



SEARCH & GOVERNANCE COMMITTEE REPORT 2020-2021

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:

Meetings were held via TEAMS

	13.10.20	08.12.20	23.02.21	29.06.21	Actual attendance	% attendance
Marilyn Hawkins	1	1	1	1	4/4	100%
Rob Hull	1	1	1	1	4/4	100%
Gerry McDonald	1	1	1	1	4/4	100%
Diana Murray*	1	1	x	X	2/2	100%
Neil Yeomans	1	1	1	1	4/4	100%
Total Present	5	5	4	4		
Total Possible	5	5	4	4		
% Attendance	100%	100%	100%	100%		100%

*resigned from the committee in January 2021

How the Committee discharged its responsibilities in 2020/21

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. The Corporation took the decision to reduce its membership and to widen recruitment to encourage a more diverse group of governors who better reflected the communities which the college serve. A combination of members finishing their second term and two resignations created 5 vacancies with 3 being filled in July 2021 after a series of interviews.

Succession planning

The Board has a Succession Planning policy in place. The Committee has reviewed the size and diversity of the board and 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. Co-optees were appointed as set out below, to help with longer term succession planning.

Appointment of new governors

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

Two additional co-optees were appointed with a view to developing them for future Board roles. Neither had experience as a governor or trustee but both bring key skills and knowledge which will assist the committees that they have been appointed to.

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. The meeting schedule was adjusted to allow additional time for the signing off of the annual report and accounts and for the formulation of the draft Budget before the July Corporation 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 each committee's terms of reference and membership to ensure they were fit for purpose. The committee developed revised draft terms of reference for the Havering Local Board to reflect its development over the first year of its operation.

Training and Development

The annual strategic planning day was delivered online in January 2021. A series of sessions, led by senior management team were delivered to increase members' understanding of issues such as the development of the FE sector, curriculum planning and financial management to help better informed decision making. A programme of training and development has been developed for each member of the Board and was

signed off by the Corporation in July 2021. This will be implemented in 2021-22 and reviewed by Search committee in June 2022. A combination of online training courses and in person seminars will continue in 2021-22.