

## **Appointment and Reappointment Process for Governors and Co-opted Committee Members and Induction and Development Arrangements**

The following paragraphs set out processes which TyneMet's Corporation Board will follow when appointing and reappointing Governors and Co-opted Committee Members. The objective is to maintain a balanced membership of the Corporation Board and its Committees through careful and rigorous succession planning. Membership will be drawn widely from the community which the College serves. When considering appointments and reappointments, the Corporation Board will apply the College's values as well as the principles laid down in the Code of Conduct for Corporation Members which embrace an open selection process based on merit and promote equality and diversity.

### **1. Appointment**

- 1.1 The Corporation is the sole appointing authority but, in all cases, is required to consider the advice of the Governance, Performance & Search Committee.
- 1.2 The Governance, Performance & Search Committee shall be responsible for monitoring the membership and advising on the appointment and reappointment of Members of the Corporation and its Committees and for ensuring effective succession planning.
- 1.3 In accordance with its terms of reference the Governance, Performance & Search Committee will determine the process whereby candidates are nominated and shall be responsible for advertising vacancies, seeking and gathering applications, screening and shortlisting candidates, taking account of the composition, diversity and skills mix of the Corporation.
- 1.4 Prior to a recommendation to the Corporation by the Governance, Performance & Search Committee, it will be normal practice for potential candidates to submit a letter of application or application form and CV and to meet the Chair of Governors, the Principal and the Company Secretary. The purpose of such a meeting will be to clarify expectations about the role, assess a candidate's suitability and provide information about the College.
- 1.5 Governor appointments shall normally be for a period of three years, except for the Student Members (appointed for one year at a time), the Independent Member from the QA Sixth Form collaboration (appointed for two years on a rotating basis) and the Principal (appointment on an on-going basis, whilst in post). Periods of appointment may be varied from time to time by the Corporation in order to provide continuity and to avoid a large number of appointments expiring simultaneously.
- 1.6 Co-opted Committee Member appointments shall normally be for a period of one year.
- 1.7 A Co-opted Committee Member may apply to be a Governor of the Corporation at any time and, if appointed, will commence the first of three possible consecutive terms of office.

- 1.8 The first year of appointment will serve as a probationary year.
- 1.9 The composition of the Corporation includes two Staff Governors, one nominated / elected by the College's teaching staff and one nominated / elected by the College's support staff. The arrangements for the nomination and election of the Staff Governors are set out in a separate procedural document.
- 1.10 The composition of the Corporation includes two Student Governors. The Company Secretary will request nominations from the Student Council from amongst its membership, the Council having already been elected by the students of the College.
- 1.11 The appointment of Governors within specific categories (i.e. Principal, Staff Governor, Student Governor) are contingent upon the individuals remaining within the category to which they were appointed and any change in these conditions will result in that membership ceasing immediately.
- 1.12 Role descriptions for the Chair and Vice Chair of Governors, Committee Chairs and Governors (including Co-opted Committee Members), together with background information for prospective candidates describing the role of a Member of the Corporation are set out in separate documents. Prospective Governors and Co-opted Committee Members will receive relevant information during the application process and upon appointment.
- 1.13 All Governor and Co-opted Committee Member appointments will be confirmed in writing by the Company Secretary and will be subject to a satisfactory, standard DBS disclosure, completion of a register of interests, confirmation of eligibility in accordance with the Instrument of Government<sup>1</sup>, confirmation of acceptance of the Code of Conduct for Corporation Members, and confirmation of acceptance of the appointment.
- 1.14 The Company Secretary will manage the overall process, acting as the main point of contact, constructing adverts, arranging interviews and assembling relevant information upon which the Governance, Performance & Search Committee can base its recommendations.

## **2. Reappointment**

- 2.1 All Governors and Co-opted Committee Members are eligible to be reconsidered for reappointment, assuming they remain eligible in accordance with the terms of the Instrument of Government and subject to the maximum number of terms permitted by the Corporation.
- 2.2 The maximum number of consecutive terms that a Governor may serve is three. Following a break of one year, an individual may again apply for membership of the Corporation.
- 2.3 The maximum number of consecutive terms that a Co-opted Committee Member may serve is three. Following a break of one year, an individual may again apply for Committee membership.
- 2.4 The Company Secretary shall write to each Governor / Co-opted Committee Member six months before the date of expiry of their term, asking them if they

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<sup>1</sup> See Instrument of Government

wish to seek reappointment. All expressions of interest will be referred to the Governance, Performance & Search Committee.

2.5 For Staff and Student Governors, the College's nomination / election processes will be followed.

2.6 It is the responsibility of the Governance, Performance & Search Committee to consider applications for reappointment and make recommendations to the Corporation. In doing so, due account will be taken of the following factors:-

- i) Review of the composition and skills of the Corporation and identification of any imbalance or deficiencies in particular areas of expertise.
- ii) The overall balance and diversity of the Corporation Board.
- iii) Particular regard to the Nolan principles of public life and the maximum number of terms an individual may serve, as agreed by the Corporation Board.
- iv) The value of refreshing the membership and the need to ensure effective succession planning.
- v) The same rigour to be given to the consideration of the reappointment of a Member as to the appointment of a new Member, including those conditions of appointment set out in paragraph 1.10 above.
- vi) In evaluating the contribution made by existing Members, full regard will be taken of the following key indicators in each case:-
  - willingness to be considered for reappointment;
  - attendance record at Board and Committee meetings and College events;
  - participation and commitment (as assessed in individual reviews);
  - contribution to the overall mission and strategic direction of the College;
  - range of specific skills, experience and knowledge offered;
  - engagement with local stakeholders and links to the wider community; and
  - demonstration of College values and adherence to the Code of Conduct for Corporation Members (including for Co-opted Committee Members).

2.7 Following such scrutiny and justification for recommending a reappointment, the Corporation, as the sole appointing body, will be responsible for making the final decision.

2.8 The Company Secretary will manage the overall process, acting as the main point of contact, constructing adverts, arranging interviews and assembling relevant information upon which the Governance, Performance & Search Committee can base its recommendations.

2.9 The Company Secretary will confirm all reappointments in writing.

### **3. Induction and Development**

- 3.1 The Company Secretary is responsible for organising the induction of Governors and Co-opted Committee Members, which can be provided in-house as well as by external organisations.
- 3.2 The Company Secretary will provide new Governors or Co-opted Committee Members with a general induction to the College and the role. The Company Secretary will identify any areas about which the Governor or Co-opted Committee Member requires more detailed information and will make arrangements for them to meet with individual senior managers or other Governors, as appropriate.