

Approved: July 2019

## **Annexe 4**

### **Guidance on Expectations for Governors Attendance**

#### **Purpose Statement**

To have in place clear guidance of the expected attendance standards of Governors and a procedure that may be used in the event of a Governor failing to meet those expectations.

#### **1. Guidance**

- 1.1. In this Guidance "Committee" shall mean the Committee as the Corporation may task for this purpose.
- 1.2. The following paragraphs outline the procedure for removal of a Governor from membership due to absence:

The Instrument of Government Paragraph 11(2) states:

*If at any time the Corporation is satisfied that any member –*

*(a) Is unfit or unable to discharge the functions of a member; or*

*(b) Has been absent from meetings of the Corporation for a period longer than six consecutive months without the permission of the Corporation*

*the Corporation may by notice in writing to that member remove the member from office and the office shall then be vacant*

- 1.3. Where a Governor is absent for a period longer than six consecutive months from meetings of either the Corporation or a Committee on which he is a member the Clerk will notify the Chair and the Committee. Governors should let the Clerk or the Chair know of any difficulties they are facing in attending meetings as soon as possible so that an active approach can be taken to the situation.
- 1.4. In the case of absence for a period longer than six consecutive months, the Chair retains the responsibility to act on behalf of the Corporation. The Clerk will write to the Governor on behalf of the Chair asking him to provide within 10 working days a written explanation for non-attendance.
- 1.5. On receipt of this information the Chair will then decide, in consultation with the Clerk, whether or not the matter should be referred to the Committee and will consider the contribution the Governor makes to other duties, such as representation at networks, appointments to external organisations etc. In addition, the Chair has the power to exercise discretion in the case of personal circumstances that temporarily limit the contribution an individual Governor can make to the Corporation. The Chair will report his decision to the Committee and determine whether further action and/or reporting are required.
- 1.6. If the matter is considered to warrant potential referral to the Corporation for consideration of removal, the Clerk will prepare a confidential report outlining all the facts of the case and a copy of this report will be sent to the Governor whose removal is being considered. The Governor will be invited to discuss this report with the Chair in the first instance to see if a resolution can be reached and the Chair can exercise discretion in accordance with section 2.6.

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- 1.7. Following this discussion, if the Chair feels that a case for removal should be put to the Corporation for decision, the Governor will be entitled to attend a Corporation meeting to present his case verbally and if he so desires in writing and has the right to be accompanied but not represented by a person of his choice to support him. The Corporation meeting at which the matter is considered will be properly convened with not less than five working days' notice.
- 1.8. If it is agreed that the Governor is to be removed from office there shall be no further appeal against this decision and the Clerk will notify the Governor in writing of the decision of the Corporation within five working days.
- 1.9. This guidance also applies to co-opted members.

## **2. General Standards of Attendance Required by Governors**

- 2.1. The Committee will use attendance data to recommend action in relation to changes in membership of other Corporation committees, spread of duties etc. The Committee will also consider the wider contribution of each Governor to the work of the College when considering this data, such as representation on external bodies or networks, attendance at conferences, ad hoc requests etc.
- 2.2. The Committee will report to the Corporation each time it has reviewed attendance data with any recommendations it has made to the Chair for action.
- 2.3. The benchmark attendance expected of a Governor will be 100% although failure to achieve this will not in itself result in removal for non-attendance.
- 2.4. The target for attendance by members overall in each year is 85% for all Corporation meetings and 75% for Corporation Committee meetings.

## **3. Related Procedures, Code of Practice, Guidance Documents**

Code of Conduct