

BOARD OF GOVERNORS INFORMATION PACK



SEPTEMBER 2021


west lothian
college

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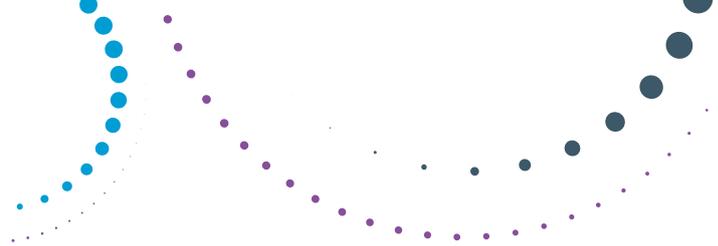
INTRODUCTION



Thank you for your interest in becoming a Non-Executive Board member at West Lothian College. Colleges play a critical role in Scotland, supporting people, communities and the economy. This is particularly the case as the country emerges from the crisis created by the pandemic. Our Board of Governors witnesses the impact of colleges first-hand and contributes to the strategic direction of West Lothian College.

West Lothian College is located in Livingston and is one of thirteen college regions in Scotland. The college is renowned for its successful collaborations with partners including employers and the business community, universities, public sector, the Scottish Government and community organisations.

Supporting 9,000 students each year, we offer a wide range of courses – all focused on developing confidence and skills for employment to help students enhance their current or future career prospects. To help us achieve our vision of delivering a highly skilled, enterprising and resilient workforce, we are looking to build additional capability and diversity on our Board of Governors.



We want to attract the candidates from the many diverse communities across West Lothian, as well as people with specific skills in technology and accounting. Our open recruitment process aims to achieve the following objectives:

- Identify strong and suitable candidates to fill the current vacancies;
- Establish strong relationships with a wider community across West Lothian;
- Identify suitable candidates for succession planning.

This information pack explains more about the nature of the role and how decisions are made on appointments to the Board. It includes information on:

1. About Our College
2. Our Board
3. About You
4. About the Role
5. About the Process

Thank you for your interest in making a strategic contribution to West Lothian College. I look forward to hearing from you.



Alex Linkston
Chair of the Board of Governors

ABOUT OUR COLLEGE

West Lothian College is an innovative college, delivering education and training to around 9,000 students each year across a wide range of subjects.

Our vision is to deliver a highly skilled, enterprising and resilient workforce through high quality vocational education, workplace experiences, apprenticeships and supporting progression on to university.

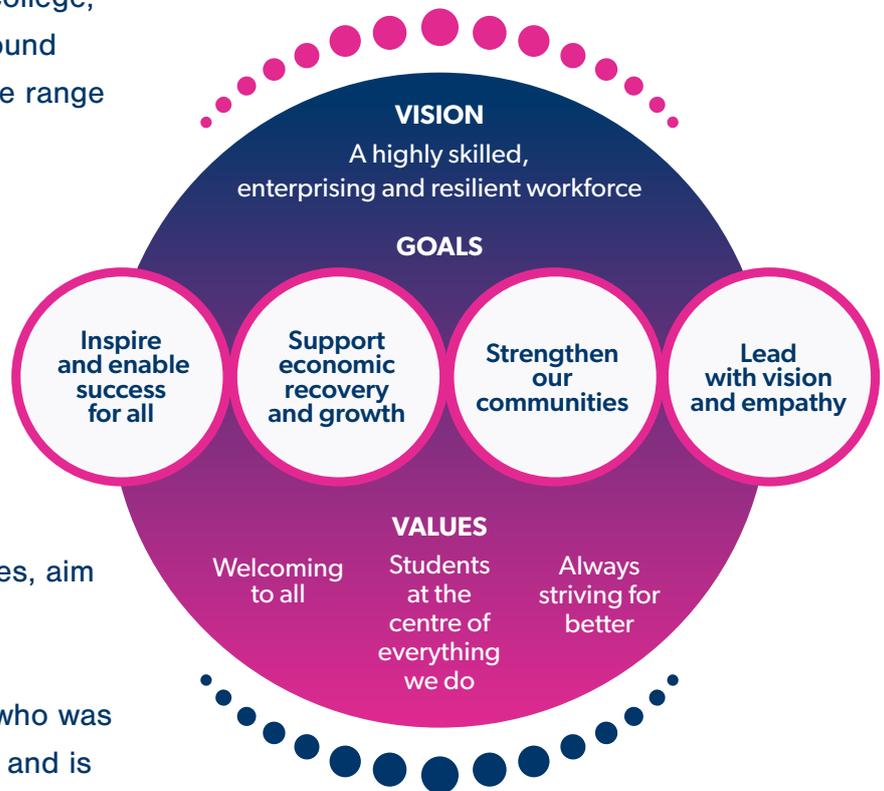
Our four strategic goals and three values, aim to make that vision a reality.

