



## Local Advisory Committee Terms of Reference

### 1. Introduction

The approved business case for the merger of UHI North Highland, UHI Outer Hebrides, and UHI West Highland committed to the creation of Local Advisory Committees to help ensure that the right learning provision is in place to meet the needs of local communities, to achieve effective local accountability, and to ensure that the new college is effectively connected into local developments, opportunities, projects and partnerships. Initial membership is expected to be drawn significantly from the boards of the three colleges, but with the addition of other members to ensure good and wide communication with communities and stakeholders.

The remit, constitution, operating practices and membership of the LACs will be reviewed one year after vesting. This review will consider issues such as communication between the LACs and the Boards of Management, whether some LACs should have sectoral remits across the college area, and the potential for nominations to LACs from key stakeholders.

The LACs shall be independent of the Board of Management of UHI North, West and Hebrides, and shall report to the Board of Management on matters defined in its list of duties in Section 6 below.

### 2. Constitution and Membership

The initial members of each LAC and its Chair and Vice Chair will be identified by the Transition Board of UHI North, West and Hebrides and formally appointed by the Board of Management of UHI North, West and Hebrides (the Board) after vesting date.

There shall be between seven and eleven members on each committee.

A quorum shall be no less than half the voting members.

The initial membership of the LACs will include the two board members of the merging colleges who have been nominated to serve on the Transition Board, who will be chair and vice-chair respectively of the LAC. Remaining members may include other members of the merging college boards, members of the public, representatives of key stakeholders such as local authorities, employers, schools and community groups.

Each member of a local advisory committee will serve for a maximum term of four years.

The Chair of the Board of Management, or if before 1<sup>st</sup> August 2023, the Chair of the Transition Board should arrange for vacancies on the LACs to be advertised. The selection process and recommendations for appointments will be undertaken by the Nomination Committee of UHI NWH and the appointments will be made by the Board of UHI NWH.

Members of the LACs are volunteers though reasonable and necessary travel expenses for attending meetings will be reimbursed.

### 3. Authority

Each LAC is authorised by the Board of Management to undertake any activity within its list of duties as outlined in Section 6 below.

Each Committee may seek any information it reasonably requires from the Board of Management or the Principal Designate/Principal of UHI North, West and Hebrides.

#### **4. Proceedings**

Each Committee shall normally meet at least twice per year.

Meetings may be held over Teams or by other electronic means, in person or on a hybrid basis, but always giving consideration to the costs of in-person attendance.

The Chair of the Board of Management of UHI North, West and Hebrides and the Principal Designate will attend one meeting of each LAC annually.

Brief minutes of each meeting of the LAC will be kept and will be issued to members of the Board of Management at the next Board meeting. Each Board of Management meeting will have an agenda item under which the LAC-nominated members may report any significant issues to the Board.

#### **5. Accountability**

Each LAC is accountable to the Board of Management.

#### **6. Duties**

The duties of the LACs shall be to:

1. Provide a strong link into the communities the college serves, providing local oversight and to ensure information passes between the Board of Management and local stakeholders.
2. Through the Committee Chair or Vice Chair, provide the Board with advice from a local perspective in an effort to ensure that
  - (a) the right learning is in the right place, to meet the needs of the local community and its principal organisations
  - (b) there is local accountability for the quality of the learning experience and the delivery of strong outcomes for learners, and
  - (c) the college is effectively linked into relevant local developments, strategic opportunities, priority projects and partnerships.
3. Submit an annual report to the Board of Management giving its assessment of the work of the college in relations to its community and setting out any recommendations it may have to improve the college's effectiveness
4. To act as ambassadors for the college and UHI in the local community, including representing the college at local events where necessary

The Board of Management will be responsible for responding to any formal recommendations made by one of the LACs.

NB - It is not the duty of the Local Advisory Committee to act in any official decision-making capacity. The Local Advisory Committee has no delegated authority. It is an advisory body.

**RESPONSES TO THIS CONSULTATION SHOULD BE SENT BY MIDDAY ON WEDNESDAY 19<sup>TH</sup> JULY BY EMAIL TO FIONA SINCLAIR, GOVERNANCE PROFESSIONAL FOR THE UHI NORTH, WEST AND HEBRIDES TRANSITION BOARD, [fiona.sinclair@uhi.ac.uk](mailto:fiona.sinclair@uhi.ac.uk). RESPONSES MAY BE SENT BY POST TO Fiona Sinclair, Governance Professional, UHI North Highland, Ormlie Road, Thurso KW14 7EE.**