



**Search Committee**

**Tuesday 13<sup>th</sup> May 2008**

**11.00 a.m.**

**Chief Executive's office**

**AGENDA**

1. Apologies for absence
2. To approve the minutes of the meeting held on 27<sup>th</sup> February 2008 (attached)
3. Matters arising not covered elsewhere in the Agenda
4. To receive Standing Order C4, approved Evaluation Guidelines, Person Specification and Role of a Corporation member, for reference under agenda item 5 (attached)
5. To evaluate the Contribution of three Board members and to advise the Board on three External Vacancies **PAPER 1**
6. To note the circulation of a Skills Audit to Board members **PAPER 2**
7. Any Other Business

# BEDFORD COLLEGE

## Search Committee

Tuesday 13<sup>th</sup> May 2008

11.00 a.m.

Chief Executive's office

**Present:** Mr. D.J. Shingler (Chair)  
Mr. M.J. Hartley Mr. M. Whitlock  
Mr. B. Hundal Mr. R.J. Whysall  
Mr. M.R. Weeden M. I. Pryce

**In attendance:** Mrs. I. Lennox, Clerk to the Corporation

**SC09/08** Apologies for absence were received and accepted from Miss P.I. Barrett, Mr. K. Bromboszcz, Mr. M.Y. Kiteley, Mr. D. Parry and Mrs. E. Punter.

**SC10/08** Minutes of the meeting held on 31<sup>st</sup> October 2006 were considered, approved and signed.

**SC11/08** There were no matters arising.

**SC12/08** Evaluation Guidelines

The Chairman reviewed the guidelines for the evaluation of the contribution made by individual Corporation members, made reference to the relevant Corporation Standing Order on the reappointment of members and spoke of the role and personal specification for Corporation members. The commitment expected of an individual member was clearly stated in the paper on the role of a Corporation member, approved by the Board, as well as in the Code of Conduct signed on appointment. He confirmed that these papers were submitted for information and to assist the committee in their discussions on the potential reappointment of two current members, under agenda item 5.

**SC13/08** Vacancies for External Members

The Clerk reported that three declared vacancies for external members would arise shortly and that all incumbents had expressed a wish to remain on the Board provided they were thought to be making a worthwhile contribution. The Corporation had agreed a Board size of eighteen at its last meeting.

The Clerk's report and the brief fact sheets on all three members were reviewed and committee members, in turn, were asked by the Chair for their considered views on each candidate. Members were reminded that they had a duty and responsibility to evaluate the contribution made by each member to the work of the Corporation, and specifically for the period of their last appointments. The views of each committee member contributed to the thorough debate that followed, at the end of which it was unanimously

**RESOLVED 1** that Kevin Bromboszcz be recommended to the Corporation as an External Member for a four-year term of office with effect from the 1<sup>st</sup> July 2008, and

**RESOLVED 2** that Jenny Hunt be recommended to the Corporation as an External Member for a four-year term of office with effect from the 1<sup>st</sup> July 2008, and

**RESOLVED 1** that Mike Whitlock, Vice Chair of the Corporation, be recommended to the Corporation as an External Member for, at his request, a three-year term of office with effect from the 1<sup>st</sup> July 2008.

**SC14/08** **Skills Audit**

The Clerk reminded members that the removal of all specifications around the external categories of Board membership placed increased responsibility on the committee when Board vacancies were addressed. In the light of their responsibility to make sure external members appeared to have the necessary skills to ensure that the Corporation carried out its functions under the Articles of Government, the Clerk reported that a Skills Audit of members was currently being undertaken. A report would be submitted to the next meeting.

**SC15/08** **Any Other Business**

The Clerk informed the committee that new members for the Estates Advisory Group were being sought, the Group reporting to the Finance, Estates & Strategy Committee. If members of the Search Committee knew of any potential members with relevant experience, she would be pleased to hear from them.

**SC16/08** **The next meeting** was scheduled for 12 noon on Tuesday 16<sup>th</sup> September 2008.