

# Bradford College

## Senior Post holder and Clerk Appointments Committee Terms of Reference

These Terms of Reference must be read in conjunction with the Instrument and Articles of Government, the Corporation's Standing Orders and the College's Financial Regulations from time to time. They may only be varied by the Corporation.

### **1 Membership and Operation**

- 1.1 In anticipation of the Senior Post holder and Clerk Appointments Committee ("the Committee") being called upon from time to time to act as a "selection panel" as envisaged by Article 8.1 of the Articles of Government, the Committee's membership shall include:
  - a) the Chair and Vice-Chair of the Corporation
  - b) the Chief Executive Officer, except where the post being recruited is for the role of CEO
  - c) at least one other Independent Governor
- 1.2 Pursuant to Article 17 of the Articles of Government, the Corporation has decreed that Staff Governors shall not be excluded from membership of the Committee but pursuant to Article 12.5(d), they may be required by resolution of the Committee to withdraw from any part of any meeting at which staff matters relating to an individual senior post holder or the Clerk are being discussed.
- 1.3 Subject to paragraph 2.2 below, Staff and Independent Governors who are not Committee members may attend all meetings of the Committee in an observer capacity.
- 1.4 Pursuant to Articles 12.9 and 17 of the Articles of Government, the Corporation has decreed that (subject to paragraph 2.2 below) Student Governors may attend all meetings of the Committee in an observer capacity.
- 1.5 The Committee shall include individuals with an appropriate mix of skills and experience to allow it to discharge its duties effectively. At least one member of the Committee should have attended the College's recruitment and selection training course and all Committee members must be aware of their responsibilities under relevant discrimination legislation.
- 1.6 The Director of People Services shall normally attend meetings in an advisory capacity and the Committee shall have the power to invite such other persons to attend meetings as it may consider desirable and necessary, including the holders of Senior Posts where they are not precluded from attending by the operation of clause 12.5(b) of the Instrument of Government (i.e. where the matter under consideration concerns their own appointment or that of their own successor).
- 1.7 Subject to the Corporation's policies on "Confidential Information", the Committee may access any College information or documentation it deems necessary for the performance of its duties.
- 1.8 The Committee Chair and Vice-Chair will be selected by the Committee from among its members in accordance with the Corporation's Standing Orders.

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- 1.9 The quorum for Committee meetings shall be 40% of the total membership entitled to attend and vote at Committee meetings or any two such members, whichever is greater.
- 1.10 The Clerk to the Committee shall be the Clerk to the Corporation (or another appropriate independent individual).
- 1.11 The Committee shall meet as and when the Corporation requires.

## **2 Access to Meetings**

- 2.1 The Committee may invite the Corporation's advisers or other third parties to attend meetings of the Committee as appropriate.
- 2.2 The Committee shall be entitled, whenever it is satisfied that it is appropriate to do so, to go into confidential session and (subject to the rules as to quoracy set out above) to exclude any, or all, participants and observers, except the Clerk to the Committee.

## **3. Publication of Minutes and Papers**

- 3.1 The Committee's minutes and supporting papers, including its agendas, will remain confidential until they are reported to the Corporation. To the extent that the Committee's minutes and papers contain information that is "Confidential Information", as defined in the Policy on the Publication of Minutes, Papers and Agendas, i.e. where:
  - a) the information is a trade secret;
  - b) confidentiality is needed to protect the personal data of an individual;
  - c) disclosure would prejudice the commercial interests of the College or any other person;  
or
  - d) the information was supplied to the College and is held under a legal duty of confidence, where disclosure would constitute an actionable breach of confidence

it will be excluded from publication until the Corporation is satisfied that the reason for dealing with it on a confidential basis no longer applies, or where it considers that the public interest in disclosure outweighs that reason.

## **4. The Committee's Remit**

- 4.1 If the Corporation is satisfied that there is, or there shortly will be, a vacancy in a post that it has designated a "Senior Post" or in the post of Clerk to the Corporation, the Committee shall act as a "selection panel" as envisaged by Article 8.1 of the Articles of Government, in which capacity it shall:
  - a) review the existing job description and person specification for the post;
  - b) recommend to the Corporation any amendments or updates to the duties, responsibilities and reporting channels of the post, taking care to avoid including criteria which may have the effect of indirectly discriminating against groups of applicants;

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- c) determine the arrangements for selecting applicants for interview, having regard to any relevant policy, procedure or good practice guidance;
- d) interview the applicant(s); and
- e) where it considers it appropriate to do so, recommend to the Corporation for appointment one of the applicants it has interviewed and make recommendations as to appropriate remuneration and other terms and conditions as necessary.

4.3 The Committee shall generally oversee the succession to all posts designated “Senior Posts” as well as to the post of Clerk to the Corporation, ensuring that succession occurs in an orderly and well-planned manner and that information flows to stakeholders in an appropriate way.

4.4 In discharging its delegated responsibilities, the Committee shall ensure that good practice in recruitment and selection, as well as any relevant policies and procedures in force at the College from time to time, are adhered to and, in particular, that:

- a) any selection procedures do not suffer from implicit bias that hinders the selection of appropriate candidates;
- b) the College deliberately searches for female candidates and candidates from BME backgrounds with the professional profile sought and includes them among the potential candidates;
- c) equality and diversity monitoring is undertaken but (subject to paragraph 4.4(d)), the information given on the monitoring form is not shared with those making decisions about who to take further into the application process;
- d) in line with the College’s commitment as a disability confident employer, any applicant who has a recognised disability and meets the essential criteria for an advertised post is short-listed for an interview; and
- e) documents relating to applicants are treated with the utmost confidentiality and in accordance with the Data Protection Act.

4.5 The Committee shall supervise and ensure the independence of any external consultant that shall be engaged to assist the Committee and/or the Corporation in recruitment to Senior Posts and/or to the post of Clerk to the Corporation.

4.6 The Committee shall inform the Corporation about matters related to equality and diversity. In particular, the Committee may establish a representation target for any protected characteristic that is under-represented among the Senior Post holders (relative to its representation in the general population) and shall approve a strategy for achieving any targets it sets.

4.7 The Committee shall undertake any other responsibilities commensurate with its role and remit that may be assigned to it at any time by the Corporation.

Approved by the Corporation on 22 October 2020