



# HARTPURY UNIVERSITY

## SEARCH AND GOVERNANCE COMMITTEE

### Terms of Reference

#### **Governor Members**

Chair of the Board  
Up to 4 Independent Governors  
Vice-Chancellor

#### **Co-opted Member**

A co-opted member may be appointed to this committee

#### **Quorum**

Four Members (including a maximum of one co-opted member where applicable)

#### **1. Objectives**

- 1.1 To undertake the necessary search for and selection of candidates prior to making recommendations to the Board on appointments of external members of the Board in accordance with the Instrument and Articles of Government, to recommend the rules for making such appointments and to make recommendations for succession planning for key positions on the Board.
- 1.2 To advise the Board on procedures, national standards and good practice to promote effective governance and support the Vice-Chancellor and Principal to secure a sustainable college and deliver the agreed strategic goals.
- 1.3 To make recommendations to the Board on its structure and operation, including the establishment of committees and revisions to their remits.

#### **2. Attendance at Meetings**

- 2.1. All Board Members shall have a right of attendance at meetings of this Committee.

#### **3. Frequency of Meetings**

- 3.1. The Search and Governance Committee shall meet at least three times per year.

#### **4. Authority**

The Committee is authorised by the Board:

- 4.1. To investigate opportunities for maintaining a broad spectrum of experience skills and diversity among the governing body.
- 4.2. To investigate and propose changes in governance in line with national standards and good practice.

## **5. Duties**

### **Appointments**

- 5.1. The Committee shall be responsible for identifying and nominating candidates for the approval of the Board in order to fill vacancies on the Board and for determining the process whereby candidates are nominated.
- 5.2. The Committee shall take what steps seem appropriate by such means as Skills Audits and Self Assessment in order to maintain an overview of the range of diversity, skills and experience within the Board.
- 5.3. The Committee shall from time to time consider and make recommendations to the Board on the Board's and its Committee's composition and balance and on the procedures for appointment to the Board and its Committees.

### **Re-appointments**

- 5.4. The Committee will evaluate the contribution made by existing individual Governors, before proposing their reappointment, especially after two terms of office.

### **Governor Development**

- 5.5. The Committee shall be responsible for advising upon, monitoring and evaluating governor training and development and induction.

### **Board Operation**

- 5.6. The Committee will keep under review the Board's governance policies and procedures and make recommendations to the Board to ensure it is operating in line with national standards and good practice to promote effective governance.
- 5.7 To make recommendations to the Board on its structure and operation, including the establishment and de-establishment of committees, committee membership, appointment of Committee Chairs and Vice-Chairs and revisions to Committee remits.
- 5.8 The Committee will monitor the performance of the Board through Key Performance Indicators and Governance Performance targets and make recommendations to the Board.
- 5.9 The Committee will oversee the process for the appraisal of the Chair of Governors and other governors.
- 5.10 The Committee will oversee the processes for the appointment, review and re-appointment of the Chancellor.

## **6 Reporting Procedures**

- 6.1 The Clerk to the Committee will circulate meeting minutes of the Committee to all Board Members.
- 6.2 The Committee shall provide a report of its work to the Board through Minutes.

**Last Reviewed February 2023**

**Next Review February 2024**