The college is led by Jackie Galbraith who was appointed as principal in August 2018, and is situated on a modern, single-site campus in Livingston in the heart of Scotland's Central Belt.

Our campus is twenty years old this year and we are working through a five-year estates plan to ensure that our learning environment keeps pace with the changes experienced in wider society and with the industry sectors we support.

We have five faculties offering courses to meet the needs of the local and national economy -

- Access, Employability and Schools
- Business, Creative and Enterprise
- Care, Business and Sport
- Computing, Engineering and Built Environment
- Workforce Development



360
STAFF



OVER 9000
STUDENTS



Reflecting our commitment to equality, diversity and inclusion we have achieved the LGBT Charter Silver Award, the Carers' Trust Going Further for Student Carers Award, and the Carers' Federation Quality Standard for Student Carers.

We are proud to be a Disability Confident Employer and a Living Wage Accredited Employer, and we hold Silver status for both Investors in People and the NHS Healthy Working Lives award.

OUR BOARD

The Board of Governors is ultimately responsible for the affairs of the college and is accountable to the Scottish Government which approves all appointments.

Board members are responsible for ensuring the quality of the education provided by the college, and also that is delivered in a way that offers value for money. The Board is the governing body of the college and has a legal responsibility to manage and conduct its affairs in such a way that its staff deliver the required services.

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

- **Deciding the strategic goals of the college**
- **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**

The governance role of the Board is vital and Board members are required to abide by the Code of Good Governance for Scotland's Colleges.

You can access the Code at:

<https://www.cdn.ac.uk/wp-content/uploads/2015/09/Code-of-Good-Governance.pdf>

Board members are part of a national network of bodies responsible for delivering quality education across Scotland. In West Lothian, the responsibility for delivery lies with West Lothian College, as a single regional college.

The membership of the Board of West Lothian College includes two staff members, two student members, and the Principal, and 13 non-executive members.

You can find out more about the existing members of the Board at:

<https://www.west-lothian.ac.uk/corporate-and-governance/board-members/>

ABOUT YOU



The overarching duty of Board members is to use your skills, knowledge and time to work as best as you can with your Chair, Board Governance Advisor, fellow Board members and staff to provide oversight and ensure that the college fulfils its responsibilities.

Board members make an individual contribution to the collective work of the Board and this is based on their personal experiences and network. All members bring their own unique combination of skills and knowledge but all Board members are expected to:

- **Contribute to Board matters in an informed, constructive and supportive manner**
- **Raise awareness on matters that may be difficult to define or challenge current perceptions, but require deliberate action to resolve**
- **Consider matters that may impact the reputation of the college if not addressed sensitively**
- **Scrutinise the college's performance and be prepared to provide challenge to senior staff and fellow Board members, where appropriate;**
- **Contribute time and effort to the college, as required**
- **Accept and share corporate collective responsibility**
- **Devote time to understanding the college and its operational environment**
- **Take part in an annual board member appraisal process**
- **Represent the organisation at events as required**
- **Build relationships of trust and mutual respect with other board members and senior staff**
- **Abide by confidentiality requirements subject to Freedom of Information laws**
- **Uphold and promote the required standards of behaviour and values**

All Board members are expected to adhere to the **Nine Principles of Public Life and act at all times in good faith and in the best interests of students.**

These principles are:

- **Selflessness**
- **Integrity**
- **Objectivity**
- **Accountability**
- **Openness**
- **Honesty**
- **Leadership**
- **Public Service**
- **Respect**

You can read more about the role of Board members in the Guide for Board Members in the College sector, available here:

<https://www.cdn.ac.uk/wp-content/uploads/2016/01/Guidance-Notes-for-Boards-in-the-College-Sector.pdf>

ABOUT THE ROLE



Time Commitment



This will vary, depending on your role on Board, level of experience and appetite to be involved. As a minimum, you will be expected to attend four full Board meetings per year and at least three Committee meetings. Full Board meetings are held once a quarter at 4.30pm and the Committees, at least one of which you will be required to be a member, meet on different days. The Board is always open to discussing flexible and more innovative ways of working. Each meeting will normally last approximately two and a half hours. In light of COVID19 restrictions meetings are held virtually using zoom.

Remuneration



The position of Board member is not remunerated. You will, however, be able to claim reasonable travel and subsistence expenses for your participation in Board activity. Should you have childcare or carer commitments, the college will reimburse you for reasonable expenses associated with alternative care arrangements.

Induction and Training



Successful candidates will receive an induction programme to develop their understanding of the college. You will have the opportunity to participate in additional training and briefings at a national and local level to enhance your skills and knowledge.

