

# **CORPORATION BOARD GOVERNANCE POLICIES**

## **External Governor Recruitment and Selection Policy**

Policy Title	External Governor Recruitment & Selection Policy
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In consultation with	Nominations Committee
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## **1. Introduction**

The Board of Abingdon and Witney College recognises its governors as being fundamental to its successful leadership of the College. A strategic and professional approach to recruitment processes help enable the Board to attract and appoint governors with the necessary skills and attributes to fulfil its strategic aims and support the College's mission.

The Board aims to recruit the best candidate through fair, systematic and consistent recruitment and selection procedures.

The Board embraces inclusivity and diversity, and promotes equality of opportunity for all who serve on the Board, and who learn and work at the College. The College sustains a culture and ethos where inclusion, equality and diversity are embraced; where employment and educational opportunities are open to all; and where everyone involved with the College is treated with fairness, dignity and respect.

The College serves a diverse community and the Board seeks to develop a membership that is representative of the community, at all levels and across all areas. No applicant will be treated less favourably than others on the grounds of their Protected Characteristic(s) under the Equality Act 2010 or for any other reason which cannot be shown to be justified. Safeguarding and promoting the welfare of young people and vulnerable adults in the College community is a priority and an integral part of the recruitment and selection process.

Governor Recruitment is delegated, under the Instrument of Government, to the Nominations Committee. The Nominations Committee will produce an annual report for the Corporation Board which describes its work on recruitment policy and practice.

## **2. Scope**

This policy applies to the recruitment and selection of external governors on the Corporation Board of Abingdon and Witney College.

The Clerk to the Corporation Governors (the Clerk) will ensure that all governors involved at any stage of the recruitment and selection process are aware of, and adhere to, the contents of this policy and any related policies and procedures.

## **3. Purpose**

This policy provides a framework for those involved in recruitment and selection. The aim is to recruit the best person to fill the vacancy by providing a professional and cost-effective recruitment service that is fair and promotes best practice.

## **4. Principles**

The Clerk will receive appropriate training and be aware of the Nominations Committee's responsibilities.

If a governor involved in the recruitment process has a close personal, business or family relationship with an applicant, they must declare this as soon as they are aware of the individual's application.

Documentation relating to applicants will be treated with confidentiality and in accordance to the Data Protection Act 1998, and the General Data Protection Regulations when enacted.

Applicants have the right to request feedback on the recruitment process and to request access under prevailing legislation to documentation held on them.

## **5. Information for Candidates**

All vacancies on the Corporation Board will have an application pack, and include a role description and person specification, an application form and guidance notes. Other information which may be incorporated includes the College Strategy, financial, and quality information.

The application pack will be available to download from the College website and will be available from the Clerk. Arrangements can be made to ensure this is available in other accessible formats, where required.

## **6. Advertising**

All posts will be promoted in an appropriate and cost-effective way to maximise the number of suitably qualified candidates. As a minimum, all vacancies will normally be promoted through the College website and appropriate sector-related governor recruitment websites.

Advertisements will be accurate and comply with the College's Equality and Diversity, Safeguarding and Prevention of Terrorism, and Safer Recruitment Policies.

## **7. Shortlisting**

The shortlisting process will follow the procedure set out in Appendix 1 of the Corporation Board's Standing Orders. The Equal Opportunities Monitoring Form (Section One) of the application form, and any identifying factors, will be removed from the application form prior to being sent to the shortlisting panel.

Where appropriate, shortlisting will take place within two weeks of the closing date of the advert and all applicants will be advised of the outcome.

The Board supports the College's adoption of "Disability Confident" scheme and so guarantees any candidate with a disability who meets all of the essential criteria in the Person Specification an interview.

## **8. Selection**

The selection process will be based on the procedure set out in Appendix 1 of the Corporation Board's Standing Orders. The interview panel will consist of at least two external governors. All questions will be related to role requirement, based on objective criteria and will meet the requirements of the College's Equality and Diversity, and Safeguarding and Prevention of Terrorism, and Safer Recruitment Policies.

Candidates will be asked to inform the Clerk if they have any special interview requirements.

Candidates will be informed during the interview when they may expect to be informed of the outcome.

The Clerk is responsible for co-ordinating and providing administrative support to the Nomination Committee's recruitment and selection process.

Any concerns about the selection process identified by candidates should be forwarded to the Clerk to investigate.

All recommendations for appointment to the role of Governor made by the Nominations Committee are to be considered and be subject to approval by the Corporation Board.

## **9. Appointment**

All successful applicants are required to:

- Provide proof of identity
- Complete an Enhanced Disclosure and Barring Service Application and receive satisfactory clearance
- Complete a confidential personal risk assessment
- Provide proof of eligibility to live and work (including voluntary work) in the UK

It is recognised that references are increasingly uninformative and may therefore be considered only as part of the pre-appointment checks on a prospective governor.

Written offers are signed by the Chair of the Board following a Board decision on each recommended candidate.

## **10. Equality and Diversity**

The College Equality and Diversity Policy applies.

## **11. Records and Data Collection**

Electronic and paper records of all stages of the recruitment and selection process will be kept securely by the Clerk for one year, then securely destroyed.

If the interview panel has decided that an unsuccessful applicant could be a strong applicants for another forthcoming vacancy, their details will be retained by the Clerk. Candidates will be informed of this, and their agreement sought.

Through each stage of this policy, the Clerk will seek to ensure that confidentiality is maintained.

## **12. Related documentation**

Instrument and Articles of Government, especially Instruments 5 and 8

Standing Orders, especially number 5 and appendix 1

Governance Policy: Governor Induction, Mentoring & Continuous Professional Development Policy

College Safer Recruitment Policy

College Equality & Diversity Policy

College Safeguarding & Prevention of Terrorism Policy