



BARNSELY COLLEGE BOARD OF GOVERNORS

POLICY ON RECRUITMENT AND SELECTION OF BOARD MEMBERS

APPOINTMENT PROCEDURES

1 General background

- 1.1 The Board appoints all members, with the exception of those appointed by the Secretary of State through the application of his/her statutory powers.
- 1.2 These procedures shall be made available during normal office hours at the College to any person wishing to inspect them and posted on the college website.
- 1.3 The processes and procedures described below will apply to both the appointment of Board members and to co-opted members of the Board's committees.

2 Diversity, experience & skills audit

2.1 When a vacancy arises the Governance and Search Committee will:

- 2.1.1 Assess the needs of the Board.
- 2.1.2 Review the expertise, experience, and skills and interests of current members, identifying areas of strength and areas of weakness in relation to the capacity of the Board to carry out all of its duties effectively and efficiently.
- 2.1.3 Draw up person specifications and role descriptions, if appropriate
- 2.1.4 Determine a recruitment strategy.

2.2 In considering a re-appointment the Governance and Search Committee will take account of the need to retain members whose contribution is valued, **as well as introducing 'new blood'**.

2.3 The Governance and Search Committee will use its best endeavours to ensure that there is sufficient representation on the Board of both genders and of members from minority ethnic backgrounds, and that the balance reflects as far as is reasonably practicable the composition of **the local community, and the college's student community**.

3 The appointment of independent members

(ie those **'who appear to the Board to have the necessary skills** to ensure that the Board carries **out its functions'**).

3.1 Identifying possible candidates

- 3.1.1 The Governance and Search Committee will attempt to attract a wide field of candidates using a variety of methods which may include some or all of the following:
 - inviting nominations from targeted business and community bodies.
 - executive search
 - consultation with interested bodies
 - advertising - both general and for individual vacancies
 - maintaining and using databases of interested and appropriate people
 - self-nomination.

3.1.2 The existing skills profile sets out the areas of skill and expertise which the Board requires to carry out its functions effectively and efficiently, and that will be utilised in identifying the criteria against which new members are appointed or existing members re-appointed.

3.1.3 **In order to ensure the Board's work is supported and influenced by appropriate persons** with occupational or personal experience from a range relevant sectors it will seek to have members from:

- The local business community
- Local public sector organisations
- Partner Secondary Schools (one)
- Business and public sector backgrounds
- Relevant professional and trade organisations
- Higher Education Institutions (at least one)
- Local community organisations and faith groups
- The Local Authority (one)

The full procedure for seeking nominations from public, community, business and professional bodies is set out at Appendix 1.

3.2 Selecting a shortlist and recommending candidates

3.2.1 Where there is more than one candidate for a vacancy, the G&S Committee will consider applications received for membership of the Board and select a shortlist of candidates who meet the person specification.

3.2.2 At least two members of the G&S Committee will conduct interviews.

3.3 Appointing the preferred candidate(s)

3.3.1 The choice of preferred candidate will be made on the basis of best meeting the needs of the Board to ensure it has the capacity to discharge its legal and statutory duties effectively, and the skillsets and professionalism required to fulfil its fiduciary duties and responsibilities.

3.3.2 Within this overall aim the Board will strive to achieve a balance of relevant skills, experiences, gender, ethnic diversity and backgrounds.

3.3.3 Candidates will not normally be appointed without having been interviewed by members of the Governance & Search Committee.

3.3.4 References *may* be sought in respect of candidates. If sought, references will be made available to the Governance & Search Committee at the time it is considering a recommendation for appointment. Those from whom a reference is requested will be expected to have known the candidate for at least two years in a professional capacity.

3.3.5 Re-appointments will not be automatic. The Committee shall assess the **individual's** effectiveness and contribution to the Board, for example, committee memberships, skills and experience relevant to the needs of the Board/Committee, attendance record and special tasks undertaken.

3.3.6 The Governance and Search Committee will make recommendations on appointments to the Board.

4 Staff and student members

4.1 The appointment process for staff and student members shall follow the approved procedure (see appendix). They will be appointed for a term of office in accordance with the **Board's Standing Orders**.

5 Confirming the appointment

5.1 The Board will:

- Consider the recommendations from the Governance & Search Committee and ratify appointments.
- Confirm the period of membership, not exceeding 4 years, except for the Principal/CEO and student members.

5.2 All members will be informed of their appointment in writing and asked to confirm their acceptance of the position and the Code of Conduct for Board Members and complete a register of interests. All members must complete a declaration stating that they are not disqualified from acting as a trustee as defined under Charity Commission disqualification reasons.

5.3 New members must complete an induction.

6 Removal and suspension of members

6.1 In exercising its power to remove or suspend any member from the Board, the Board will act in accordance with the Instrument (9) and /or its Standing Orders (11).

7 Eligibility

7.1 Any changes to eligibility must be notified to the Clerk. This shall include the potential for an independent member or a student member making an application for employment at the college.

