



Stakeholder and Scrutiny Committee Membership – Information Pack

2019/20

Updated October 2019





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GENERAL	
Remuneration	This is a voluntary role and whilst not remunerated reasonable expenses may be paid.
Meeting Location	Executive Meeting Room (E106), Uxbridge Campus, Park Road, Uxbridge, Middlesex UB8 1NQ
Meeting Times & Duration	Unless otherwise stated, meetings commence at 4:00pm and typically last approximately 2 hours in duration For 2019/20 the meeting dates are scheduled below: Tuesday 12 November 2019 Tuesday 3 March 2020 Tuesday 9 June 2020
Travel Required	Occasionally, between our other campuses.
Time Commitment	Attendance at: <ul style="list-style-type: none"> ▪ 3 meetings per annum ▪ <i>To link with a curriculum area or group of support areas and visit twice per annum*</i> <p>Additional commitments may include:</p> <ul style="list-style-type: none"> ▪ Invitations to key annual events in the College's academic calendar ▪ (During inspections) Meetings with Ofsted or Funding Body auditors

*** Governor and Non-Executive Advisor Link Scheme**

Separate guidance and a briefing session will be provided about the Link Scheme.

ROLE DESCRIPTION	
Title	Stakeholder & Scrutiny Committee (SSC), Uxbridge College
Role Summary	Non-Executive Advisor (NEA)
Role Description	<p>NEAs on the SSC will be responsible for:</p> <ol style="list-style-type: none"> 1 Advising the HCUC Corporation & the Principal of Uxbridge College on: <ol style="list-style-type: none"> a) The educational character of Uxbridge College b) The needs of local stakeholders c) Strategies to respond to local needs d) Strategies to improve the performance of the College 2 Receiving planning and monitoring information on Uxbridge College and provide stakeholder views on how the college can respond to local need.

PERSON SPECIFICATION			
No.	Selection Criteria	Essential	Desirable
1	Good inter-personal skills, including discretion and diplomacy, to form and maintain sound and appropriate working relationships with individual members of the SSC, the College Management Team and external contacts	✓	
2	Excellent communication skills in order to deal effectively with a wide range of people both internally and externally including the SSC's strategic contacts.	✓	
3	Enthusiasm for and commitment to supporting the Committee's continuing drive for excellence.	✓	
4	Availability for attendance at meetings and other College events, including evenings.	✓	
5	An understanding of the education sector and/or empathy with the role and function of further education	✓	

MEMBERS	
Expectations	<ul style="list-style-type: none"> • To attend scheduled meetings on a regular basis. • To study agenda papers. • To contribute advice and views on issues brought to meetings on the basis of their specialist knowledge and experience. • To support the College and its work by, for example: <ul style="list-style-type: none"> - publicising the work of the College amongst other agencies and in other organisations of which the NEA is a member. - attending College events such as the Annual Awards Ceremony or Open Days.
Other	<ul style="list-style-type: none"> ▪ NEAs are regarded as ambassadors for the College and will be expected to promote the work of Uxbridge College. Equally, if NEAs are made aware of any criticism of the College’s activities they will be expected to bring the criticism to the attention of the Chair of the SSC or the Principal who will investigate. ▪ HCUC Group is managed by the Group Principal & Chief Executive in accordance with the Instrument & Articles of Government. The Group Principal is accountable to the Governing Body and any concerns that a NEA has about any aspect of the management of HCUC should be brought to the attention either of the Group Principal or the Chair of the Governing Body. ▪ NEAs are expected to register all direct and indirect financial interests with the Clerk and to avoid any actions that would embarrass the HCUC Group. NEAs are expected to act with total propriety in their dealings with the representation of the College.

UXBRIDGE COLLEGE

Uxbridge College is merged with Harrow College. As part of the HCUC Group, Uxbridge College is committed to the vision to provide outstanding education and training for residents of Uxbridge Borough through its 'local offer' and more widely residents from the surrounding areas of West London. The College is situated in the London Borough of Hillingdon in West London, 15 miles from Central London and we operate from two large sites at Uxbridge and Hayes. We serve a diverse population and provide courses at multiple levels across most subject sector areas.

The Stakeholder and Scrutiny Committee (SSC) has an advisory role and reports into the Quality, Curriculum & Students Committee of the HCUC Corporation Board.

Constitution of the SSC

Terms of Reference

- 1 To advise the HCUC Corporation and the Principal of Uxbridge College on:
 - a) The educational character of Uxbridge College
 - b) The needs of local stakeholders
 - c) Strategies to respond to local needs
 - d) Strategies to improve the performance of the College
- 2 To receive planning and monitoring information on Uxbridge College and provide stakeholder views on how the college can respond to local need.

