Board of Management

Recruitment Pack

South
Lanarkshire
College
SLC
East Kilbride

Contents

Alternative Format
If you require this document in an alternative format, please contact BoardRecruitment@slc.ac.uk

Advert

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 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 background in audit, finance or human resources. We are looking to attract candidates with additional experience in:

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

Candidates should be able to demonstrate:
- Willingness to give time and energy to assist with the effective governance of the College.
- Commitment of around 12-14 evenings 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.

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 by **12 February 2025.**

Reasonable Adjustments: If you require reasonable adjustments to the recruitment process, please contact BoardRecruitment@slc.ac.uk

Informal Discussion: For an informal discussion about the role, please contact Douglas Morrison, Chair of the Board of Management: douglas.morrison@slc.ac.uk

Role Description

This role 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.

Line Managed By: Chair of Board of Management

Role 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.

In addition to attending Board Meetings, all Board members will also be required to attend one (possibly two in the case of the more experienced Board members) of the standing committees namely: -
- Learning, Teaching and Student Experience
- Finance & Resources
- Audit & Risk
- Human Resources

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 one (or 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. These events are usually a half-day commitment.

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

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.

Person Specification

Person Specification - Board of Management		
Qualifications Note: Skills and relevant experience can be gained without formal qualifications being awarded.	**Essential** Commitment to Further and Higher Education but no formal qualifications required.	**Desirable** • Experience of Further/Higher Education • Industrial/Commercial Experience

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/Law • Human Resources • Third Sector/Industry • Sustainability • 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	Desirable
	An understanding of corporate governance in public, private or voluntary sectors and commitment to adhere to the nine principles of public life: 1. Duty/Public Service 2. Selflessness 3. Integrity 4. Objectivity 5. Accountability & Stewardship 6. Openness 7. Honesty 8. Leadership 9. Respect	• 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.

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: Office of the Scottish Charity Regulator (OSCR) | Guidance and good practice for Charity Trustees

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,
- recommendation for appointment by the Board with appointment then being made by 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.

Equality, Diversity and Inclusion: South Lanarkshire College values inclusion and diversity. As such the College would welcome candidates from who reflect the diversity and backgrounds of staff, students, and the wider community. Your unique background and expertise could make a difference, and we welcome people from all groups.

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.

PVG: The Protecting Vulnerable Groups (PVG) scheme is a membership scheme for people who do regulated work with children and 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.

Charity Status: The Board of Management of South Lanarkshire College is a charity registered in Scotland. Registration number SCO21181.

Background Information

South Lanarkshire College has three strategic priorities:

1. Successful Students;
2. Highest-Quality Education and Support; and
3. Sustainable Behaviours.

The College teaches around 5,000 students every year and has a compliment of 350 staff who are accommodated in our 5.5-hectare campus.

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.

To find out more about the college [click here](#)

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

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 and retained securely in line with the South Lanarkshire College Privacy Notice.

Click here to access the Equality Monitoring.

If you prefer an alternative format of the form or have any questions, please contact BoardRecruitment@slc.ac.uk .

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;
(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.

One College for all you want to achieve.

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