



# DERBY COLLEGE GROUP POLICY

## Board Recruitment, Appointment and Induction Policy

Policy Number:	Corp005
Executive Owner:	Deputy CEO
Owning Strategy / Department:	Governance
Approval Board / Committee / Group:	Search and Governance Committee
User Group:	DCG Corporation Members and the Clerk to the Corporation
Relevant To:	All Governors involved in the selection, recruitment and appointment of new members and the Clerk to the Corporation
Implementation Date:	25 March 2024
Approval Date:	25 March 2024
Next Review Period Start Date:	March 2027
Expiry Date:	March 2027

Date:	20 February 2024
Ref:	RM/Recruitment, Appointment and Induction Policy
Originator:	Clerk to the Corporation
Area:	Governance

Once printed, this is an uncontrolled document. Refer to Policy Portal for latest version.

# POLICY - PROCEDURES - GUIDELINES - RELATED DOCUMENTS

## Policy Accountability and Implementation

Policy Title:	Corporation Recruitment, Appointment and Induction Policy
Policy Author / Reviewers:	Clerk to the Corporation
Policy Implementation:	Clerk to the Corporation and all relevant Corporation Members
Policy Monitoring and Compliance:	Clerk to the Corporation
Policy Review Timeline:	1 year review for any policy requirement changes, three year periodic cycle for full appraisal

Synopsis: This policy details the Corporation's approach to recruiting, appointing, inducting and succession planning new and existing Governors and co-optees to the Board, its committees and link/lead governor roles.

## Policy Classification and Publication

### Classification

- Strongly Recommended (SR)

### Publication

- Website

### Empowering/related legislative and/or authoritative references:

This Policy supports compliance with the AoC's Further Education Colleges Code of Governance (updated 2023)

**Impact Assessment reference:** Impact assessment was reviewed during the updating of this policy.

## Periodic Policy Review / Change History

*Note: Please make it clear if change/review relates to procedures, guidelines and associated documents only or it is a rationale for a new or substantive policy review*

Version	Reviewed / Modified by:	Change History	Advisory committee / groups or specialists	Review / Meeting Date/s
V01	Clerk to the Corporation	New policy, procedure, guidelines and templates introduced.	Search and Governance Committee	18 May 2021
V02	Clerk to the Corporation	Incorporating induction and additional succession planning information	Search and Governance Committee Corporation	15 March 2024 25 March 2024

## 1. Policy Statement

This policy and associated procedures detail and communicate the DCG approach to Board recruitment, appointment, induction and succession planning processes. The AoC Further Education Code of Governance sets out recommended practice for such a policy.

The organisation aims to ensure a balance between its existing membership and the need to refresh its Board.

Skills and expertise are identified through an annual review of the skills and expertise gaps on the Board and are continually monitored against the organisation's strategic plan.

The organisation will provide a comprehensive induction for new members, along with regular training and CPD.

DCG is committed to forward planning and ensuring, by effective succession planning, that it retains an effective functioning Board to ensure continuity of leadership of the highest quality.

## 2. Definitions

**Clerk to the Corporation/ Governance Professional:** a term used to describe those who provide independent governance support to governing bodies.

**Corporation:** The Legal entity that operates the College, comprising of a Board of Governors

**Recruitment:** Identifying and attracting new governors to join the Corporation or its committees

**Selection:** Shortlisting and assessing suitability of potential candidates.

**Induction:** Process of introducing to the organisation, including sharing internal and external policies and procedures and best practice.

**Succession Planning:** Identifying and developing talent to fulfil key roles, such as the Chair, Vice Chair, committee and link/lead roles.

**Instrument and Articles of Government :** The Instruments outline the constitution of the Corporation, the appointment and dismissal of its members and the conduct of meetings. The Articles define the powers and duties of the Corporation.

## 3. Principles

The policy and procedures are set within the context of all policies by which DCG Board members and all those covered by the policy are expected to act in line with the principles set out in the policy.

This policy sets out the Board's approach and procedure for recruiting, selecting, inducting and succession planning for governors.

## 4. Scope and Limitations

The Policy will apply to all individuals interested in joining the Board or any of its committees as a Governor or Co-optee.

## **5. Responsibilities**

Board members and the Clerk to the Corporation are responsible for ensuring adherence to this policy.

The policy and procedures are set within the context of all policies by which DCG Board members and all those covered by the policy are expected to act in line with the principles set out in the policy.

This policy sets out the Board's approach and procedure for recruiting and appointing new governors.

The policy and procedure provides a framework which:

- Appoints new members in line with the Instrument and Articles of Government.
- Supports, advises and guides governors through recruitment and appointment decisions in line with Further Education Corporations and Sixth-Form College Corporations: Governance Guide
- Provides clear justification for each recruitment decision, which is linked to addressing the skills, knowledge and experience needs of the Board
- Takes account of the Group's Diversity, Inclusion and Belonging Policy by promoting good practice through adopting a positive approach to diversity, inclusion and belonging. The Group does not tolerate discrimination on any grounds including sex, sexual orientation, gender reassignment, pregnancy and maternity, marriage and civil partnership, age, race, religion and belief or disability.
- Adheres to the Equality Act 2010, current data protection legislation, OFS Regulatory
- Advice for the Registration of Current Providers, Disqualification restrictions and checks and the AoC Further Education Code of Governance and the Further
- Education Corporations and Sixth-Form College Corporations: Governance Guide.
- Provides a comprehensive induction for new Board or committee members
- Outlines succession planning arrangements
- Must include staff and student and co-opted Board or committee members as outlined in the Instrument and Articles of Government

## **6. Implementation Arrangements**

This policy has been impact assessed and will be implemented by the Clerk to the Corporation in conjunction with the Board.

## **7. Monitoring and Review**

This policy will be reviewed on a regular basis, but as a minimum reviewed on a three-year basis.

## **8. Procedures**

- Corporation Recruitment, Appointment and Induction and Procedure

## **9. Templates / Forms**

All documents are available from the Clerk to the Corporation:

- Governor Job Description
- Chair Job Description

- Governor Advert
- Governor Application Form or CV
- Skills, Qualification and Information Audit
- Selection Criteria Form
- Declarations of Interest Form
- Confirmation of Appointment Letter

## **10. Related Documents**

- Instrument and Articles of Government
- Further Education Corporations and Sixth-Form College Corporations: Governance Guide
- OFS Regulatory Advice for the Registration of Current Providers
- Disqualification restrictions and checks
- AoC Further Education Code of Governance
- Corporation Conflict of Interest Policy
- Equality, Diversity and Inclusion Policy