

CENTRAL SUSSEX CORPORATION

Minutes of a meeting of the Governance and Search Committee Held at 5.00 p.m. on Monday, 8th March 2010 in T11 at Crawley Campus

Membership: Mr. J.A. Peel (Chair)*, Mr. C. Behagg, Mr. P. Berry,
Mr. M. Froud*, Mr. P. Harding*, Ms. A. Henry*,
Mr. P. Mansfield-Clark * and Dr. R. Strutt.*

Also in attendance: Mr. L. Edwards, Mr. N. Whitley (Clerk), Mrs D.M. Redford.
* = present

APOLOGIES FOR ABSENCE

1. Due to the late arrival of John Peel, the Committee agreed that Mark Froud would Chair the meeting.
2. Apologies were received from Clive Behagg and Patrick Berry and for lateness from Paul Harding, Anahita Henry, John Peel and Russell Strutt.

DECLARATION OF INTERESTS

3. There were no interests to declare.

MINUTES OF THE MEETING HELD ON 9th NOVEMBER 2009

4. The minutes of the meeting held on 9th November, were signed as a correct record.

MATTERS ARISING

5. **Matters Arising/5:** Mark Froud confirmed that he would seek to use his business contacts to find potential applicants for the Corporation once the skills gaps had been identified.
6. **Membership of the Corporation/20:** The Clerk advised the Committee that Terms of Reference for the Task & Finish Group (Governance) had been prepared

John Peel and Russell Strutt arrived at 5.05 p.m.

7. **Governance Oversight of Oakmeeds Community College Proposal/26:** The Principal confirmed that Oakmeeds had been contacted about the establishment of a Joint Committee; a response was still awaited and he would pursue this.
8. **Financial Management & Control Evaluation (FMCE)/32:** The Committee noted that the FMCE document had been submitted to the LSC. No response or feedback had yet been received from the LSC.
9. **Capital Committee/38:** The Clerk advised the Committee that the first meeting of the Capital Committee had not yet been convened.

10. **Review of Academic Year 2008/2009 and Assessment of Committee's Performance/39:** The Clerk confirmed that this item would be delayed until the Committee's next meeting, this meeting had been shortened with a focused Agenda to allow for a meeting of the Task & Finish Group (Governance) to take place immediately following.
11. **Review of Terms of Reference for the Governance & Search Committee/40-42:** The Committee noted that the changes to the Terms of Reference had been approved by the Corporation and the widened membership of the Committee implemented.
12. **Governance Survey/48:** A response was still awaited from the Internal Auditors on the ranking of priorities in the Governance Survey. This would be pursued by the Audit Committee.

The Chair was handed to John Peel at this stage in the meeting.

MEMBERSHIP OF THE CORPORATION/CORPORATION SUCCESSION PLANNING

13. The Committee noted the resignation of Michael Easter, resulting in a vacancy on the Corporation.
14. The Chair referred the Committee to his tabled paper on succession planning for Committees. The paper had been prepared following his interviews with individual Corporation Members and provided comments on both their current membership and committee activities and also future prospects.
15. A number of issues had arisen from the interviews including the need to strengthen the membership of the Audit Committee, the value of Committee Vice-Chairs and both membership and streamlining the Task & Finish Groups.
16. The Chair advised that the information received for succession planning would be handed to Paul Harding (in his role of succession planning responsibility) for further consideration.

Paul Harding arrived at 5.15 p.m.

17. The Committee considered the determined membership of the Corporation and whether there should be an increase on the current membership of 16. It was considered that whilst there may be value in increasing the numbers of members to share workload etc, the real issue for a successful Corporation was the quality of the members and their commitment. The Chair confirmed that in his recent interviews with Corporation Members there was a general commitment from Members that they would be prepared to take on more if requested.
18. The Committee considered that the skills analysis should help inform the discussion on the appropriate determined membership of the Corporation and this would be considered further as part of the Task & Finish Group deliberations.
19. The membership of the Audit Committee was considered and the constraints on its membership highlighted. The Chair confirmed that during his recent

discussions with Members, no one had expressed a particular wish to join the Audit Committee, but it is possible that one of the eligible members may be willing to join. The Committee concluded that an applicant with the appropriate skills and expertise for the Audit Committee be sought to fill the current vacancy on the Corporation.

Mark Froud left the meeting at 5.25 p.m.

20. The Committee considered the Task & Finish Groups that had been established and whether there was any scope to rationalise these. It was considered that some confusion had arisen amongst members on the naming and role of some of the Task & Finish Groups.
21. **It was agreed that the Chair would ask Tony Hyams-Parish to Chair the Task & Finish Group on Pensions**

Mark Froud returned to the meeting at 5.27 p.m.

22. The Committee agreed that a lot of interesting and valuable information had been obtained from the interviews undertaken with the Corporation Members for both the Governance & Search Committee and the Task & Finish Group (Governance) particularly for succession planning purposes. It was recognised however that the interviews had not provided any feedback on the performance of the Chair and Vice Chair and there was a need to establish a 360° appraisal mechanism for these positions.

LOCAL COMMUNITY BOARD MEMBER

23. The Committee noted that Colin Manton's first term of office with the Local Community Board was due to expire. Colin had provided a strong contribution to the Board and the Link Member Scheme and it was considered that his continued Membership would be of value to the Board. **The Committee agreed to re-appoint Colin Manton for a further two year term of office.**

ANY OTHER BUSINESS

24. There were no items raised.

There being no other business, the meeting closed at 5.37 p.m.

CHAIR

Date: 08.03.10