

GOVERNOR RECRUITMENT, APPOINTMENT AND SUCCESSION PLANNING POLICY

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SCOPE

This policy applies to all staff, learners and stakeholders.

1. Purpose

The purpose of this policy is to ensure the effective and orderly transition of members of the Corporation of Dudley College of Technology.

Effective recruitment, succession planning and development of governors is essential for maintaining strong governance and leadership, promoting continuity, and filling key roles with suitably qualified and skilled individuals.

In particular, the Corporation recognises the importance of an ongoing review of succession planning for the positions of Chair, Vice-Chair and committee chairs, including the need for appropriately qualified individuals to take on the roles of chair of Audit Committee and of Finance and Estates Committee.

2. Principles

The following principles guide the recruitment, appointment and succession planning process for Corporation members:

- *Safer recruitment:* The College is committed to following safer recruitment practices in respect of its Governors, as set out in Keeping Children Safe in Education.
- *Diversity and Inclusion:* The College is committed to promoting diversity and inclusion in the recruitment and appointment of members, ensuring that the Board reflects the diverse community it serves.
- *Transparency:* The succession planning process will be transparent and open, encouraging the participation and input of relevant stakeholders.
- *Skills and Competencies:* Successors will be chosen based on their qualifications, skills and expertise to fulfil the responsibilities of the respective roles effectively.

3. Recruitment

3.1 Staff Members

On a vacancy arising or being created for a staff member, the Director of Corporate Governance will publicise the vacancy within the College and invite nominations from appropriate staff. If there are two or more nominations, the Director of Corporate Governance will organise an election. The appointment of the candidate who receives the most votes will be considered at the next available meeting of the Corporation. A Staff member shall hold office for four years or until their employment at the College ends, whichever is sooner.

3.2 *Student Members*

On a vacancy arising or being created for a Student member the Students' Union will be requested to nominate and elect a student member to serve on the Corporation. The appointment of the nominee will be considered at the next available meeting of the Corporation. A Student member shall hold office for two years or until their studies at the College end, whichever is sooner.

3.3 *Chief Executive & Principal*

The Chief Executive & Principal of the College shall be a Governor for as long as they remain in post (ex-officio member).

3.4 *Other Members*

On a vacancy arising or being created for an external member of the Corporation (i.e. other than Staff or Student members or the Chief Executive & Principal) the following arrangements will be observed:

The appointment procedure will be open and transparent, and nominations will be sought from a broad base within the community.

- b) Interested persons will be provided with appropriate information about Dudley College of Technology and the role of a member of the Corporation.
- c) Interested persons should declare that they are not disqualified from membership in accordance with the disqualifications set out in the *Members' Eligibility Declaration Form*.
- d) Prospective members interested in joining the Corporation will be considered and suitable candidates will be invited to a meeting of the Search Committee to discuss the contribution that they would make to the Corporation.
- e) The Search Committee will then formulate a recommendation to the Corporation.
- f) All appointments of external members are subject to safer recruitment practices, and will be made subject to an enhanced disclosure and barring service (DBS) check, section 128 direction check, two good or better references, online searches and the completion of level 1 Safeguarding and Prevent training courses. Further detail on the appointment and induction of members is covered in the *Governor Induction Policy*.

4. Succession Planning Process

4.1 The search committee will identify potential successors for membership of the Corporation, taking into account the following:

- Reviewing the skills, knowledge, and experience required for each position.
- Assessing the current and upcoming vacancies within the Corporation.
- Encouraging nominations and self-nominations for upcoming vacancies for Chair, Vice-Chair, committee chairs and designated lead governor roles from within the existing Corporation membership.

- 4.2 When considering succession for the roles of Chair, Vice-Chair and committee chairs, regard will be given to the development of existing governors and of promotion from within existing membership.
- 4.3 An indication will be sought from existing governors if they are prepared to be considered for the role as future Chair or Vice-Chair. This will be undertaken before the end of the Chair/Vice-Chair's term of office.
- 4.4 Each Governor will be given the opportunity on an annual basis to identify how they would like to develop their role, their aspirations as a Governor and what support would be helpful. This process will be part of the Governance self-assessment process and annual one-to-one discussions with the Chair.
- 4.5 If there are governors who are prepared to undertake the role of Chair or Vice-Chair, arrangements will be made to enable them to shadow, and be mentored by, the existing Chair and Vice-Chair over a period of time.
- 4.6 If there are no governors willing or able to put themselves forward for the role of Chair or Vice-Chair, and if the Corporation feels it would be useful to attract an individual from outside its membership, then the option to search and advertise externally will be considered.
- 4.7 Recruitment of all new external candidates will follow the process set out in section 4.4 above.

5. Term of office, notice periods and termination of appointment

- a. External members retiring at the end of their term of office shall be eligible for reappointment, but will not normally serve more than eight years in total (i.e. two consecutive terms). Additional terms of office will be agreed only in exceptional circumstances. This ensures that independence is maintained and assists the aim of having a balance of new and experienced Governors.
- b. Student members shall hold office for two years or until their studies at the College end, whichever is sooner.
- c. Staff members shall hold office for four years or until their employment at the College ends, whichever is sooner. An elected staff member may stand for re-election for a second term of office but may not serve for more than eight years in total.
- d. The Chair/Vice-Chair is requested to provide at least six months' notice of their intention to resign from office to assist effective succession planning for these positions.
- e. Where possible other Governors are requested to provide at least two months' written notice if it is their intention to resign before or at the expiry of their term of office (other than at the end of a second term of office).
- f. A member who has been unable to attend a meeting of the Corporation (or any of the committees of which they are a member) for a period of six consecutive months will have their membership of the Corporation terminated unless their

reasons for absence are judged by the members of the Search Committee to be extenuating circumstances.

- g. Any member who has been unable to attend a meeting of the Corporation (or any of the committees of which they are a member) for a period of nine consecutive months will have their membership of the Corporation terminated automatically notwithstanding any decision made by the members of the Search Committee in accordance with 6.6 above.
- h. The Corporation may consider granting a temporary leave of absence, for example in the event of long-term illness or parental leave. Any request for a leave of absence should be submitted to the Chair of the Corporation for consideration.
- i. Any member who becomes disqualified from membership in accordance with the disqualifications set out in the Members' Eligibility Declaration Form will have their membership of the Corporation terminated forthwith.
- j. Where unforeseen vacancies arise, a special meeting of the Search Committee may be convened to consider necessary actions.

6. Evaluation and Feedback

The search committee will periodically review the effectiveness of the recruitment and succession planning process and gather feedback from Corporation members to make improvements and adjustments as needed.

7. Confidentiality

All discussions and information related to recruitment and succession planning will be treated with the utmost confidentiality to maintain the integrity of the process.

8. Review and Revision

This Policy will be reviewed and, if necessary, revised periodically to ensure its continued relevance and effectiveness.

9. Approval

This Policy and subsequent amendments will be approved by the Corporation on recommendation from the search committee.

10. Further information

This policy should be read in conjunction with:

- General Standing Orders of the Corporation.
- Governor induction policy.
- Governor induction, training and development plan.
- Chair, Vice-Chair and Committee Chair role descriptions.