



## TERMS OF REFERENCE

### INDUSTRY ADVISORY BOARD

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# National College for High Speed Rail

## Industry Advisory Board:

### Terms of Reference

#### 1. Constitution

The Corporation has established a Committee of the Corporation, to be known as the “Industry Advisory Board” and formally approves its terms of reference.

The Industry Advisory Board’s Terms of Reference shall refer to the period beginning 16<sup>th</sup> November 2017, on which date the inaugural meeting of the Industry Advisory Board was convened.

#### 2. Membership

The members of the Industry Advisory Board will be drawn primarily from the rail sector and its supply chain. The Committee will comprise a core membership of up to eight members, which can include Corporation Board Members, drawn from the following categories:

- The Committee Chair, whose appointment is detailed in paragraph 3
- Two members who are Original Equipment Manufacturers
- Two members who are engaged in contracting for the rail industry
- Two members who are consultants to the rail industry
- One member who is employed by HS2 Limited

Other persons with appropriate skills and experience may be recommended as attendees at the Industry Advisory Board either on a regular basis or for specific themed meetings at which their particular experience, skills and knowledge are relevant to the items being considered.

All Corporation Board Members have a standing invitation to attend meetings of the Industry Advisory Board. Where a Board Member decides to attend a meeting, they should give at least one week’s prior notification to the Clerk to the Corporation & Legal Officer so that a copy of the meeting agenda and papers can be provided to them.

The Chief Executive and the Director of Technical Training are standing attendees at meetings of the Industry Advisory Board. Other College staff may be invited to be in attendance for specific agenda items, where it is deemed appropriate.

With the exception of the Chair of the Committee, whose appointment is covered in paragraph 3, members of the Industry Advisory Board will be considered for re-appointment every two years.

Appointments to the Industry Advisory Board will normally be filled on the recommendation of the Chair of the Industry Advisory Board, to whom the Corporation Board gives delegated authority for this purpose, after taking advice from the Search & Governance Committee. Wherever possible nominations will be reviewed and agreed by the Industry Advisory Board prior to appointments being. However, the Chair of the

Industry Advisory Board may appoint members between meetings, where necessary, to ensure a balance of skills and interests and to maintain quoracy.

Where a member of the Industry Advisory Board is unable to attend a meeting a substitute from the same organisation may attend in their place. In this case, the Clerk to the Corporation & Legal Officer must be informed in advance of the meeting.

Other than where they have sent a substitute, a member of the Industry Advisory Board will cease to be a member if they have been absent from three consecutive meetings without the permission of the Chair of the Industry Advisory Board. It is the responsibility of the Chair of the Industry Advisory Board to address members' attendance.

A member of the Industry Advisory Board may resign from membership of the Industry Advisory Board by giving notice in writing to the Clerk to the Corporation & Legal Officer.

The Clerk to the Corporation & Legal Officer shall attend meetings and be responsible for advising the Industry Advisory Board on matters relating to governance and for taking or overseeing the taking of minutes of the meetings.

### **3. Committee Chair**

The Chair of the Industry Advisory Board shall be appointed by the Corporation at least every four years. By virtue of their appointment as Industry Advisory Board Chair the individual concerned will also be or become an ex-officio full Member of the Corporation Board. The roles are co-terminus and so upon the termination of either role for whatever reason, both roles will end simultaneously. At the absolute discretion of the Corporation, a former Industry Advisory Board Chair may be appointed separately as an independent Board Member or as a member of the Industry Advisory Board.

### **4. Meetings**

The Industry Advisory Board shall normally meet 3 times per year. Wherever possible meeting will be conducted face to face. Exceptionally, Industry Advisory Board members may dial-in to a meeting with the permission of the Industry Advisory Board Chair.

### **5. Quorum**

The quorum for meetings of the Industry Advisory Board shall be 5 members of the Industry Advisory Board.

Outcomes of the Industry Advisory Board meetings will be reported to the next scheduled meeting of the Corporation by the Chair of the Industry Advisory Board.

### **6. Voting**

Voting will be via a simple majority with the Chair having the casting vote in the event of a tie.

Where, exceptionally, more than one members of the Industry Advisory Board, is employed by the same organisation only one vote can be cast by those members. It will be a matter for the individuals to decide how to cast that vote and in where they are unable to agree an abstention will be recorded.

## **7. Access to Meetings**

The public and press will not be admitted to the Industry Advisory Board's meetings.

## **8. The Role of the Industry Advisory Board**

The Industry Advisory Board shall make recommendations to the Corporation. The Chair of the Industry Advisory Board shall present these as part of the Standing Item on the Corporation agenda under which reports from Committee Chairs are received.

Subject to the overriding authority of the Corporation, the role of the Industry Advisory Board is as follows:-

- To provide a forum for views of sector stakeholders, both industrial and academic
- To provide broad high-level perspectives on current and future industry needs for Level 4 and 5 Apprentices in the rail sector
- To advise on the College's Curriculum Strategy and teaching and learning objectives
- To act as a critical friend for the College's curriculum/teaching staff
- To act as senior ambassadors for the College to help raise its profile and reputation within the rail sector, industry and beyond
- To support the College at key events including, but not limited to, employer workshops, open days and learner assessments
- To advise on and contribute to employability initiatives within the curriculum
- To determine or advise the Corporation on any matter within its remit or other matter the Corporation remit to them.
- The Industry Advisory Board will regularly review its own terms of reference and effectiveness as part of its annual self-assessment review.

## **9. Financial limitations**

The Industry Advisory Board has the following additional delegated functions:

See the Scheme of Delegation as amended from time to time.

## **10. Amendment**

These Terms of Reference may only be amended by decision of the Corporation.

## **11. Terms of Reference Document Approval**

Name/Role		Signature	Date:
Approved by:	Corporation Board (Clerk to the Corporation & Legal Officer)	<i>Sally Brook Shanahan</i>	14 <sup>th</sup> February 2018