Uxbridge SSC Membership

Category	Category	Name * <i>Committee Chair</i>
GOVERNORS (3)	Governor	Mariann Rand-Weaver
	Staff Governor	Melissa Bridge
	Student Governor	Suzanne Ghadban
PRINCIPAL (1)		Darrell DeSouza
NON-EXECUTIVE ADVISERS (7)	Staff Member	Thushara Hettiarachichi
	FE Student	Gurmeet Gulati
	HE Student	Navneet Singh
	Local Authority member	Nigel Cramb
	External NEA	Mike Crane *
	External NEA	Frazine Johnson
	External NEA	VACANCY

- 1.1 The SSC shall have eleven members comprising of three governors of the HCUC Group (HCUC), the Principal of Uxbridge College and seven 'Non Executive Advisers' (4 of which are external):

HCUC Governors

- One member of the Corporation (who is a member of the Quality Curriculum & Students Committee)
- Uxbridge College staff governor
- Uxbridge College student governor

Non-Executive Advisers

- One other member of staff
- One other FE student
- One HE student
- One local authority representative
- The balance of members (3) who appear to have the necessary skills and experience to support the SSC in fulfilling its terms of reference and at least 1 of whom shall have experience of the needs of local employers

Principal of Uxbridge College

- 1.2 A member of the Corporation (also a member of QCS Committee) will be appointed to the SSC as its first Chair. If that member ceases to be a member of the SSC, this shall not affect his/her membership of the Corporation.
- 1.3 The Principal of Uxbridge College shall organise the selection of the staff and student non-executive advisers under the aegis of the Clerk to the Corporation to the HCUC Group.
- 1.4 The Group CEO, Uxbridge SSC Chair and the Deputy Principal of HCUC shall nominate suitable members as required. Appointments will be approved by the Corporation.
- 1.5 The term of office of members of the Uxbridge SSC will be for four years, with the following exceptions:
 - a) The Principal, who shall serve for the period of appointment as Principal.
 - b) The student members who shall serve for one academic year.
 - c) The staff member (not staff governor) who shall serve for two academic years.
- 1.6 A staff member who ceases to be an employee of the College or a student member who ceases to be a student shall immediately cease to be a member of the Uxbridge SSC.
- 1.7 In accordance with the recommendations of the Committee on Standards in Public Life, A member of the Uxbridge SSC shall not serve for more than two consecutive periods of 4 years. However, the SSC may vary this general rule if there are exceptional reasons for a member being appointed for a further term of office.
- 1.8 The Uxbridge SSC shall not appoint any person as a member who would be disqualified from membership of the Corporation under the Instrument & Articles of Government. Members shall be required to declare their eligibility in a form prescribed by the Clerk to the Corporation. The SSC shall recommend the removal of any member who, subsequent to their appointment, becomes so disqualified.
- 1.9 Members will be required to keep any matters confidential that are identified as such by the Principal.
- 1.10 The SSC may recommend that the Corporation removes from the membership of the SSC any member who has not attended a meeting for a period in excess of six months without the permission of the SSC or who is unfit or unable to discharge the functions of a member. Any such removal shall be by written notice from the Clerk to the Corporation.
- 1.11 The members of the Uxbridge SSC shall be subject to the same requirements to declare interests as a member of the Corporation. The Clerk to the Corporation shall gather declarations of interests from members.
- 1.12 Every member of the Uxbridge SSC shall act in the best interests of the HCUC Group and shall not be bound to speak or vote by mandates given by any other body or person.

Appointment of Chair

- 2.1 Unless otherwise decided by the SSC, the Chair shall hold office for a term of two years from 1st August in the year of appointment until 31st July two years later. This provision is subject to the right of the SSC to remove the Chair from office or for the office holder to resign.
- 2.2 The Chair shall normally be eligible for reappointment subject to a maximum of four consecutive terms of office, except in special circumstances with the consent of the Corporation.
- 2.3 If the Chair is absent from a meeting of the SSC, those present shall select another member to chair the meeting.
- 2.4 The Principal, staff and student members shall be ineligible to act as Chair, except to chair a meeting in the absence of the appointed Chair.

Meetings

- 3.1 The SSC will normally meet once in each term on dates to be decided by the SSC. Additional meetings may be called as necessary in agreement with the Chair of the SSC.
- 3.2 The Principal of Uxbridge College will ensure that secretarial support is provided for the SSC and that the SSC operates within whatever requirements are imposed by the Instrument & Articles of Government, any Standing Orders relating to committees and any working practices required by the Clerk to the Corporation.
- 3.3 The Principal of Uxbridge College will normally provide written notice of each meeting and an agenda at least 7 days in advance.
- 3.4 Every question to be decided at a meeting of the SSC shall be decided by a majority of votes cast by the members present. In the event of a tied vote, the Chair shall have a second or casting vote.

Quorum

- 4.1 Meetings of the SSC shall be quorate if at least 40% of appointed members are present. If the number of members present for a meeting of the SSC does not constitute a quorum, the meeting shall not be held. If during a meeting there ceases to be a quorum, the meeting shall be terminated.

Minutes

- 5.1 At every meeting of the SSC the minutes of the last meeting shall be taken as an agenda item, and, if agreed to be accurate, shall be signed as a true record.
- 5.2 The Principal of Uxbridge College will forward to the Clerk to the Corporation draft minutes which have been approved by the Chair of the SSC. A copy of the signed minutes must also be provided when the minutes have been approved by the SSC.
- 5.3 The Clerk to the Corporation shall present the draft minutes at the next scheduled meeting of the QCS Committee and the Corporation.
- 5.4 Having regard to the criteria for confidentiality used by the HCUC Corporation, separate minutes will be prepared for the non-confidential and confidential items so that the minutes are submitted to the Corporation in the appropriate part of the agenda.

Public Access to Meetings

Meetings of the SSC will not be open to persons other than the appointed members, unless with the approval of the Chair.

Publication of Minutes and Papers

The agenda and supporting papers shall be confidential documents and the non-confidential minutes of the SSC will remain confidential until they are reported to the Corporation. Any minutes which provide personal information about an individual shall remain confidential.