Appendix - PROCEDURE FOR NOMINATION OF INDEPENDENT MEMBERS

- 1 Expiry of the Term of Office of an Existing Member
 - 1.1 The Clerk to the Board shall report to the Governance & Search Committee the name of any member whose term of office is nearing its expiry. This must be done in sufficient time for the Committee to consider the reappointment of the member, should this be applicable, or to determine an appropriate recruitment strategy before the **member's** term of office expires. When the member under consideration is a member of the Governance & Search Committee, that member shall withdraw from the meeting and take no part in the decision or voting in relation to his/her future membership of the Board.
 - 1.2 The Governance & Search Committee will consider whether or not to make a recommendation to the Board that the member be appointed to serve for a further term of office, based on the following:
 - Whether the skills and experience of the member are still required
 - Whether it would be appropriate to take the opportunity to refresh the range of skills and experience available to the Board
 - The **member's contribution and commitment to the Board's work**
 - The length of the **member's previous service on the Board**.
 - 1.3 A **member's** term of office will expire automatically unless the Governance & Search Committee decides to recommend a further appointment and the Board accept the recommendation. The Clerk shall advise the member of the Governance & Search **Committee's decision**.
 - 1.4 A recommendation from the Committee that a member be reappointed for a further term of office will be subject to that member being willing to serve. The Clerk will ascertain in advance of the Committee meeting whether or not the member in question is willing to be appointed for a further term. If the member is not so willing, a vacancy arises.
 - 1.5 Where the Board decides to appoint an existing member for a further term of office, the Board shall make the appointment in accordance with the Instrument of Government and its Standing Orders (clause 4).
 - 1.6 Where the Board decides not to appoint an existing member for a further term of office, a vacancy shall exist.
- 2 Seeking independent members
 - 2.1 When a vacancy arises for an independent member, the Committee will consider an appropriate recruitment strategy as set out in paragraph 3 of the Policy. The search will be based on the current skill mix required and specified by the Board.
 - 2.2 The invitation to express an interest in Board membership shall explain that the appointment will be subject to a formal selection and appointment process in line with the procedures set out in this policy and will be for an initial term of four years.
 - 2.3 Existing Board members will also be asked to bring the vacancy to the attention of any persons that they think might be suitable for appointment. Applications shall be submitted in writing to the Clerk to the Board.
 - 2.4 Individuals expressing an interest shall be requested to complete and submit the approved Application form for consideration by members of the Governance & Search Committee as part of the shortlisting process. **Where there are candidates in a 'pool'**, their suitability for any vacancy will be considered prior to nominations being sought from appropriate organisations (see below)
 - Professional bodies (where a particular skill set is required)

- Local Authority
- Barnsley and Rotherham Chamber of Commerce
- HEIs
- Major employers
- Community & voluntary organisations
- Association of Head teachers
- Faith groups

3 Selection Process

3.1 The Selection process will include:

3.1.1 An interview with at least two members of the Governance & Search Committee

3.1.2 A recommendation to the Board as to the suitability of the candidate for appointment to the Board, and where there is more than one candidate for any vacancy, the recommendation shall be for the candidate who meets the criteria for selection.

3.2 The Board will seek to maintain a database of potential members who appear to be suitable but may not meet specific criteria sought at the time.

4 STAFF MEMBERS

4.1 When the term of office of a staff member is nearing expiry or a vacancy arises for any other reason, the Clerk to the Board will oversee the arrangements for the appointment of a new member following selection by the staff of the College. Staff members will be nominated and elected by all staff of the College, with no distinction between academic and non-academic staff.

4.2 When there is a vacancy for a staff member, the selection process by the staff shall be as follows:

4.2.1 All staff will be invited to nominate themselves or another member of staff for selection on a form prescribed by the Clerk

4.2.2 **If there is only one nominee, that person's name will be put forward to the Board** who shall appoint the nominee provided that s(he) is eligible for Board membership

4.2.3 Where there is more than one nominee, an electronic ballot will be held in which all members of staff shall be entitled to vote

4.2.4 The Clerk shall determine the arrangements for the ballot and oversee the process

4.2.5 The candidate with the highest number of votes shall be elected.

4.2.6 The name(s) of the member(s) of staff selected shall be put forward to the Board who shall appoint the nominee(s) provided that s(he) is eligible for Board membership.

4.2.7 Where there is only one nominee the nominee will be elected unopposed.

5 STUDENT MEMBERS

5.1 The term of office for a student member shall be for a maximum of three years. Membership will terminate when:

The student ceases to be enrolled as a student of the college,

5.2 When the term of office of a student member is nearing expiry or a vacancy arises for any other reason, the Clerk to the Members will oversee the arrangements for the appointment of student members in conjunction with the Student Union. In accordance with the Standing Orders, there shall be one FE member and one HE member.

5.3 When there is a vacancy for a student member, the selection process shall be as follows:

5.3.1 The Student Union shall manage the nomination and election process;

- 5.3.2 FE Student Members will be selected from amongst FE students and HE Student Members will be selected from amongst HE Students
- 5.4 **If there is only one nominee (per vacancy), that person's name will be put forward to the Board, who shall appoint the nominee provided that s(he) is eligible for Board membership.**
- 5.5 The name of the student(s) nominated shall be put forward to the Board who shall appoint the nominee(s) provided that s(he) is eligible for Board membership.
- 6 THE PRINCIPAL
- 6.1 In accordance with the Instrument of Government, the Principal/CEO shall be a member of the Board unless s(he) chooses otherwise.
- 6.2 Separate arrangements apply to the selection and appointment of the Principal as a senior post holder.
- 7 APPOINTMENTS
- 7.1 It is a condition of appointment for all members that they must:
- 7.1.1 Declare their interests in the form prescribed by the Board
 - 7.1.2 Declare their eligibility for Board membership
 - 7.1.3 Agree to be bound by the Code of Conduct approved by the Board
 - 7.1.4 Agree to the College obtaining a standard level DBS Disclosure
- 7.2 With the exception of the Principal, to whom separate arrangements apply, the Board shall not appoint any person as a member (other than as a staff or student member) without first consulting and considering the advice of the Governance & Search Committee.

This Policy and procedure was reviewed, updated and approved by the Board on 24 March 2020