for the conduct of the ballot, the Clerk to the Corporation will provide the contractor with the necessary information to undertake paragraphs 4, 5, 6, 7 and 10 below with consequent variation in the overall timescale for completing the procedure.

1. **DAY 1** – The Clerk to the Corporation will send to all staff employed by New College Nottingham (full time, part time, permanent and temporary) the following information through appropriate communication methods:
 - Definition of each category of staff governor
 -
 - Timetable for nomination and election
 - Eligibility to be a governor
 - Where to obtain a nomination form including provision of a brief typed personal statement
 - Opportunity to contact the Clerk to the Corporation for further information about the role of a governor and the election procedure.
2. The nomination form will require a candidate to have a proposer and seconder who must be employees of New College Nottingham and be defined in the same category of staff as the nominee. The nomination form must be signed and dated by the nominee.
3. **DAY 15** – Closing date for receipt of nominations and personal statements at a time determined by the Clerk. If there are 2 or more nominations for each vacancy an election will be held.
4. **DAY 18** – The Clerk to the Corporation will send to each member of staff employed at the college on day 1, the following information through appropriate communication methods:
 - The appropriate ballot paper listing the candidates in alphabetical order seeking election in the relevant category of staff governor.
 - Copies of all typed personal statements received from candidates.
 - Instructions on voting and the deadline for return of ballot papers.
 - Instructions for the return of the ballot papers.
5. To minimise fraud appropriate safeguards will be taken to ensure that each member of staff is assigned to the appropriate category of staff and that each member of staff has a single vote.
6. **DAY 26** – Closure of ballots at a time to be determined by the Clerk to the Corporation.

- The count will take place immediately after the deadline for closure of ballots.
 - The procedure adopted will ensure the count is secure and accurate.
 - The winner of the election will be the candidate with the highest number of votes.
 - In the event of a tie the outcome will be decided by the toss of a coin.
7. Queries about the validity of nomination forms, ballot papers, spoilt ballots etc. will be determined by the Clerk to the Corporation whose decision is final.
 8. The winner of the election will be deemed to have been nominated by the staff of the college for the vacancy of staff governor on the Corporation. Appointment of staff governors is the responsibility of the Corporation.
 9. The electoral roll will comprise all persons employed by New College Nottingham except for the Principal/Chief Executive, on day 1 of the procedure.
 10. The Clerk to the Corporation will be responsible to the Search Committee for the conduct of elections.