

West College Scotland

NOMINATIONS COMMITTEE

Tuesday 4 April 2023 at 4.00 p.m. via Teams

AGENDA

Single Item Business

1. Welcome
2. Apologies
3. Declaration of Interests
4. Recruitment of Board members 2023 – to consider and agree:
 - 4.1 WCS 2023 Board Recruitment Advertisement
 - 4.2 WCS 2023 Board Selection Panel and draft Board paper
 - 4.3 WCS 2023 Board Recruitment Timetable

Paper 4.1

WCS 2023 Board recruitment advertisement

CAN YOU HELP MAKE A DIFFERENCE?

West College Scotland Board of Management – Appointment of Non-Executive Board Members

Do you want to help make a difference to the lives of people in West Scotland?

Do you have enthusiasm and an enquiring mind?

Do you want to extend your network and enhance your leadership skills?

If your answer is “Yes” to any of these questions, then the West College Scotland Board would love to hear from you.

As one of Scotland’s largest Regional Colleges, with campuses at the heart of communities in Paisley, Greenock, and Clydebank, we provide education to over 20,000 students. We also provide training and skills provision for hundreds of local and national businesses with West College Scotland having a presence across six local authorities, fifteen towns and nearly fifty locations.

The College manages total funds of £70m and we employ almost 1,200 staff. It makes us one of the region’s largest employers and means our College is uniquely placed to help shape the educational landscape and contribute to the social and economic development of the west of Scotland.

A Scottish Funding Council review acknowledged the need for capital investment in our estate, especially at Greenock and Paisley, which is among the most acute in the entire sector. Our plans are not just to rebuild what we have but to create world-leading, technologically advanced, sustainable hubs for our local communities to access and for local businesses to utilise.

We would love to hear from people from all walks of life, cultures, and backgrounds. What is important is that you share our passion for the value high quality education and training can bring. You may never have considered a Board position before, but your experience may be invaluable to us and being on a public sector Board may be a great opportunity for you. You must be enthusiastic and committed to helping the College achieve its ambitions for the future and willing to contribute to its strategic direction and governance.

We are looking for a wide range of skills and experiences, however, applications are particularly welcomed from individuals with experience in entrepreneurial start-ups, the business and commercial sectors, funding streams and income generation, PR, and strategic engagement, third sector or the delivery of significant estates and capital development projects.

The Board is especially keen to hear from those groups who are currently under-represented on Boards of Scottish public bodies, such as those from black, Asian, and ethnic minorities, people with disabilities, people aged under-50 and women. The Board is particularly keen to welcome applications from people local to our main campuses, especially those from the Inverclyde or West Dunbartonshire areas.

Board membership is unpaid, although reasonable out-of-pocket expenses will be met. You will be required to attend Board meetings (currently 5 per year) and some committee meetings (normally 5 per year). The time commitment for Board members, including preparing for and attending meetings, is around 12 days per annum.

More details on the role and how to apply are available here:

<https://www.westcollegescotland.ac.uk/member-for-the-board/>

If you would like to discuss the role informally, including whether your current employment/role might present a potential conflict in interest to the WCS position, then please contact Waiyin Hatton, Chair of the Board of Management on [REDACTED] or Shirley Gordon, Secretary to the Board of Management on (tbc). If invited for interview and you have a disability which requires adjustments to be made (physical access and/or sign language interpretation, etc) support will be provided as required.

Closing date: Monday 15 May 2023

Interviews: Wednesday 7 or Thursday 8 June 2023

Paper 4.2

WCS Board recruitment – Selection Panel **Draft paper for June Board**

Background

The Nominations Committee agreed, at its meeting held on Tuesday 4 April 2023 to establish a Selection Panel to consider applications for **three** non-executive Board members (to fill one current vacancy and to replace Graeme Bold from 1 September 2023 and Fiona McKerrell from 1 December 2023). This process and the Selection Panel membership were approved by the Board at its meeting held on Monday 24 April 2023.

Remit

The Selection Panel will act on behalf of the Nominations Committee to identify candidates to be nominated to the Board (at its meeting scheduled for Monday 19 June 2023) for appointment to Board membership. Following Board approval, ministerial approval will be sought.

There are **3** vacancies on the Board for non-executive members. However, if other suitable candidate(s) are identified, then the Selection Panel might want to consider co-option to membership of a Board Committee (Audit, Corporate Development CDC, Learning Teaching & Quality).

Membership

- Chair of the Board of Management & Chair of the Selection Panel.
- Vice Chair of the Board of Management.
- Senior Independent Member of the Board of Management.
- Chair of the Learning Teaching and Quality Committee
- Independent Member of the Selection Panel.
- Governance Manager/Secretary to the Board of Management.

Selection Panel Meetings

- Shortlisting meeting – Wed 24, Thurs or 25 May 2023
- Formal interviews – Wed 7 or Thurs 8 2023

Paper 4.3

RECRUITMENT OF BOARD MEMBERS – 2023

The table below shows an indicative timeline for the appointments process.

Stage in Progress	Timescale
Process approved by the Board at its meeting held on	Monday 24 April 2023
Date appointments publicised	Tuesday 25 April 2023
Closing date for applications	Monday 15 May 2023
Shortlisting to select applicants for interview	Aim for Wed 24, Thurs or 25 May 2023
Outcome of shortlist to be relayed to applicants	Aim for Tues 30 May or Wed 1 June 2023
Date for interviews	Aim for Wed 7 or Thurs 8
Board meeting to approve appointments	Mon 19 June 2023
Date by which the Chair will make recommendation to the Scottish Ministers for appointment	Aim for Tues 20 or Wed 21 June 2023
Date by which Scottish Ministers should approve appointment	Aim for w/e Friday 18 August 2023
Date by which outcome of interview will be relayed to applicants	Aim for Tues 22 or Wed 23 August 2023
Date by which successful applicants should accept position in writing	Friday 1 September 2023
Date of Appointment	2 BMs – 1 September 2023 1 BM - 1 December 2023

29/3/23