

Approved: July 2019

## Annexe 2

### Terms of Office Policy

#### 1. Purpose Statement

- 1.1 To have in place a clear and agreed policy on how long an individual may serve as a Governor of the College along with principles for terms of office for the Chair and Vice Chair and succession planning.
- 1.2 Nolan's second report on Standards in Public Life (1996) recommended maximum terms that members should serve in order to maintain their objectivity and independence.
- 1.3 It is good governance practice to have a policy in place to define Governance terms of office. This document serves to fulfil this requirement.
- 1.4 In this Policy the term "Governor" shall where the context so permits include a person co-opted to membership of a Committee appointed by the Corporation.

#### 2. Responsibilities and Implementation

- 2.1 The Committee the Corporation shall task for this purpose (the Committee) will have lead responsibility for the oversight of this policy; it is required to make recommendations to the Corporation.
- 2.2 The Chair of the Committee will work closely with the Clerk to the Corporation to ensure that the procedures in this policy are observed.

#### 3. Policy Details

- 3.1.1 *Terms of Office The Instrument of Government Paragraph (10) 1 provides that a member shall hold and vacate office in accordance with the terms of the appointment but the length of one term shall not exceed four years.*
- 3.1.2 *Subject to paragraphs 3.1.1; 3.1.4 and 3.1.5 the Corporation has determined that the length of one term of office shall not exceed three years and that the maximum time that an individual may hold office shall be a cumulative total of nine years whether served by consecutive terms of office or not.*
- 3.1.3 *The Chair of the Corporation whilst serving as Chair may be permitted an extension of office up to a maximum cumulative total of twelve years subject to such an extension being reviewed annually by the Corporation.*
- 3.1.4 *An individual may be permitted to hold office as a co-opted member appointed by the Corporation for a period of twelve months renewed annually without that period counting towards the total of nine years provided for in clause 3.1.2.*
- 3.1.5 *The Principal will serve as a member of the Corporation for the period of his appointment unless he shall choose not to do so.*
- 3.1.6 *Subject to paragraph 3.1.2 and the provisions of the Selection of Governors Policy (Annexe 1 to these Standing Orders) Independent Governors and Staff Governors may be appointed for further terms of office.*

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3.1.7 *A Student Governor shall not serve for more than a cumulative total of three years and he shall cease to hold office at the end of his final academic year or at such time in the year after ceasing to be a student as the Corporation shall determine.*

### 3.2 *Other requirements*

3.2.1 There is no upper age limit for Governorship;

3.2.2 No one under the age of 18 may be a Governor, except as a Student Governor;

3.2.3 A Governor who is not a paid member of the College's staff at the time of appointment as a Governor will cease to be a Governor should he subsequently be appointed as a paid member of staff.

3.2.4 Co-opted members are subject to annual reappointment and approval by the Corporation.

### 3.3 *Chair and Vice Chair of the Corporation*

3.3.1 The term of office will be up to three years for the Chair and up to two years for the Vice Chair. They will be eligible for reappointment. The procedure and timing for the election and re-election of the Chair and the Vice Chair is set out in the Corporation's Standing Orders under section 2.2).

3.3.2 It will be the responsibility of the Committee to seek to identify Governors who might be appointed Chair or Vice Chair in the future. This will ensure succession planning and guard against sudden vacancies of the Chair or the Vice Chair.

3.3.3 In accordance with the Instrument of Government Paragraph 6, the Corporation may appoint to the Chair or Vice Chair any Governor other than the Principal, a Staff Governor or a Student Governor.

### 3.4 *Succession Planning*

3.4.1 The Committee will have the responsibility for advising the Corporation on all aspects of Governor appointments and membership, including the reappointment of Governors.

3.4.2 The Clerk will alert the Committee when a Governor's term of office is nearing its end and the Committee will use the Corporation's policy on the selection of Governors along with a review of the skills, experience and background of Governors before making a recommendation to the Corporation.

3.4.3 The Clerk will alert the Committee when an elected Governor position has (in the case of resignation or removal from office) or is about to (in the case of end of term) become vacant. The Committee will review the appropriate election procedure and the election will be arranged by the Clerk as soon as possible.

## 4. **Related Procedures, Codes of Practice, Guidance Documents**

Standing Orders

Code of Conduct