

Board of Management

Recruitment Pack

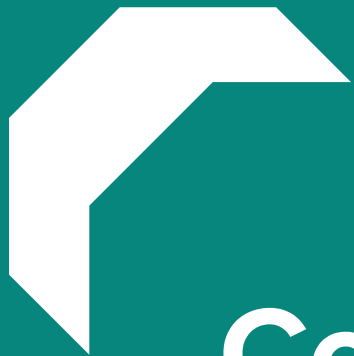


South
Lanarkshire
College

East Kilbride

If an alternative format of this document is required,
please contact the Equality Officer:
equality@slc.ac.uk or 01355 807382





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Join our Board of Management

Advert

Non-Remunerated

The Board of Management sets the overall strategic direction of the College and is responsible for its corporate governance. Membership of the College Board is an excellent way to share your knowledge and expertise to help the Board address the needs of students, employers, communities and other stakeholders.

The Board seeks to appoint three independent members from a broad range of backgrounds and a range of sectors. It is a requirement that at least one of the new members has a Finance & Accounting background. We are particularly looking to attract candidates with backgrounds or experience in:

- Relevant or up to date knowledge of Education – Secondary Education, Further Education (FE), Community Learning and Development (CLD).
- Business
- Local authorities, local business, industry, audit, finance, legal, the third sector.
- The communities we serve and their needs.

Candidates should be able to demonstrate:

- Willingness to give time and energy to assist with the effective governance of the College.
- Commitment of around 12 days per academic year for Full Board and Committee duties.

Membership of the Board is unremunerated, however, reasonable expenses incurred for Board business will be reimbursed.

Equality, Diversity and Inclusion: In line with our Equality, Inclusion and Diversity policy, South Lanarkshire College is committed to ensuring that all candidates are treated on the basis of their merits and abilities, and that unfair and unlawful discrimination is eliminated.

The Board positively welcomes applications from groups currently underrepresented on Scotland's public bodies, such as women, disabled people, ethnic minorities, and people aged under 50, and is committed to reflecting the community it serves.



The new PVG scheme replaces enhanced disclosures when undertaking work with Children or Vulnerable Adults. This post is considered Regulated Work with Children under the Protection of Vulnerable Groups (Scotland) Act 2007. Successful applicants will be required to become members of the relevant PVG scheme or undergo a PVG Scheme update check prior to a formal offer being made by South Lanarkshire College.

Application Process: If you would like to be considered for Board membership, please send a tailored CV and a covering letter (no more than 2 pages) outlining the qualities you could bring to the South Lanarkshire College Board of Management to BoardRecruitment@slc.ac.uk

Please also complete the online [Equality Monitoring Form, available here.](#)

For an informal discussion about the role, please contact Paul Hutchinson, Chair of the Board of Management: paul.hutchinson@slc.ac.uk. The Board of Management of South Lanarkshire College is a charity registered in Scotland. Registration number SCO21181.



Join our Board of Management

Equality Monitoring Information

At South Lanarkshire College we are committed to ensuring that we continue to be inclusive and diverse.

We are passionate about our roles and responsibilities in achieving equality of opportunity, and to taking actions to ensure that we provide an inclusive learning and working environment.

Your input is vital in helping us to achieve our aim, and to meet our obligations under the Equality Act 2010 and Public Sector Equality Duty (PSED). It is for this reason we ask you to complete our online Equality Monitoring Form.

While it is voluntary to disclose this personal information, doing so helps us to better understand the composition of the Board of Management to improve diversity amongst members.

Recognising that the information requested may be sensitive, there is a prefer not to say option, however, by providing this information you are contributing towards creating a more equal, diverse, and inclusive environment.

Please be assured that your answers will be treated in the **strictest confidence** and the information you provide in the Equality Monitoring Form will:

- NOT be used as part of the selection process
- NOT be seen by the interview panel
- ONLY be used for statistical purposes – no information will be published which allows any individual to be identified

All data disclosed will be processed only by nominated individuals within the Human Resources team and retained securely in line with the South Lanarkshire College Privacy Notice.

