



THE CORPORATION OF WALTHAM FOREST COLLEGE

SEARCH COMMITTEE

TERMS OF REFERENCE AND STANDING ORDERS

1. INTRODUCTION

- 1.1 The Terms of Reference and Standing Orders of the Search Committee may be varied at any time by the Corporation.
- 1.2 The Terms of Reference and Standing Orders of the Search Committee are subject at all times to the provisions of the Instrument and Articles of Government of the Corporation.
- 1.3 Members are required to make known if they or a person with whom they have a close connection (e.g. spouse/partner or child) has a personal interest (be it financial or otherwise) in a matter before the Committee.

2. TERMS OF REFERENCE OF THE SEARCH COMMITTEE

- 2.1 The Committee shall be responsible for advising the Corporation on the appointment of appropriate members of the Corporation having regard at all times to the provisions of the Instrument of Government and the policy of the Corporation.
- 2.2 The Committee will seek candidates from as wide a field as possible by making appropriate use of advertising, executive search, consultation with interested bodies and maintaining a data base of interested and appropriate people.
- 2.3 The Committee will undertake an annual review of the performance of the Search Committee.

3. MEMBERSHIP OF THE SEARCH COMMITTEE

- 3.1 The Committee will be comprised of six (6) members of the Corporation including the Principal, Chair and/or Vice Chair(s) of the Corporation.
- 3.2 In addition, the Committee may, from time to time, co-opt up to two persons to represent the interests of the community and who are not members of the Corporation. The persons co-opted to serve on the Committee will be persons of established standing, reputation and integrity in the community which the College serves but who are independent of the College. Such members will be free from any business or other relationship with the College which might compromise the exercise of their independent judgement.

4. TERM OF OFFICE

- 4.1 The term of office of members of the Search Committee will be for two (2) years.
- 4.2 Where the Corporation has appointed co-opted members to the Search Committee in accordance with paragraph 3.2 above, the term of office for such members will normally be four years unless determined otherwise by the Corporation.
- 4.3 A co-opted member of the Search Committee may resign from membership of the Committee by giving notice in writing to the Clerk.
- 4.4 Co-opted Members retiring at the end of their period of office shall be eligible for



reappointment by the Corporation subject to the provisions of paragraph 4.5 below.

- 4.5 A Co-opted Member shall be ineligible for appointment as a Committee member if he or she has served for more than eight consecutive years on the Committee.

5. APPOINTMENT OF CHAIR AND VICE CHAIR

- 5.1 The members of the Committee will appoint a Chair and Vice Chair from amongst their number subject to their being members of the Corporation.
- 5.2 In order to aid succession planning, nurture chairing skills and further promote the independence of any Corporation appointment, the Chair of the Corporation may not be Chair of the Search Committee.
- 5.3 The Chair and Vice Chair shall hold office for two years. Normally the period of office will commence at the first meeting of the academic session.
- 5.4 If both the Chair and Vice Chair are absent from any meeting of the Committee the members of the Committee present shall choose one of their number to act as Chair for that meeting having regard to the provisions of paragraph 5.1.
- 5.5 The Chair and Vice Chair may at any time resign their respective offices by notice in writing to the Clerk to the Corporation.
- 5.6 The Chair and Vice Chair retiring at the end of their respective terms of office shall be eligible for reappointment.

6. QUORUM

- 6.1 Meetings of the Committee shall be quorate if four or more members are present of whom at least two are not staff members of the Corporation.
- 6.2 If the number of members of the Committee assembled for a meeting of the Committee does not constitute a quorum thereof, the meeting shall not be held. If in the course of a meeting of the Committee the number of members present ceases to constitute a quorum, the meeting shall be terminated forthwith.
- 6.3 If for the lack of a quorum a meeting cannot be held or, as the case may be, cannot continue, the Chair shall, if he or she thinks fit, cause a special meeting to be summoned as soon as practicable.

7. FREQUENCY OF MEETINGS OF THE SEARCH COMMITTEE

- 7.1 Meetings of the Search Committee will be held as and when appropriate although it is envisaged that one meeting per term will take place.
- 7.2 All meetings of the Search Committee will be summoned by the Clerk who shall send to the members' written notice of the meeting and a copy of the agenda at least five working days in advance of the meeting.
- 7.3 A special meeting of the Search Committee may be called by the Chair and if necessary the arrangements detailed in paragraph 7.2 above may be varied.



8. PROCEEDINGS OF MEETINGS OF THE SEARCH COMMITTEE

- 8.1 Every question to be decided at a meeting of the Search Committee shall be determined by a majority of the votes of the members present and voting on the question. Where there is an equal division of votes the Chair of the meeting shall have a second or casting vote.
- 8.2 No resolution of the Search Committee may be rescinded or varied at a subsequent meeting of the Committee unless consideration of the rescission or variation is a specific item of business on the agenda for that meeting.
- 8.3 The proceedings of meetings of the Search Committee will be recorded in the minutes prepared by the Clerk to the Committee. Minutes of meetings (regardless of whether or not they have been confirmed as being a true record) will be presented to the subsequent meeting of the Corporation.
- 8.4 Separate minutes will be taken of any issues which are regarded by the Search Committee to be confidential and as such the subsequent publication will be restricted. For example, if a potential candidate for membership of the Corporation is found to be unsuitable by the Search Committee the details will not be specified in the documentation presented to the Corporation or available for reference by members of the public.
- 8.5 The Terms of Reference and Standing Orders of the Search Committee and the advice of the Committee to the Corporation will be available in the office of the Clerk for inspection by any members of the public during the published office hours.

9. CLERK TO THE SEARCH COMMITTEE

- 9.1 The Clerk to the Search Committee will be the Clerk to the Corporation.

10. ACCESS TO MEETINGS OF THE SEARCH COMMITTEE

- 10.1 Access to meetings of the Search Committee will be limited to members of the Search Committee, the Clerk to the Search Committee and any persons expressly invited to attend all or part of a meeting by the members of the Search Committee.

11. SEARCH COMMITTEE ANNUAL REPORT

- 11.1 As per best practice in other sectors, the Search committee will produce an annual report which describes the work of the committee including the board's recruitment policy and practices, a description of its policy on equality and diversity, and any measurable objectives that it has set together with progress in their implementation.