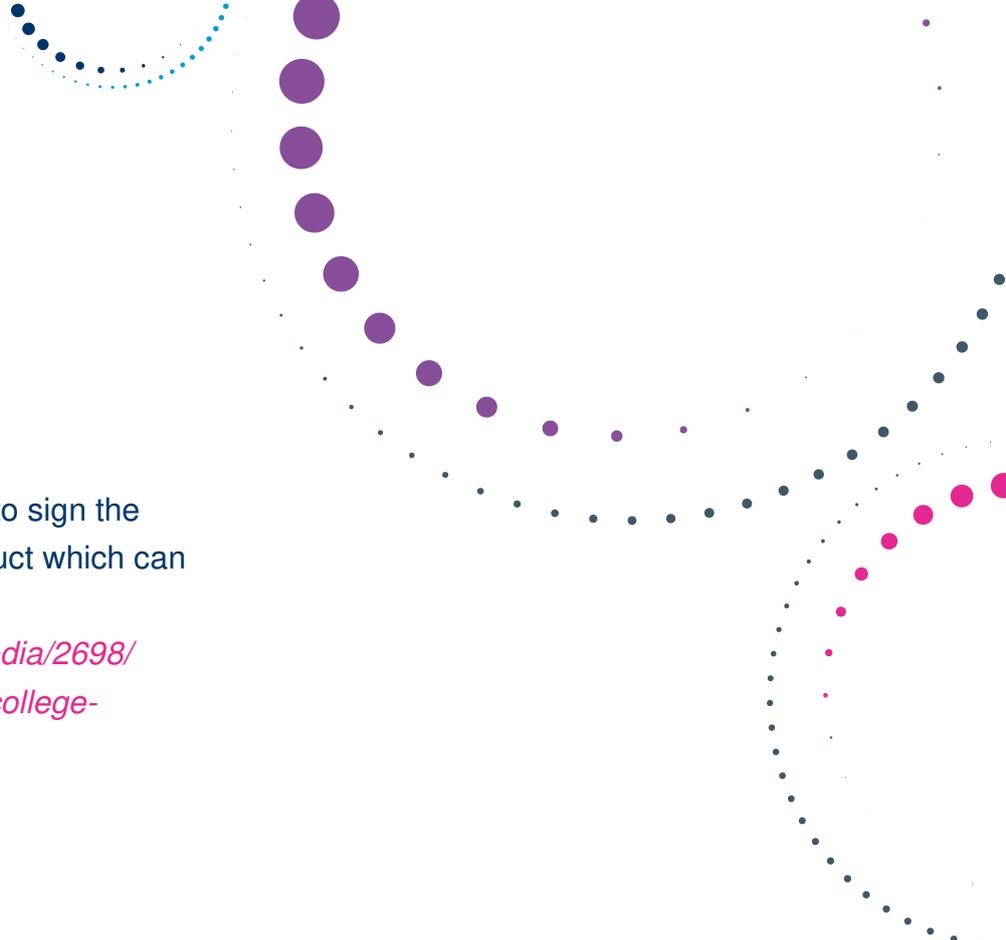
You will participate in a one-day national induction workshop outside of the college within the first six months of your appointment. With COVID19 restrictions the National Induction Programme will be delivered online.

Term of Appointment



The successful candidate will be appointed for a term of up to four years from the date of appointment. After this period, should you wish, you are able to re-apply for a further term of service. Such reappointment will be subject to your performance on the Board and also consideration of the skills requirements of the Board at that time.

Code of Conduct



All Board members will be asked to sign the Colleges Scotland Code of Conduct which can be found here:

<https://www.west-lothian.ac.uk/media/2698/code-of-conduct-for-west-lothian-college-board-members-2014.pdf>

Restrictions

The Further and Higher Education (Scotland) Act 1992 makes provision for persons not eligible for appointment as a board member. A note of these provisions is at Appendix 1.

The appointment is subject to confirmation of suitability by requesting PVG scheme record. It is an offence under section 34 of the Protection of Vulnerable Groups (Scotland) Act for any person who is barred from regulated work with children to seek to be a board member. Offers of appointment are conditional upon receipt of a written reference from a third party, confirming your suitability for the post.

HOW TO APPLY

If you would like to apply, please send us your CV and covering letter. Please indicate in the covering letter your availability for an interview. Your application should be returned by email to: laitkenhead@west-lothian.ac.uk

If you need any help in providing the required information, or would like to find out more about role prior to applying please do not hesitate to contact the Board Governance Advisor, Lesley Aitkenhead, at: laitkenhead@west-lothian.ac.uk



APPENDIX 1

Restrictions

As mentioned on page 7, certain people are not eligible for appointment as a board member. Please check the legislation below to ensure that the restrictions do not apply to you.

PARAGRAPH 5A OF SCHEDULE 2 TO THE 1992 ACT (AS INSERTED BY PARAGRAPH 2(7) (C) OF THE SCHEDULE TO THE 2013 ACT)

5A(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 this Act (in relation to any college) or section 23Q of the Further and Higher Education (Scotland) Act 2005 (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 restriction 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.



Almondvale Crescent,
Livingston, West Lothian, EH54 7EP
www.west-lothian.ac.uk



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