[Click here](#) to access the form, it only takes a few minutes to complete.

If you prefer an alternative format or have any questions please contact humanresources@slc.ac.uk or the Equality Officer on 01355 807382.





South Lanarkshire College

Background Information

South Lanarkshire College has three strategic priorities: **Successful Students; Highest-Quality Education and Support; and Sustainable Behaviours.**

Student attainment rates are increasing and almost all full-time students enter a positive destination on course completion, including progressing directly to a job.

East Kilbride, the sixth largest conurbation in Scotland is fast-growing, with new homes under construction and planned over the next five years. Around 5,000 students and 350 staff are accommodated in our 5.5-hectare campus.

Our low-energy buildings have won multiple awards for their innovative and sustainable credentials and for their positive, widespread impact on promoting sustainable behaviours. We've delivered growth in activity of nearly 10% over the past 10 years alongside a programme of campus change. Our curriculum covers all levels across Access, Senior Phase, Foundation Apprenticeships, Modern Apprenticeships, Scottish Wider Access Programmes, Further Education, Higher Education, unique industry-led qualifications and a Degree programme.

We are a multiple award-winning organisation with consistently high student attainment rates. This reflects the commitment of our staff, their enthusiasm, positive ethos and culture which

transmits to our students and has a positive impact on student outcomes. The College is identified by Education Scotland as a low risk institution requiring only the minimum of external scrutiny.

In addition to holding employer accreditations for We Invest in People, Disability Confident Employer and Leaders in Diversity, we recently became the first College in Scotland to achieve platinum level in We Invest in Wellbeing. We also hold the following accreditations and accolades: LGBT Youth Scotland Silver Award, Carer Positive Engaged Employer, Carers Trust Scotland.

We deliver our high levels of student outcomes on a turnover of circa £15 million per year.

Our staff work activity in key partnership arrangements with Local Authorities, Skills Development Scotland (SDS), employers, our sister college New College Lanarkshire and the Scottish Funding Council. The College is assigned to the Regional Strategic Body, known as the Lanarkshire Board. We contribute positively to outcomes for students in Lanarkshire and also to the wider Glasgow City Regional Deal area.



Colleges in Scotland

Scotland's colleges play a crucial role in the delivery of education and training to young people and adults of all ages and are seen as a key means of improving the economic and social wellbeing of the people of Scotland.

Colleges offer a wide range of qualifications and courses at further and higher education levels across a diverse curriculum, including vocational education and training - to a very broad range of people and communities.

With enrolments of over 200,000 annually and a geographical coverage that extends from all the major towns and cities to remote rural areas, the sector is central to the Government's economic growth, education, employability and social inclusion agendas.

Role Description

As a Board Member, your overarching duty is to use your skills, knowledge and time to work as best you can with your Chair, fellow Board members and staff to ensure that the College fulfils its statutory and other responsibilities. The power to make decisions and hold staff to account in order to deliver these responsibilities lies with the Board as a whole and not any individual member. As a Board member you will not be held personally liable for any decisions taken by the Board or College as long as any actions you take or decisions you make are done “honestly and in good faith”.

The main duties of a member of the Board of Management of South Lanarkshire College are described below:

1. Governance:

- to lead the College for the benefit of its students, employees and other stakeholders;
- comply fully with the Code of Good Governance for Scotland’s Colleges; and
- to ensure compliance with all relevant legal and financial requirements.

2. Contribute

to the fulfilment of the Board’s duties, roles and responsibilities including those as an employer, which will comprise:

- Strategy development;
- Leadership;
- Efficiency and effectiveness of the use of resources;
- Financial management oversight;
- Risk management and control;
- Stakeholder relationships.

3. Participate

in the business of the Board, including:

- Preparing for and attending Board meetings (normally 5 per annum);
- Contributing to the making of Board decisions;
- Chairing or participating in at least one Board standing committee;
- Attending and participating in strategic planning, training and other development events; and
- Representing the Board externally when required.

