

## BOARD MEMBER RECRUITMENT AND SELECTION POLICY

The National College for High Speed Rail (“NCHSR”) is committed to developing, maintaining and supporting a culture of equality, diversity and inclusion in every aspect of provision as described in its Equality, Diversity and Inclusion Policy Statement. This commitment to equality, diversity and inclusion encompasses all aspects of recruitment including that of its Corporation Board and Committee Members.

### 1. MEMBERS

#### Expiry of the Term of Office of an Existing Member

- 1.1 The Clerk to the Corporation will report to the Search & Governance Committee the name of any Member whose term of office is nearing its expiry in sufficient time for the Committee to report to the Board at its last meeting before the term of office expires. When the Member under consideration is a member of the Search & Governance Committee, that Member will withdraw from the meeting and take no part in the decision or voting in relation to his/her future membership of the Board.
- 1.2 The Search & Governance Committee will consider whether or not to make a recommendation to the Board that the Member be appointed to serve for a further term of office. The Committee will base its decision on the following factors:
  - Whether the skills and experience of the Member are still required
  - Whether it would be appropriate to take the opportunity to refresh the range of skills and experience available to the Board
  - The Member’s contribution and commitment to the Board’s work
  - The length of the Member’s previous service on the Board
- 1.3 A Member’s term of office will expire automatically unless the Search & Governance Committee decides to recommend a further appointment and the

Board accept the recommendation. The Clerk will advise the Member of the Search & Governance Committee's decision.

- 1.4 A recommendation from the Committee that a Member be reappointed for a further term of office will be subject to the Member being willing to serve. The Clerk will ascertain in advance of the Board meeting whether or not the Member in question is willing to be appointed for a further term. If the Member is not so willing, a vacancy arises and will be dealt with under paragraphs 1.7 to 1.9 of this policy.
- 1.5 Where the Board decides to appoint an existing Member for a further term of office, the Board will make the appointment in accordance with the Instrument of Government.
- 1.6 Where the Board decides not to appoint an existing Member for a further term of office, a vacancy will exist and will be dealt with under paragraphs 1.7 to 1.9 of this policy.

#### Filling of Vacancies

- 1.7 The Search & Governance Committee will approve and maintain a current generic Board Member Role Description and Person Specification and publish this on the College website.
- 1.8 The Clerk will report the details of any candidates who express an interest in joining the Board to the Search Committee. Where there are no current vacancies, the Clerk will maintain a waiting list of candidates and contact them again when a vacancy arises. Their application will then be considered in accordance with the application process outlined in Paragraph 1.11 below.
- 1.9 When a vacancy arises for a Board Member to meet an identified skills requirement the Search & Governance Committee will approve a specification for the person ideally suited to fill the vacancy based on the current skill mix required and specified by the Board.
- 1.10 A suitable advertisement will be approved by the Chair of the Board to be published in media where it is likely to reach a broad cross-section of the population and persons likely to be able to meet the person specification and/or published on the College's website. Existing Board members will also be asked to bring the vacancy to the attention of any persons that they think might be suitable

for appointment. Applications will be submitted in writing to the Clerk to the Corporation.

- 1.11 Applications received from potential candidates will be circulated to all members of the Search & Governance Committee as part of the Shortlisting process. Following feedback from members, the Chair of the Search & Governance Committee will work with the Clerk to shortlist suitable candidates. The Search & Governance Committee will interview the shortlisted candidates and make recommendations for appointment to the Board.
- 1.12 Where a vacancy arises for a Board Member in a category where the appointment is made upon the nomination by a specified organisation, the nominee may be required to provide information regarding their skills and experience for circulation to Members of the Search & Governance Committee, prior to the nominee being formally recommended to the Board for appointment.

## 2. STAFF MEMBERS

- 2.1 When the term of office of a staff Member is nearing expiry or a vacancy arises for any other reason, the Chair of the Search & Governance Committee and Clerk will oversee the arrangements for the advertisement of the vacancy, the interview of applicants, and for the recommendation of a new Staff Member to the Board for appointment. Applications may be restricted to staff based at a specified College campus at the absolute discretion of the Search & Governance Committee.

## 3. STUDENT MEMBERS

- 3.1 When the term of office of a student Member is nearing expiry or a vacancy arises for any other reason, the Chair of the Search & Governance Committee and Clerk will oversee the arrangements for the advertisement of the vacancy, the interview of applicants, and for the recommendation of a new Student Member to the Board for appointment. Applications may be restricted to learners based at a specified College campus at the absolute discretion of the Search & Governance Committee.

## 4. THE CHIEF EXECUTIVE

- 4.1 In accordance with the Instrument of Government, the Chief Executive will be a Member of the College unless s(he) chooses otherwise.

4.2 Separate arrangements apply to the selection and appointment of the Chief Executive.

## 5. APPOINTMENTS

5.1 It is a condition of appointment for all Members that they must :

- Declare their interests in the form prescribed by the Board
- Declare their eligibility to serve as a Board member
- Agree to be bound by the Code of Conduct approved by the Board
- Agree to the College obtaining a basis level DBS check

5.2 With the exception of the Chief Executive, to whom separate arrangements apply, the Board will not appoint any person as a member without first consulting and considering the advice of the Search & Governance Committee.