

Exeter College Further Education Corporation

Selection Committee Terms of Reference

1. **Accountability and Purpose**

- 1.1 The Selection committee is responsible to the Corporation.
- 1.2 Its purpose is to oversee, on behalf of the Board, the process for the recruitment of senior post holders and the Head of Governance and to make recommendations for their appointment to the Board.

2. **Membership**

- 2.1 The committee will comprise at least five members of the Corporation including the Chair or Vice Chair of the Corporation, the Principal/CEO and at least three other members drawn from governors, co-opted governors and Associates to reflect an appropriate equality, diversity and inclusion balance.
- 2.2 Where the vacancy is for the post of Principal/CEO, both the Chair and Vice Chair of the Corporation and usually the Chairs of Audit and Risk Assurance, Business Services and Quality and Standards will form the committee.
- 2.3 Staff and student governors will not be permitted to serve on this committee.
- 2.5 The Chair of the Corporation, or if absent, the Vice Chair of the Corporation will chair the meeting.

3. **Meetings and Quorum**

- 3.1 The committee will meet as required. The Head of Governance will convene a meeting of eligible governors as soon as practicable after the vacancy arises.
- 3.2 Meetings of the committee may be held in person or virtually using a video conferencing platform.
- 3.3 The quorum will be 40% and must include either the Chair or Vice Chair of the Corporation.
- 3.4 The Clerk to the committee will be the Head of Governance.
- 3.5 The committee may invite any governor, member of staff or adviser to attend a meeting to provide information.

4. **Remit of the Committee**

- 4.1 To consider and recommend to the Board the process and timeline for the appointment of a senior post holder.
- 4.2 To consider and recommend to the Board any external consultants to support them in the recruitment process.
- 4.3 To decide on the arrangements for selecting the applicants for interview with support from the Executive Director of People and Organisational Development.
- 4.4 To consider all applicants and agree a short list of up to six individuals to attend a selection event at the College.

- 4.5 The selection panel will interview the shortlisted candidates based on best practice and the College’s recruitment processes.
- 4.6 All governors will be invited to meet the candidates during the selection process.
- 4.7 To recommend to the Board, at a meeting convened on the final selection day, the appointment of one of the candidates. Following Board approval that person shall be appointed.
- 4.8 Where the committee is unable to agree a person to recommend to the Board, or if the Board does not approve the recommendation, or if the successful candidate does not accept the offer of employment, the Board may make an appointment itself of a person from amongst those interviewed. In the case where this is not possible, the Board may require the committee to repeat the appointment process with or without first readvertising the vacancy.
- 4.9 Where the post remains vacant for any length of time, an appropriate member of staff may be placed in that role and will then accept all the duties and responsibilities of that post until it is permanently filled.
5. **Assurance**
- 5.1 To monitor and review the remit of the committee as detailed above and to provide assurance to the Board that all appointment processes and decisions are in the best interest of the College.
6. **Reporting**
- 6.1 Minutes of the meeting of the committee will, in accordance with the College’s confidentiality policy, be treated as confidential and will be circulated to members of the committee only.
7. **Amendment**
- 7.1 These terms of reference may only be amended by decision of the Corporation.

Author	Head of Governance
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