All members should exercise their responsibilities in the interests of the College as a whole rather than as a representative of any constituency.

Further information about the role of Boards and Board Members can be found on the [College Development Network website](#).

As trustees of a charity Board members are also required to take account of the requirements of the Charities and Trustees Investment (Scotland) Act 2005. Further information on the role of a trustee can be found here: [OSCR | Guidance and good practice for Charity Trustees](#)

Length of Term of Appointment

The length of term will be for a period of up to four years, to be advised at the time of appointment.

You will be expected to attend an annual review meeting either with the Chair or the Vice Chair of the Board to review your performance and to consider any development or training needs you might have. Appointment may be renewed subject to evidence of effective performance and to satisfying the requirements of the person specification for the role at the time of re-appointment. Any re-appointment will be for a period of up to 4 years.

Remuneration

There is no remuneration for these posts. The College will meet reasonable expenses incurred as a result of carrying out the duties of the appointment including travel and subsistence, and dependent carer and childcare.

Time Commitment

It is the intention that the Board will meet a minimum of 5 times during each academic session. Board meetings are usually held on a Tuesday, normally starting at 5.30 p.m. and lasting for 2 hours. If additional meetings are required, you will be given adequate notice of this to allow you time to make any necessary arrangements.

Board members are normally also appointed to membership of two committees of the Board. These normally meet 4 times during the year. These meetings are also normally held in the late afternoon, starting at 5.30 p.m. and usually lasting 1.5 – 2 hours. You will be informed at the outset which standing committees you are invited to join and what its pattern of meetings for the academic year will be. You will also be provided with an introduction to the Committee(s) and its role when you join.

In addition to this, members are expected to attend strategic and effectiveness review meetings of the Board, and are encouraged to attend development events, both in-house and externally provided, as appropriate.

The time commitment for the role of Board member, including preparing for and attending meetings, is around 12-14 days per annum.



Application Process

The information in your application is important in determining whether or not you will proceed through the assessment stages conducted by the selection panel. The stages include:

- a sift of all applications received;
- shortlisting for interview, following which you will be notified if you will proceed to the next stage or not;
- the interview itself and, if successful,
- appointment by the Board with approval from the Lanarkshire Regional Board.

All Board members require to have specific general skills and personal qualities which will enable them to make an effective contribution to the work of the Board, but these do not have to have been gained by working at a management post or at a senior/strategic level. You may have gained these skills through being active in your community, in a voluntary capacity or through your personal experience. We are looking for people with enquiring minds and who can communicate ideas and thoughts to others.

Job Description

Board of Management Member

Line Managed By:

Chair of Board of Management

Job Purpose

As a Board member you, and your fellow board members, are responsible for ensuring the quality of the education provided, and also that it is delivered in a way that offers value for money.

Key Task Summary

The Board's role is a strategic one which means it focuses on:

- Deciding what the organisation needs to achieve.
- Monitoring delivery of those goals.
- If the goals are not being achieved, understanding why and either ensuring the approach is adjusted or changing the goals.

Key Tasks

All Board members must fulfil the following basic requirements:

- Contribute to Board and Standing Committee discussions in a constructive and supportive manner, explaining your thinking and listening to others.
- Scrutinise the performance of the College and, when necessary, provide appropriate challenge to senior staff and fellow Board members.
- Give the required amount of time to the role, attending meetings unless previously agreed with the chair and be properly prepared for meetings.
- Accept and share corporate collective responsibility once the Board has made a decision on anything.
- Devote time to understanding the College and its operational environment.
- Take part in an annual member appraisal process overseen by the chair, taking up opportunities for training to acquire and keep up to date your skills and knowledge.
- Represent the Board at college, regional or national events as required.
- Build relationships of trust and mutual respect with other Board members and senior staff.
- Abide by any confidentiality requirements subject to Freedom of Information laws.
- Uphold and promote the required standards of behaviour and values.



Person Specification - Board of Management Member

Qualifications

Essential

Desirable

- SCQF Level 9 or above.

