

Local Authority Governor Recruitment & Appointment

Establishment of LA Governor Panel

	Actions	Task Ref	Task	Responsible Officer	Timescale ¹
1.	Recruitment Process	1.1	Advertising of current and future LA governor vacancies on the Council's website.	JE/RL	April – May 2015
		1.2	Programme of recruitment and publicity to be developed and implemented. Advertising through Capital Times and Education Everyone's Business Campaign.	ADELL/JR/JE/RL	March – May 2015
		1.3	Chairs of Governing Bodies notified of need to undertake skills audit and article in newsletter	JE	April 2015
		1.4	Chairs of Governors and Headteachers of individual schools with LA governor vacancies to be contacted to identify if they are experiencing any particular skills or expertise deficits amongst their governing body membership	JE	April – June 2015
		1.5	Re-nomination letters to governors/Chairs/Heads and Clerks to be revised and issued	JE/RL	April - May 2015
		1.6	Application form to be revised to incorporate new process	JE/RL	April 2015
		1.7	Production of leaflet providing clear guidance and information for prospective LA governors	JE/RL	April - May 2015
		1.8	Production of protocol/code of conduct for LA governors	MR/ADELL/JE/RL	April – May 2015
2.	Appointment Process	2.1	LA governor panel constituted	MR	May - June 2015
		2.2	Provisional panel meeting dates agreed and clerk appointed.	MR/JE	June 2015
		2.3	First meeting held	Panel/JE	June 2015

¹ Initial timescale to launch this action plan began in January 2015 but this was delayed following request for further work to be carried out on the process by the Constitution Committee.

		2.4	Appointment letters revised for new process	JE/RL	April – May 2015
3.	Checks	3.1	References taken up prior to appointment	JE/RL	ongoing
4.	Briefing	4.1	Annual LA governor event to be implemented to ensure strategic briefing of LA governors by Director of Education & Lifelong Learning	DELL/ADELL	September 2015
		4.2	Induction pack and details of training, including mandatory training sent to new appointments, along with protocol for LA governors	JE/RL	ongoing