

SEARCH & GOVERNANCE COMMITTEE REPORT 2019-20

The purpose of the Committee is to advise the Corporation on the appointment, re-appointment, and development of governors; and to consider all aspects of good corporate governance. The Committee's principle responsibility therefore, is to ensure that the Board comprises of individuals with the most appropriate balance of experience, skills and knowledge to help develop and support the College strategy. In order to achieve this, the Committee requires procedures to be in place that enable the nomination, selection and succession of the most capable governors and senior executives. The Committee is also responsible for undertaking a governance self-assessment and other governance matters as described below; in this sense the Search Committee undertakes a broader role than simply appointments.

Role and responsibilities of the Committee:

- To recommend candidates for re/approval by the Corporation in accordance with the current Instrument and Articles of Government and after following the approved procedure for the re/appointment of Governors.
- Monitor and evaluate the success of individual Member appointments and advising the Corporation on the suitability of Members for re-appointment, acknowledging the value of refreshing its membership.
- Determine or advise on such matters relating to membership and good governance as the Corporation may delegate to the Committee.
- Monitor the diversity profile of Corporation Members and, having due regard for the benefits of a diversity in membership, making recommendations regarding appointments to remedy any under-representation when appropriate. The Committee shall have regard to the College's obligations under all aspects of discrimination legislation.
- Advise the Corporation on the balance of skills, experience and knowledge appropriate to its strategic objectives, carrying out regular skills audit to identify any gaps in the profile adopted by the Corporation and developing strategies to address any deficiencies and for succession planning for the office of Chair and other offices held by governors
- To approve policies and procedures for the induction and continuing professional development of Members.
- Reviewing the Standing Orders of the Corporation and its committee structure and make recommendations to the Corporation on any aspects of its corporate

governance; and addressing issues relating to good governance and considering the approval of governance related policies and procedures.

- Undertaking any special/specific projects which the Corporation may delegate to the Committee and review the programme for the governor training and development.
- To review its terms of reference biennially.
- To produce an annual report describing 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.

Committee Membership and Attendance:

	19.10.19	05.03.20	30.06.20	Actual attendance	Possible attendance	% attendance
Marilyn Hawkins	1	1	1	3	3	100%
Rob Hull	1	1	1	3	3	100%
Gerry McDonald	1	1	1	3	3	100%
Diana Murray	AP	1	1	2	3	66%
Neil Yeomans	AP	1	1	2	3	66%
Total Present	3	5	5			
Total Possible	5	5	5			
% Attendance	60%	100%	100%			84%

How the Committee discharged its responsibilities in 2019/20

During in the year, the Committee undertook the following work:

Board composition

The Committee reviewed its skills, knowledge and experience profile to ensure that the Board was best placed to address upcoming risks and opportunities in order to meet its strategic goals. There had been a comprehensive review of the skills and experience needed prior to a number of independent Governors being appointed during 2018 and 2019, including a new Chair of the Corporation. An Equality & Diversity survey was undertaken, along with a matching exercise of the Board's diversity profile to that of its student and local community profiles.

Succession planning

The Board has a Succession Planning policy in place. The Committee is reviewing the size and diversity of the board and has included a number of new areas in the Skills Audit to ensure that any future recruitment takes account of the demands of the sector and the skills and knowledge required to successfully deliver against these.

Appointment of new governors

Two new student governor were appointed in year. One independent governor resigned. One co-opted governor stood down in-year. In considering the appointment/re-appointment of governors, the Committee took into account the Board Appointment policy, as previously agreed by the Committee.

The Committee undertook the appointment of a new Director of Governance, who was appointed in December and took up her post from 20 January 2020. Peridot Partners assisted in the search.

Conflicts of interest and independence

The Committee supported the Board in its annual consideration of the conflicts of interest register and considered the independence of governors prior to appointment/re-appointment.

Meetings and Workplan

The committee considered the meeting frequency and planned scheme of work for the committee and the Board at its July meeting.

Board Evaluation & Governance Development

The Committee reviewed of the Board's compliance with the College Code of Good Governance and progress against the action plan was monitored throughout the year. The Board was able to confirm its compliance with the statutory elements of the College Code of Good Governance, as well as a significant number of best practice matters.

On the recommendation of this Committee, the Board adopted a set of KPIs, which were monitored throughout the year. The committee also scrutinised the impact record of governance on performance, across all committees and the Board.

The Committee reviewed its Instrument & Articles, Standing Orders, and Terms of Reference to ensure they are fit for purpose. The Committee has proposed revised draft terms of reference for the Havering Local Board to reflect its development over the first year of its operation. These will be finalised, after consultation with the Local Board, at the Corporation meeting in November.

The Committee received the report from the review of external governance which set out a number of areas to improve governance. Planning for 2020-21 has taken into account the sequencing of meetings to ensure that there is a better flow of information between the Havering Local Board, C, Q and S Committee and the Corporation. The Director of Governance will work with the Head of Governance at Havering to improve these links. The report also suggested that the Corporation needed to work more effectively as a team. At the time of the report, four new independent members had recently joined the Board and work has continued throughout the year to bring Board members together. Committees are working more effectively with members contributing to the analysis and discussion. This is an area that the Corporation will want to do further work on.