

Minutes of the Search Committee meeting held on Friday 3rd May 2019 at 10am.

Members Present: Peter Davies
Valerie Little
David Whatton
Lowell Williams

In Attendance: Gill Darwood (Senior Officer – Corporate Governance)

1 Appointment of Chair for 2018/19

1.1 **It was resolved** To appoint Mr David Whatton Chair of the committee for 2018/19.

2 Confirmation of quorum and apologies for absence

2.1 There were no apologies for absence. The SOCG confirmed that the meeting was quorate.

3 Declarations of Interest

3.1 It was noted that there were no declarations of interest.

4 Minutes of Meeting on 26th February 2018

4.1 The minutes of the meeting held on 26th February 2018 were considered.

4.2 **It was resolved** To approve the minutes as an accurate record and for them to be signed by the Chair.

5 Matters Arising

5.1 There were no matters arising from the previous minutes.

6 Corporation Membership

6.1 The SOCG presented details of the current membership of the Corporation and its sub-committees. The following points were highlighted:

- Andy Robinson did not currently serve on any sub-committees.
- Tom Westley did not currently serve on any sub-committees, although he was a Trustee and local advisory committee chair of Dudley Academies Trust which represented a significant time commitment.
- Following the dissolution of the Dudley Advance Advisory Committee, David Leggett was not currently serving on any committees although it was noted that there was an intention to involve him in the governance arrangements relating to the Institute of Technology.

6.2 The equality & diversity monitoring data for the Corporation membership was considered, which showed a break down of members by ethnicity, gender, age and disability. It was noted that the full Corporation currently had 25% of governors from ethnic minority backgrounds. The age range of governors was not typical for the sector being younger than

the norm with the majority of governors aged 55 years or under. The governing body had 56% male members and 38% female members.

- 6.3 Members noted that the equality and diversity data of the external membership of the Corporation (ie excluding student and staff members) was less diverse in terms of ethnicity and it was agreed that the committee should be mindful of this fact in its consideration of new members.
- 6.4 The skills audit of current members of the Corporation was considered, which showed a balanced mix of skills and expertise of members, with the lowest scores occurring in the areas of industrial relations/law and disability issues.
- 6.5 **It was resolved** To receive the report and note its contents.

7 **Succession planning for current and future vacancies**

- 7.1 The SOCG explained that the recent retirement of David Johnson had given rise to one vacancy on the Corporation. The CEO noted that there was likely to be one further resignation in the near future although the exact timing of this was yet to be confirmed.
- 7.2 Members considered their strategy for recruiting an additional Corporation member to fill this vacancy and to anticipate any future vacancies and it was agreed that an individual with an HR and/or legal background would be preferred.
- 7.3 It was agreed that a targeted approach would be preferable in the first instance as the requirement was for a specific skills set. Peter Davies agreed to follow up with a number of potential contacts within his professional network. In addition the SOCG was asked to follow up with current co-opted members to ascertain if either of them would be interested in becoming full Corporation members.
- 7.4 **It was resolved** To agree the approach in identifying potential Corporation members.

8 **Review of Committee's Terms of Reference**

- 8.1 The SOCG stated that it was considered good practice for Corporation committees to undertake a periodic review of their terms of reference. She explained that one proposed change had been made to reflect the role and designation of the Senior Officer - Corporate Governance as Clerk to the committee.
- 8.2 Members did not consider that the terms of reference required any further amendment.
- 8.3 **It was resolved** To recommend the terms of reference to Corporation for approval.

9 **Committee's Annual Report, 2017/18**

- 9.1 The SOCG stated that the report summarised the work undertaken by the Committee in 2017/18. It was noted that the committee had fulfilled all its duties as shown in its terms of reference
- 9.2 **It was resolved** To approve the report.

10 **Date of next meeting**

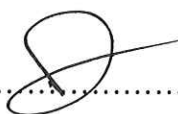
10.1 Members agreed to hold a further meeting of the Search Committee at 15.45 on 9th July 2019. Agenda items for this meeting would include reappointment of existing members coming to the end of their term of office and a progress update on recruitment activity. A further meeting would be scheduled in September 2019.

11 **Any Other Business**

11.1 No further matters were raised.

The meeting closed at 10.45am.

Signed



Dated

10/10/19

