

Policy for the selection and appointment of Members of the Corporation and Local Advisory Boards

1 Introduction

1.1 This document outlines the policy for the selection and appointment / re-appointment of governors / members of the Grimsby Institute Group Corporation and associated Local Advisory Boards. Membership of the Corporation is defined by the Instrument of Government (Clauses 2-5 & 9, 10). The Corporation has agreed the following determination of membership:

Membership Category	Number	Term of office	Appointment process
Independent Governor	10 -12	4 years (including 1 year probation)	Approved by the Corporation
Staff Governor	2	4 years	Elected by members of Teaching Staff
Student Governor	2	With office 1 year	Elected by Students
CEO	1	With office	Appointment with post

Membership Category	Number	Term of office	Appointment process
Local Board Governors	Variable	4 years (including 1 year probation)	Approved by the Corporation *the chair of the Local Board is automatically appointed as a member of the full Corporation

2 Role description of a member of the Corporation

2.1 The Corporation is committed to promoting equality and diversity and seeks to constitute the membership of the Corporation and its Local Advisory Boards as closely as possible to the balance of the communities it serves. The Corporation will seek members who appear to the Corporation to have the necessary skills to ensure the Corporation carries out its functions under article 3 (1) of the Articles of Government.

2.2 The Corporation requires all members to be committed to the Nolan Principles of Public life, adhere to the Governors Code of Conduct and to act in the best interests of the Group declaring an interest whenever necessary and be prepared to devote time to support the work of the Group by regularly attending meetings of the Corporation, Local Advisory Boards and Committees as appropriate (see appendix 1 – Role Description of a member of the Corporation.)

3 Expiry of the term of office of an existing Governor

- 3.1 The Clerk to the Corporation shall report to the Corporation the name of any Governor / Co-opted Governor whose term of office is nearing its expiry. Any Governor under consideration shall withdraw from the meeting and take no part in the decision or voting in relation to his/her future membership of the Corporation.
- 3.2 In considering whether or not the governor should be appointed to serve for a further term of office the Corporation shall base its decision on the following:
- A Whether the skills and experience of the governor are still required
 - B Whether it would be appropriate to take the opportunity to refresh the range of skills and experience available to the Corporation
 - C Consideration of the governor's attendance record, performance at meetings and contribution and commitment to the work of the Corporation
 - B The length of the governor's previous service on the Corporation
- 3.3 A governor's term of office will expire automatically unless the Corporation agrees a further appointment.
- 3.4 In line with the Nolan Committee Second Report the Corporation has agreed as a general rule to limit the number of terms of office of governors to no more than two consecutive terms of four years in office (a maximum of eight years) Any exceptions to this rule will be based on merit and in order to ensure no detriment to the smooth conduct of the business of the Corporation.
- 3.5 The decision to reappoint a governor for a further term of office will be subject to the governor being willing to serve. The Clerk will ascertain in advance of the Corporation meeting whether or not the governor in question is willing to be appointed for a further term. If the governor is not so willing, a vacancy arises and will be dealt with under section 4 of this policy.
- 3.6 Where the Corporation decides to appoint an existing governor for a further term of office, the Corporation shall make the appointment in accordance with the Instrument of Government.
- 3.7 Where the Corporation decides not to appoint an existing governor for a further term of office, a vacancy shall exist and shall be dealt with under section 4 of this policy.

4 Filling of vacancies

- 4.1 When a vacancy arises, for whatever reason, the Corporation will approve a specification for the person ideally suited to fill the vacancy. This will be based on the current skill mix required and specified by the Corporation and/or on the advice / recommendation of the Grimsby Institute Groups Local Advisory Boards as appropriate.
- 4.2 The Clerk to the Corporation will identify suitable candidates via the following (not an exhaustive list):
- Advertisements in the local press /College website NB: Any advertisement will include the College's Safeguarding statement
 - Advertisements with SGOSS – One Shop Stop for Governors service
 - Advertisements with the Non Executive Directors network

- Targeted mail-shot letters from the CEO
- Personal recommendations from members of the Corporation and/or Local Advisory Boards
- A direct approach from the CEO / Chair of the Corporation to local authorities or organisations/voluntary bodies linked to the College
- Contacts within the Group's local communities

4.3 Applications shall be submitted in writing to the Clerk to the Corporation.

4.3 In selecting new Corporation members the Chair of the Corporation, CEO and Clerk (or a Task & Finish Group established by the Corporation for this purpose) will shortlist suitable candidates, interview candidates and make recommendations to the Corporation.

4.4 In selecting Local Advisory Board members the Chair of the Local Advisory Board, CEO, Principal of the respective site / College and the Clerk (or a Task & Finish Group established by the Corporation for this purpose) will shortlist suitable candidates, interview candidates and make recommendations to the Corporation.

5 Staff and Student Governors

5.1 Staff Governors (Instrument of Government Clauses 2(1)(a) (3) – (5) and Student Governors (Instrument of Government Clauses 2 (1) (d), (2) are elected by their respective groups at their respective Colleges.

Whenever a vacancy in these categories occurs, the Clerk will support and coordinate the holding of appropriate elections. The results of the elections will be reported to the Corporation for confirmation and ratification of appointment.

6 Chief Executive Officer

6.1 In accordance with the Instrument of Government, the Chief Executive Officer (CEO) shall be a member of the Corporation.

6.2 Separate arrangements apply to the selection and appointment of the CEO

7 Eligibility

7.1 No person who has been adjudged bankrupt or is subject to a bankruptcy order or undertaking or has been convicted of an offence, as defined under Instrument of Government clause 8, will be eligible for membership.

7.2 All members of the Corporation will, on appointment, and at least annually, confirm their eligibility for appointment.

7.3 A condition of appointment for all governors is that they **must** :

- A Declare their interests in the form prescribed by the Corporation
- C Agree to abide by the Governors Code of Conduct approved by the Corporation
- D Undergo a Disclosure and Barring Service (DBS) check

Corporation approved
Review

Date
Date

Appendix 1

ROLE DESCRIPTION OF A MEMBER OF THE CORPORATION

1. To comply with the provisions of the following documents as they apply to the Members of the Corporation:
 - a) The Instrument and Articles of Government
 - b) The Financial Memorandum
 - c) The Corporation's Code of Conduct
 - d) The Corporation's Standing Orders
 - e) Nolan seven principles of public life
 - f) College financial regulations and financial procedures
 2. To act in the best interests of the Corporation and the Grimsby Institute Group .
 3. To support the decisions of the Corporation and the Local Boards and Committees of the Corporation once they have been reached on the basis of collective responsibility even though you may have spoken against a proposal during the debate at the meeting.
 4. To give due priority to attending meetings of the Corporation, Local Boards and appropriate committees of the Corporation.
 5. To attend College events (such as Open Days/evenings, student award ceremonies, theatre productions) so as to gain an understanding and appreciation of the work of the Group, and to meet students and staff.
 6. To participate in training which enhances contribution to the work of the Corporation.
 7. To understand that **individual members** of the Corporation have no specific powers. This means, for example, that statements may only be made on behalf of the Corporation by those authorised to do so.
 8. To work with other members of the Corporation as a team within the ethos and mission of the College.
- NB. specific requirements, i.e. financial, human resource, educational, legal experience/expertise may be required. The skills and background of members of the Corporation is monitored by the Corporation to ensure an even balance of governors skills and experience.