



# **HARTPURY**

UNIVERSITY

## **SEARCH AND GOVERNANCE COMMITTEE**

### **Terms of Reference**

#### **Governor Members**

Chair of the Corporation  
Three Independent Governors  
Vice-Chancellor

#### **Co-opted Member**

A co-opted member may be appointed to this committee

#### **Quorum**

Four Members (including a maximum of one co-opted member where applicable)

#### **1. Objectives**

1.1. The Committee shall advise on all matters relating to the maintenance of a full complement of well-qualified and experienced Members of the Corporation.

#### **2. Attendance at Meetings**

2.1. All Corporation Members shall have a right of attendance at Meetings of this Committee.

#### **3. Frequency of Meetings**

3.1. The Search Committee shall meet at least three times per year.

#### **4. Authority**

The Committee is authorised by the Corporation:

4.1. To investigate opportunity for maintaining a broad spectrum of experience among the governing body.

4.2. To maintain an overview of expenditure of the development budget allocated annually for this purpose.

#### **5. Duties**

5.1. The Committee shall be responsible for identifying and nominating candidates for the approval of the Corporation in order to fill vacancies on

the Corporation and for determining the process whereby candidates are nominated.

- 5.2. The Committee shall take what steps seem appropriate by such means as Skills Audits and Self Assessment in order to maintain an overview of the range of skills and experience within the Corporation.
- 5.3. The Committee shall from time to time consider and make recommendations to the Corporation on the Corporation's and its Committee's composition and balance and on the procedures for appointment to the Corporation and its Committees.
- 5.4. The Committee shall determine the development needs of the Corporation and shall consult with the Clerk to the Corporation concerning the best way of meeting those needs within the budget and time available.
- 5.5. The Committee will evaluate the contribution made by existing individual Governors, before proposing their reappointment, especially after two terms of office.
- 5.6. The Committee will monitor the performance of the Corporation through Key Performance Indicators and Governance Performance targets and make recommendations to the Board.
- 5.7. The Committee will oversee the process for the appraisal of the Chair of Governors.

## **6. Reporting Procedures**

- 6.1. The Clerk to the Committee will circulate meeting minutes of the Committee to all Corporation Members.
- 6.2. The Committee shall provide a report of its work to the Corporation through Minutes.

**Terms of Reference Approved by the Corporation 25<sup>th</sup> May 2000.**

**Amendment to Terms of Reference Approved by Search 9<sup>th</sup> January 2002**

**Amendment to Terms of Reference Approved by the Corporation 27<sup>th</sup> February 2002**

**Terms of Reference Approved by Search 29<sup>th</sup> September 2005**

**Terms of Reference Approved by Corporation 26<sup>th</sup> October 2005**

**Terms of Reference Approved by Search 13<sup>th</sup> February 2008**

**Terms of Reference Approved by Corporation 6<sup>th</sup> March 2008**

**Amendments to Terms of Reference Approved by Search 1<sup>st</sup> October 2009**

**Amendments to Terms of Reference Approved by Corporation 22<sup>nd</sup> October 2009**

**Membership increased by Corporation 14<sup>th</sup> October 2010**

**Terms of Reference Approved by Search and Governance Committee 6<sup>th</sup> October 2011**

**Terms of Reference Approved by Corporation 20<sup>th</sup> October 2011**

**Membership increased by Corporation 12<sup>th</sup> July 2012**

**Terms of Reference approved by Search and Governance Committee 3<sup>rd</sup> October 2013**

**Terms of Reference approved by Corporation 24<sup>th</sup> October 2013**

**Amendments to Membership approved by Search and Governance Committee 5<sup>th</sup> March 2015**

**Amendments to Membership approved by Corporation 25<sup>th</sup> March 2015**

**Amendments to Membership approved by Corporation 13<sup>th</sup> October 2016**

**Terms of Reference approved by Search and Governance Committee 12<sup>th</sup> January 2017**

**Terms of Reference approved by Corporation 26<sup>th</sup> January 2017**

**Terms of Reference approved by Search and Governance Committee 16<sup>th</sup> January 2019**

**Terms of Reference approved by Corporation 31<sup>st</sup> January 2019**