



GOVERNOR RECRUITMENT POLICY

ADA, NATIONAL COLLEGE FOR DIGITAL SKILLS

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1. AIM OF POLICY

- 1.1 The Corporation recognises that for corporate governance to be highly effective, it must ensure its membership include a balance of those with the necessary skills, knowledge, values, behaviours and backgrounds that lead to high-level leadership and decision making. The aim of the recruitment policy is to therefore ensure a transparent and fair selection process that can assist the Board to select the right candidate on the basis of their skills set and experience of working at board level.
- 1.2 The Corporation seeks to appoint governors and co-optees with values aligned with the College and high levels of integrity.
- 1.3 In order to achieve this, careful consideration must be made in the appointment of independent, staff and student governors as well as co-opted members of the Board's committees.
- 1.4 Clause 2 of the College's Instrument of Government specifies the composition of the Board.

2. SCOPE

This policy applies to the Board of the Corporation during the recruitment and appointment of independent, staff, student and co-opted members of its committees.

3. AIMS OF THE POLICY/UNDERPINNING PRINCIPLES

- 3.1 The aim of this Policy is to provide for a fair and transparent process over the recruitment and appointment of governors and co-optees that bring the necessary skills, knowledge, values and behaviours to the membership.
- 3.2 A further aim of this Policy is to ensure any recruitment or appointment process celebrates differences and seeks to create a Board with a good balance of members based on gender, gender reassignment, age, ethnic origin, disability, sexual orientation and other backgrounds not normally represented in such positions.
- 3.3 It is imperative that any person appointed as a governor or co-optee, meet the requirements of eligibility as provided in the Instrument and Articles of Government.
- 3.4 As the College values diversity and inclusion and is committed to promoting equal opportunities and eliminating discrimination. Therefore, everyone will apply and administer this policy fairly and consistently to ensure that there is no discrimination on the grounds of age, disability, gender reassignment, marital and civil partnership status, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

4. WHEN TO RECRUIT A NEW MEMBER

Vacancies are identified when a member leaves or a specific need for expertise is identified by the Board Membership Committee including that of a new Chair of the Board.

5. RECRUITMENT OF THE CHAIR OF THE BOARD

Clause 5(1) of the College's Instrument of Government states that:

“The members of the Corporation shall appoint a Chair and a Vice-Chair or Co-Vice Chairs from among themselves....”

If however, there are no expressions of interest from any members of the Board for the role of the Chair, the Board Membership committee has the delegated authority to use an external recruitment agency to advertise, select and put forward to the Board a candidate for appointment.

6. ADVERTISING THE VACANCY

6.1 The Clerk and the Board Membership committee conduct regular skills analysis to ensure that the balance of skills and experience suits the aims and objectives of the corporation. When a vacancy arises through a member leaving, consideration should be given as to whether a direct replacement is required or whether there is opportunity to recruit a member with new skills and experience.

6.2 Use of external recruitment services will be at the discretion of the Board Membership committee.

6.3 All recruitment activities will ensure those members of groups underrepresented within the Board membership are made to feel welcome to apply.

6.4 External members can be recruited through the use of the following:

- Parents of learners
- The College LinkedIn account
- The College website
- Formal and informal networks
- Personal contacts

6.5 The College can also use the services of external recruitment agencies when looking for candidates when specific skills and experience are being sought including that of Chair of the Board.

7. THE RECRUITMENT PROCESS

7.1 External/Independent Governors and Co-opted Members of Committees

7.1.1 The process starts with the candidate submitting a statement of application (expression of interest), along with their CV to the Clerk.

7.1.2 The candidate is interviewed by members from the Board Membership committee.

7.1.3 If the candidate is considered suitable, a recommendation will be made to the Board at their next scheduled meeting, and the candidate invited to attend. The Board will consider the appointment and, if it is approved/ratified, will invite the candidate to join the Board at that meeting.

7.1.4 Should it be decided to use an external recruitment agency, that agency will advertise the role and present a selection of candidates to be shortlisted who will then be interviewed by members from the Board Membership committee following the process above.

7.1.5 In accordance with the Instrument and Articles of Government, the final decision to appoint all Independent Governors and Co-opted Members rests with the Corporation as the appointing authority.

7.1.6 The process for appointment of Co-opted Members of committees is the same as Independent Governors.

- 7.1.7 The initial period of office for an Independent Governor shall normally be four years. On reappointment, the period of office will be up to four years and set with consideration of the risk that several members might leave at the same time. The maximum total term of office shall be eight years unless there are exceptional circumstances.

7.2 Staff Governors

- 7.2.1 The Board must have one staff governor from either the teaching or support staff. If a staff governor completes their term of office, the Clerk will issue a notice (usually electronically) to the College staff requesting nominations. The current incumbent who has only served one term may be nominated for a further four year term. If only one member of staff is nominated and seconded, then they will be elected for the Board unopposed.
- 7.2.2 If more than one candidate applies the Clerk will run an election by means of a ballot and the candidate with a clear, simple majority is elected.
- 7.2.3 The period of office for a Staff Governor shall normally be four years. On reappointment, the period of office will be up to four years
- 7.2.4 A Staff Governor shall no longer hold office should their employment at the College cease either through resignation or termination.
- 7.2.5 Staff governor is not ratified by the Board.

7.3 Student Governor

- 7.3.1 The eligibility criteria for a Student Governor on the Board of Corporation are set out in the Instrument & Articles of Government.
- 7.3.2 Applications for a Student Governor shall be sought via expressions of interest through the student body.
- 7.3.3 Election is through the Student Body and the name submitted to the Clerk once the election is completed.
- 7.3.4 The term of office for a Student Governor is the duration of their studies on the programme in which they were studying upon appointment.
- 7.3.5 A Student governor is not ratified by the Board.

8. RE-APPOINTMENT

- 8.1 The Clerk is responsible for monitoring Governor Terms of Office and reporting this to the Board Membership Committee.
- 8.2 Where a vacancy has arisen because of resignation (or for Staff and Student Governors, where the Governor has ceased to be a member of staff or a student) the Clerk shall notify the Board Membership Committee and commence the relevant recruitment process as outlined above.
- 8.3 In all other circumstances, the Clerk shall notify the Board Membership Committee three months in advance of the expiry of a Governor's term.

- 8.4 Within three months of the expiry of a Governor's term, the Chair of the Corporation will contact the Governor to ascertain their interest / willingness to remain on the Board for a further term. The Clerk will also discuss the agreement of a further term with the Chair of Corporation. On completion of this process the Clerk will make a recommendation to the Board Membership Committee. Where it is agreed to offer a second term the Clerk shall arrange the necessary paperwork for obtaining Board approval.
- 8.5 As provided in the Instrument and Articles, should business continuity require, a Governor coming to the end of their second term may have their term extended by one year.

9. POLICY MONITORING AND REVIEW

This policy will be routinely reviewed by the Board Membership Committee to ensure compliance with the College's governing documents and good practice.