



CO-OPTED MEMBERS

Huddersfield New College is a successful Sixth Form College and we are looking for supportive new governors, who are committed to inclusive education and who care about producing equality of opportunity for all.

The college's vision is that together we open minds, embrace difference and empower each other to shape a better future.

HNC's mission is to be a college where students love to learn and staff love to work. Where students earn life-changing qualifications. Where we develop the confidence to live authentically and the courage to shape a better future.

The Governing body, together with the Principal as Chief Executive, constitutes the highest level of decision-taking in the College, and has the ultimate responsibility for all the affairs of the College. Acting corporately, the governing body has certain formal duties, powers and rights, including:

- i. determining the educational character and mission of the College, including the range of courses to be offered
- ii. the appointment of the Principal and other senior post-holders
- iii. the determination, implementation and monitoring of financial strategy to ensure the financial solvency of the College
- iv. ensuring the effective and efficient use of the College's resources
- v. establishing a framework for the pay and conditions of staff

The Corporation wishes to secure genuine equality of opportunity throughout all aspects of its activities. It is our aim to ensure that all prospective co-opted members and Governors are appointed solely on grounds of merit, irrespective of any protected characteristic including Age, Gender and Gender Reassignment, Marital Status, Disability, Religion or Belief, Race, Sexual Orientation, and Pregnancy/Maternity.

THE ROLE OF CO-OPTED MEMBERS OF COMMITTEES:

Huddersfield New College Corporation has four Committees as follows:

- Audit
To advise the Corporation on the College's systems of internal control and risk management.
- Finance and Resources
To advise the Corporation on the financial position of the College
- Remuneration
To advise the Corporation on the pay and conditions of service for Senior Postholders

- Search & Governance

To advise the Corporation on governance arrangements and membership.

All Committees operate within their own Terms of Reference which have been agreed by the full Corporation and are reviewed annually.

Any Committee established by the Corporation may include persons who are not Governors of the Corporation. These are known as Co-Opted Members.

The Corporation values input from co-opted members; who are appointed to serve on committees because of their level of knowledge and experience. Co-opted members make a very useful contribution to discussions and help make the correct decisions in relation to important matters. The appointment of persons who are not serving Governors is therefore a valuable method of resolving a skills or experience gap in committee membership.

Co-opted members have the same status, rights and privileges as Governors of the committee but may not serve as Committee Chair.

Co-opted Members have an individual responsibility to:

- observe the seven principles of Public Life as established by the Committee on Standards in Public Life:
 - selflessness
 - integrity
 - objectivity
 - accountability
 - openness
 - honesty
 - leadership
- attend and contribute to Committee Meetings as appropriate;
- apply specialist knowledge and expertise in contributing to the decision making processes of the Committee being served;
- act as an ambassador for the College;
- take part where practicable in any relevant training and development events or opportunities, as arranged from time to time for the benefit of the Committee
- give any additional assistance as may be reasonably requested by the Chair of the Committee
- familiarise themselves with and be committed to, the relevant Committee's terms of reference
- act fairly and impartially, maintaining confidentiality;
- use independent judgement and declare any relationship, internal or external, which could interfere with impartial decision-making and the principles of public life;
- accept collective responsibility for Committee decisions;

Essential Personal Characteristics of an effective Co-opted Member include:

- A commitment to lifelong learning and the College's mission statement;
- Personal integrity;
- A capacity for understanding, strategic thinking and reasoning;
- A capacity to challenge;

- An ability to influence without domination;
- Decisiveness with an ability to ensure all actions are completed;
- An ability to take a financial overview;
- Availability to attend Committee meetings

THE AMOUNT OF TIME INVOLVED

Co-opted members are appointed for an initial term up to a maximum of four years. Members may be re-appointed to serve a further term of office. Committee Meetings, on average, take place once a term. In addition, there are occasional college functions to which governors and co-opted members are invited to including training events as and when required for professional development. Almost all meetings take place in the early evening.

TRAINING

Co-Opted members learn about their functions largely by doing them, supported by appropriate briefings and training events. However, the Clerk is willing to provide relevant induction and training as necessary.

Co-opted members, like Governors, serve on a voluntary basis and no form of payment is made to them, with the following exceptions:

- Fees for attendance on agreed Training Seminar/courses will be paid by the College;
- The cost of hotel accommodation and travelling expenses, in accordance with the college's expenses policy, will be paid in respect of attendance on training seminars/courses

Should you be interested in serving the Corporation please do not hesitate to contact the Clerk on clairec@huddnewcoll.ac.uk to discuss this opportunity further.

Claire Coupland
Clerk to the Corporation