

**BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION**  
**SEARCH COMMITTEE**

**Minutes of a Meeting held on Monday 11 February 2008 at 5.00pm**

<b>Membership:</b>	* Pamela Woolgrove *Judith Armstrong Charles Cardiff *Mary Orsborn *Mike Rushworth	Chairman Principal
	* denotes Member present	
<b>Quorum:</b>	3 Members required – 4 present, meeting quorate	
<b>In Attendance:</b>	Simon Burrell	Clerk to the Corporation

**53. APOLOGIES FOR ABSENCE**

Charles Cardiff.

**54. DECLARATION OF INTERESTS**

There were no declaration of interests made.

**55. MINUTES OF PREVIOUS MEETINGS**

The Minutes of the meeting held on 29 November 2007 were confirmed and signed by the Chairman.

**56. MATTERS ARISING**

There were no Matters Arising from the Minutes.

**57. MEMBERSHIP OF THE CORPORATION**

A written report was received and considered. The Clerk took Members through the report.

**1. Current Vacancy (Member)**

It was noted that there was currently one vacancy on the Corporation, vice Phil Wilding (Member).

**2. Potential New Member**

The Principal advised that she had met recently with Andy Williams, an Account Manager with Handelsbanken (a Swedish bank recently opened in Basingstoke) and discussed his potential membership of the Corporation. A copy of Andy's CV was circulated for Members information. Following their meeting Andy had given further consideration to potential membership, but had advised the Principal that he felt he would not be able to commit fully to membership at this time.

The Clerk had, though, suggested that Andy might be a suitable candidate to serve as an external co-opted Member on the Audit Cttee. He (the Clerk) had broached this matter with Andy, who was happy to be considered for this role, as the time commitment was substantially reduced.

Members considered the opportunity to appoint Andy to the Audit Ctte. His background and experience were directly relevant to the needs of the Ctte. It was noted that the Terms of Reference for the Audit Ctte allowed for the appointment of an external co-optee, provided that they had relevant experience.

**It was RESOLVED to RECOMMEND to the CORPORATION that Andy Williams be appointed as an external co-opted member of the Audit Ctte, initially for a term of office of one year.**

### **3. Terms of Office**

The Clerk reported that the following Members terms of office were due to expire in 2008:

i. Graham Heath	Staff Member	31 July 2008
ii. Chris Turner	Co-opted Member	31 July 2008
iii. Lynne George	Local Authority Member	31 Dec 2008
iv. Pamela Woolgrove	Co-opted Member	31 Dec 2008

It was agreed that the Chairman of the Corporation would arrange to discuss with each of the three 'external' Members their 'willingness' to be considered for a further term of office, and would report back to the Search Ctte at the meetings prior to the expiry of the individual terms of office.

**ACTION: Chairman of the Corporation**

#### **59. COMMITTEE MEMBERSHIP 2007/08**

A written report was received and considered. The Clerk advised that, as requested at the last meeting, the Principal and Clerk had reviewed the current membership position and had made proposals to the Committee. The Clerk advised further that the proposals had been designed to use the expertise of the Members to strengthen committee membership. Members considered the proposals. It was noted that the vacancy on the Audit Ctte was proposed to be filled by Andy Williams (see Minute 57.2 above).

It was also noted that the Principal and Clerk proposed the potential inclusion of an external co-optee from HE on the Quality Ctte. It was agreed that the Principal and Clerk should discuss the possibility with Chris Turner to consider whether there were any suitable nominees from the University of Winchester.

**It was RESOLVED to RECOMMEND to the CORPORATION that the revised Committee Membership for 2007/08 be agreed.**

#### **60. MEMBERS ATTENDANCE RECORD**

A written report was received and considered. The Clerk outlined the current year's attendance record of all Members, and highlighted his concerns at the attendance record of Steven Connolly (0%), David Eyre (50%) and Chris Turner (36%). It was noted that both David and Chris' attendance in 2006/07 had also been below target. The Clerk also advised that neither of the two students had attended any meetings following their appointment. He also advised that three other Members (Charles Cardiff – 63%, Mike Howe – 40% and Pamela Woolgrove – 43%) were also below the agreed target of 75% but that their attendance in 2006/07 had been in excess of the target. The Clerk gave a 'health warning' that the current year's attendance was based on the Autumn Term 2007 only, and that being absent from one meeting could have caused an individual Members attendance to fall below target. However, there were some significant issues that needed to be addressed.

**It was RESOLVED that the Chairman of the Corporation would contact each Member concerned and discuss matters with them in order to identify ways to improve attendance.**

#### **61. REVISED INSTRUMENT AND ARTICLES OF GOVERNMENT**

A written report was received and considered. The Clerk highlighted a schedule of the changes that had been made to the Instrument and Articles of Government. He advised that the changes were mandatory and had been retrospectively implemented by the Department for Innovation, Universities & Skills from 1 January 2008. He further advised that, other than the removal of the various 'external'

membership categories, the other changes were not that significant. There were some related to HR matters and the Clerk offered to meet with the personnel Manager to discuss as appropriate.

**ACTION: Principal/Clerk**

With regard to the removal of the 'external' membership categories, it was agreed that all those Members previously categorised as Business, Co-opted, Local Community, or Local Authority would be known as 'Members'.

**It was RESOLVED to RECOMMEND to the CORPORATION that the revised Instrument and Articles of Government be adopted, and that the 'external' members be known as Members.**

**62. CONFLICT OF INTEREST POLICY**

A written report was received and considered. The Principal advised that the revision of the existing policy had been as a result of the Regularity Auditor's review of the Bookshop Proposal. She confirmed that the College Solicitor had reviewed the draft policy.

The Principal also advised that the Gifts and Hospitality Guidance had also been updated, and the 'value' for making a declaration increased to £50.

**It was RESOLVED to RECOMMEND to the CORPORATION that the revised Conflict of Interest Policy and the updated Gifts and Hospitality Guidance be agreed.**

**63. CORPORATION MEMBERS' SELF ASSESSMENT REPORT 2007**

A written report was received and considered. The Clerk highlighted the continuing improvement in Members' gradings on a year-by-year basis. He advised that there were no significant matters arising from the returns made by Members.

However, he did highlight a couple of comments made by some Members, in relation to induction (all new members since Sept 2006 have been through the induction process), and to the need to involve Members more in some strategic matters.

It was noted that in order to continue to update Members in a range of matters, in addition to the Principal's monthly briefings, and a range of other publications circulated etc, it was planned to hold a pre-meeting briefing session before each Corporation meeting. The briefings would be time-limited to 30 minutes, and cover a range of issues pertinent at the time of the meeting.

**64. STANDING ORDERS**

A written report was received and considered. The Clerk advised that he had updated the Standing Orders to incorporate recent changes to the Instrument and Articles of Government, and to ensure that the Standings Orders reflected current practice. He took members through a number of comments that the Chairman of the Corporation had made and advised that he would include as appropriate.

**It was RESOLVED that the Chairman of the Search Ctte be delegated authority to agree the final version of the Standing Orders.**

**It was RESOLVED to RECOMMEND to the CORPORATION that the Standings Orders, as amended, be agreed.**

**65. DATE OF NEXT MEETING**

TBA

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*(Meeting closed at 6.25pm)*

Confirmed as a correct record

Signed: ..... Date:.....

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