



Bexhill 6th Form College

**APPOINTMENT OF
MEMBERS
& ELECTION OF
STAFF MEMBERS**

POLICY NUMBER: SG3

Reviewed & Approved by Search Committee: May 2014
Approved by Corporation: JUNE 2014

APPOINTMENT OF MEMBERS

POLICY STATEMENT

Bexhill College Corporation aims to recruit high calibre and committed members from the local community who can provide evidence of the skills and expertise required to lead the College.

Appointments should be made through a fair and open process which takes into full account the College's commitment to equality of opportunity. The Corporation aims to meet high public standards and intends to manage a smooth transition to a new membership, meeting standards and requirements set out in updated Instrument and Articles of Government and the Nolan Committee on standards in public life.

PROCEDURE

Staff, Parent and Student members are selected by appropriate means co-ordinated by the Clerk.

The Principal's position in the Corporation is set out in the Instrument and Articles of Government.

FOR ALL OTHER MEMBERS OF THE CORPORATION

When a vacancy arises the Search Committee will review the needs of the Corporation for specific skills and expertise and identify any special requirements from the new appointment.

The vacancy will need to be filled by a new member who fits the appropriate criteria from the categories set up in the Instruments and Articles

The Search Committee will either:

- Approach individuals who may have appropriate skills to express an interest.
- Place a formal advertisement in the local press for prospective members.
- Contact local organisations to offer nominees.
- Place details on the Members' area of the website to encourage expressions of interest.

The College will maintain a register of potential members who express interest in becoming a member through any route. This will be undertaken by the Principal and the Clerk.

Applicants who meet the criteria will be invited to a formal interview to discuss their application.

The Interview Panel will comprise of the Chair of the Corporation and the Principal. Other members of the Search Committee may be involved if required.

The information interview should ensure that the College is aware of potential member's other interests (in Nolan Committee terms) and ensure that the potential member is aware of the responsibilities and demands of the post.

The Panel has the responsibility for selecting the most appropriate candidate from prospective members and recommending them to the next Search committee and if, approved to the following full Corporation meeting. New Members will be appointed for an

initial term of office of one year. Following the first year the Search Committee will consider the renewal and re appoint for a further term of between one and four years.

The candidate will be offered the opportunity to be mentored by an existing Corporation Member.

ELECTION OF STAFF MEMBERS

NOTIFICATION OF STAFF MEMBER VACANCIES

The Corporation has one Staff Member. All staff will be notified when vacancies arise and when elections are to take place.

ELIGIBILITY TO BE NOMINATED AND MAKING A NOMINATION

All full or part-time members of staff on a permanent contract and have successfully passed their probationary period. Nominees have to be proposed by another permanent member of staff.

ELIGIBILITY TO VOTE

All full or part-time members of staff on a permanent contract. When a vacancy arises, a list of all those eligible to vote or to stand for election will be kept available for display by the Clerk to the Corporation or the Principal's PA.

ORGANISATION OF NOMINATIONS AND ANY VOTING

The nomination and voting process will be organised by the College with the Principal acting as Returning Officer. All nominations and voting will be conducted through the Clerk to the Corporation.

PERIOD OF APPOINTMENT

Staff Members will serve for a four year period and be subject to the requirements around being a Member of the Corporation. Membership will cease to if the individual is no longer employed at the College or resigns from the role of Staff Member..

GROUND FOR INELIGIBILITY FROM APPOINTMENT, ELECTION OR HOLDING OFFICE AS A MEMBER

- If the person is subject to a bankruptcy order.
- If the person has been convicted of any offence and have received a sentence of imprisonment, whether suspended or not, as detailed in clause 8 of the Instruments and Articles of Government. This is available from the Clerk or the Principal
- If he/she is under 18 years of age (except for student Members)

NOMINATION ARRANGEMENTS

Each nomination must be supported by a "Proposer" from amongst other permanent staff in the College. Nominations should be submitted to the Clerk to the Corporation, together with

a brief factual note which might be of assistance to staff who do not know the candidate. Wherever possible, the time allowed for the submission of nominations should not be less than five working days. The list of nominees will be emailed to all staff.

MINIMUM VOTING REQUIREMENTS

Any election will be by means of a secret ballot. Voting may only take place in the presence of the Clerk to the Corporation or the Principal's PA

The Clerk to the Corporation or the Principal's PA is responsible to the Principal as Returning Officer:

- For the safety of the Ballot Box, which must be secure at all times.
- For the accuracy of the Voting Register.

Voting slips will indicate:

- Names of nominees listed in alphabetical order together with the factual notes submitted by the candidates.
- Closing date and time by which votes must be cast.
- Indication of how many candidates may be voted for (i.e. relating to number of vacancies).

Voting slips will be available to staff eligible to vote from the Clerk to the Corporation.

The voting period wherever possible should not be less than 5 working days.

Voting by proxy is not to be allowed.

COUNTING AND DEALING WITH NOMINATIONS AND VOTES

To overview the counting of votes the Principal will expect the Clerk to be present plus one other member of staff to act as 'scrutineers'. These staff will be requested to be present in Principal's office at a prescribed time to enable the count to commence.

All voting and nomination slips will be retained for a period of six months in case the result of the election is challenged.

THE SEARCH COMMITTEE

The successful nomination will then be forwarded to the Chair of the Corporation and the Staff Member invited in for discussion on the role with a panel made up of members of the Search Committee. The panel will make a recommendation to the Search Committee.

The Search Committee has to recommend the appointment to the Corporation.

THE CORPORATION

The Corporation has to approve the recommendation.