Note: Skills and relevant experience can be gained without formal qualifications being awarded.

Strategy and Board Level Leadership

Essential

- Ability to analyse complex material and to reach sound conclusions based on this analysis.
- Ability to challenge constructively within a team environment.
- Ability to communicate effectively with a diverse range of stakeholders and build positive relationships and effective networks.
- Ability to operate effectively and imaginatively in a strategic function.

Desirable

- Relevant experience of strategic leadership in the public, private, or third sectors.
- Good numerical/IT skills and experience of using some software packages, including Word, Excel, PowerPoint.
- Ability to balance constructive challenge and support of staff.
- Communication skills – listening, explaining, questioning, influencing.
- Able to contribute to discussions and decisions on finance, audit, risk management, human resources and strategic planning.

Specific Skills/Knowledge

Essential

Ability to contribute to the work of the Board based upon experience and expertise in one or more of the following areas:

- Board/Governance
- Finance/Accountancy/Audit
- Secondary/Further Education
- The communities we serve and their needs.
- Legal Affairs
- Third Sector/Industry
- Community Relations
- Marketing/PR
- Risk Management

Desirable

- Knowledge of National qualifications frameworks and curricular areas.
- Some knowledge of the College's local, regional or national partners and other stakeholders.
- Some knowledge of national or regional skills needs. Some knowledge of the current challenges and opportunities in the College sector.

Governance

Essential

An understanding of corporate governance in public, private or voluntary sectors and commitment to adhere to the nine principles of public life:

- Duty/Public Service
- Selflessness
- Integrity
- Objectivity
- Accountability & Stewardship
- Openness
- Honesty
- Leadership
- Respect

Desirable

- Understanding of the legal and financial requirements of those bodies your board is accountable to, including the Scottish Funding Council, OCSR (e.g. Financial Memorandum, including severance guidance).
- Understanding of the Code of Good Governance, Code of Conduct for Board Members and Outcome Agreements.

Last updated: January 2024



Corporate Statement & Values

Vision

To be Scotland's leading College: delivering excellence.

Mission


Preparing learners well for their future, in an outstanding learning environment and inclusive community.

Values and culture

We are:

- inclusive and diverse
- passionate about our roles and responsibilities
- continually improving
- high achieving
- reducing our environmental impact
- delivering community and social value
- committed to health, safety and wellbeing
- creative and innovative
- a listening organisation





This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post. This job may be amended in future to reflect the changing duties of the post.


Persons Not Eligible for Appointment

Paragraph 6(1) and 6(2) of schedule 2B to the 2005 Act, as inserted by section 11(2) of the 2013 Act

6 (1) A person is not eligible for appointment as a member of the board if the person—

- (a) has within 5 years of the date on which the appointment would take effect, been sentenced (following conviction for an offence in the United Kingdom, the Channel Islands, the Isle of Man or the Irish Republic) to imprisonment for a period of not less than 3 months, whether suspended or not, without the option of a fine;
- (b) is an undischarged bankrupt; or
- (c) has been removed from office under section 24 of the 1992 Act (in relation to any college) or section 23Q of this Act (in relation to any regional board).

(2) For the purposes of sub-paragraph (1)(b), “undischarged bankrupt” means a person

- (a) whose estate has been sequestrated and who has not been discharged (or against whom a bankruptcy order has been made and is still in force);
 - (b) who has granted a trust deed for, or made a composition or arrangement with, creditors (and has not been discharged in respect of it);
 - (c) who is the subject of a bankruptcy restrictions order, or an interim bankruptcy restrictions order, made under the Bankruptcy (Scotland) Act 1985 or the Insolvency Act 1986;
 - (d) who is the subject of a bankruptcy restrictions undertaking entered into under either of those Acts;
 - (e) who has been adjudged bankrupt (and has not been discharged); or
 - (f) who is subject to any other kind of order, arrangement or undertaking analogous to those described in paragraphs (a) to (d), anywhere in the world.
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One College, for all you want to achieve