

Terms of Reference for the Selection Committee

Constitution and Membership

The Governing Body will be responsible for establishing this committee. The committee members and its Chair will be appointed by the Governing Body (recommendations for appointments are to be made by the Search & Governance Committee to the Governing Body).

The Committee will consist of appropriate members together with the Chair and Vice Chair of the Governing Body.

Normally 5 members will be necessary in the case of appointment and must always include the Chair or Vice Chair.

In the unavoidable absence of a committee member (excluding the Chair and Vice Chair), the particular committee may nominate a substitute.

Authority

The Committee is authorised by the Governing Body:

1. to determine which posts are to be designated as senior posts
2. where a vacancy for a senior post holder occurs to recommend a person to the Governing Body (or otherwise) having followed the designated appointment procedures
3. where a vacancy for the post of Clerk occurs to recommend a person (or otherwise) having followed the designated appointment procedures
4. to recommend the appointment of consultants to assist, as appropriate in the appointment procedure where the vacancy is for the post of Principal.

Proceedings

Normally the committee will meet upon occurrence of a vacancy or expected vacancy of a senior post holder or the Clerk. The committee would report its findings immediately via email to all Governing Body members and then at the next Governing Body meeting.

Nicola Eyre, Clerk to the Governing Body

REVISED: January 2021

APPROVED: February 2021

DATE OF NEXT REVIEW: January 2023