

LeisureSK

Non - Executive Director's (NED'S) Recruitment Pack

(Please note that this is a paid role of £15,000 per annum)



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1. Covering Letter

Dear applicant,

South Kesteven District Council is setting up LeisureSK as an independent, wholly owned company to run a range of sports, leisure and cultural services in South Kesteven. LeisureSK will not be just an operator but is charged with transforming participation in sport and culture and making a real difference to people's lives.

The company will get more people, more active, more often – in the leisure and cultural activities provided around the District.

The full range of services are as follows;

- Grantham Meres Leisure Centre
- Bourne Leisure Centre
- Deepings Leisure Centre
- Stamford Leisure Centre

We are now at the key stage of setting up our management and governance structure and recruiting the full Board of Directors and a Non-Executive Director. We are therefore seeking people who share our vision and want to help create great opportunities for people who live, work and visit the District to take up and enjoy a range of quality sport, fitness and cultural activities.

We are looking for a Non-Executive Director who can help us:

- To identify and break down barriers to accessing our Leisure facilities in South Kesteven
- To connect communities in South Kesteven, looking at outreach programmes outside of traditional leisure facilities
- To reduce social isolation and promote independent living in South Kesteven
- To improve the physical and emotional wellbeing of residents of South Kesteven through targeted health programmes
- To facilitate and support the future of Council owned leisure and cultural facilities in South Kesteven

If you have the skills and commitment to help us succeed, then please do take the time to read our pack. If you would like to talk further, please contact Karen Whitfield, Head of Leisure at South Kesteven District Council.

I look forward to hearing from you.

Yours sincerely

Karen Bradford
Chief Executive
South Kesteven District Council

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2. Background

South Kesteven District Council is setting up LeisureSK - a new organisation, which will deliver leisure and cultural services for the people who live, work and visit the District. The New Company will be starting trading by the 3rd January 2021.

The New company will support the Council's Strategic Aim to be the best district in which to work, live and visit. The Council intends to;

- Invest in the health of the district by improving leisure provision and providing sustainable high-quality leisure facilities across the district
- Work effectively with partners in the voluntary, private and public sectors for the benefit of communities
- Work with partners from all sectors to tackle health, unemployment and other inequalities in areas of highest need
- Celebrate and enhance the rich history of the district
- Adopt a sport and physical activity strategy
- Make the best use of different funding sources to support the voluntary and cultural sector within the district
- Promote and make progress against the Council's equality objectives

The Council has set the company a number of strategic goals and objectives to underpin the delivery of the strategic purposes as follows;

- To identify and break down barriers to accessing our Leisure facilities in South Kesteven
- To connect communities, looking at outreach programmes outside of traditional leisure facilities
- To reduce social isolation and promote independent living in South Kesteven
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The success of the company will be assessed by a number of outcomes yet to be confirmed but these are likely to be as follows;

- Increased access for South Kesteven residents of all backgrounds to leisure facilities
- The residents of South Kesteven will be experience less social isolation
- The residents of South Kesteven will have better emotional and physical health
- The Leisure service will thrive for years to come

To help us to achieve these outcomes we're looking for a high-calibre person to join our team as a Non-Executive Member of the Board of Directors to play a leading role in establishing LeisureSK Leisure and drive its growth and success.

If you're up for the challenge, want to make a difference to your community, and have experience in fields like these, then we want to hear from you.

- Sports and leisure sector
- Sales / income generation/ fundraising / marketing
- Business (especially customer focussed)
- Communications/media/public relations
- Financial experience
- Governance
- Governance within a voluntary organisation or charitable body
- Health
- Human resources
- ICT experience
- Leadership / strategic planning
- Legal experience
- Property / Construction / Planning
- Risk management

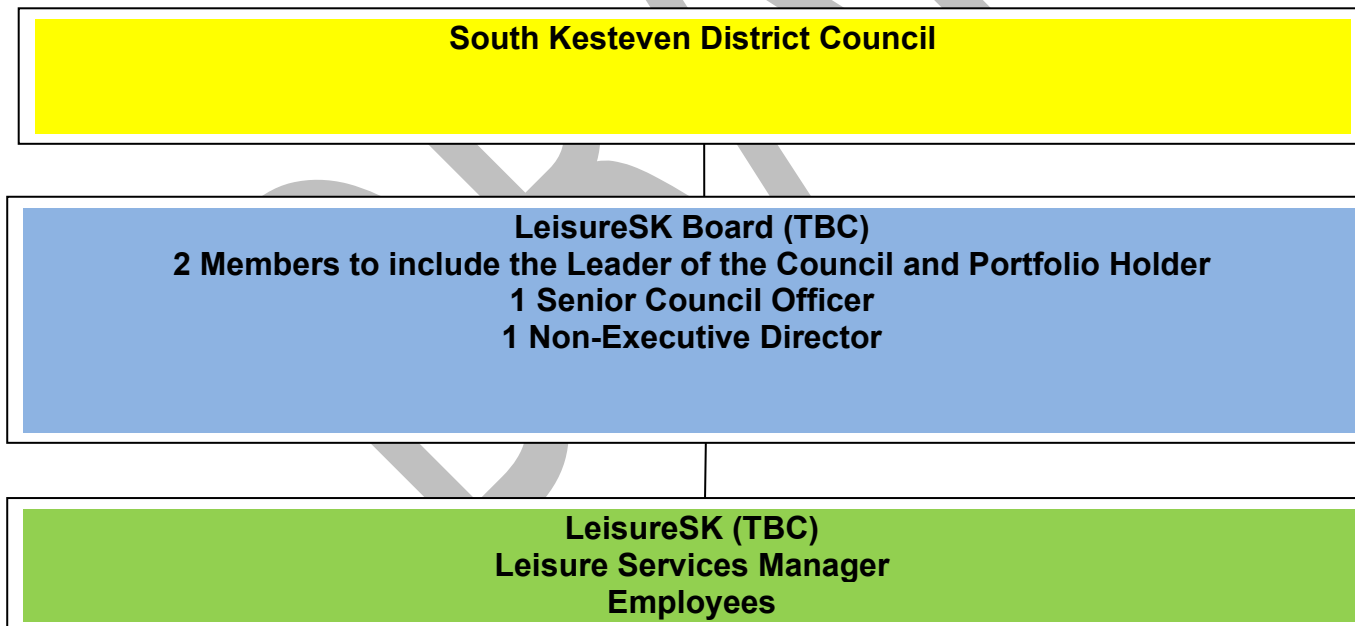
These will be voluntary positions, although we anticipate that all reasonable expenses will be paid. The expected time commitment is a monthly meeting plus some other Board events. Meetings will take place in the Grantham area or be virtual.

3. Reporting Structure and Governance

The Board of Directors will be directly accountable to the Council as the sole shareholder and each year the company will hold an Annual General Meeting (AGM) at which directors must provide a report on the performance of the company, what its future plans and strategies are and also submit them for re-election to the board.

The objects of the company are defined in the Memorandum of Association and regulations are laid out in the Articles of Association.

It is important that the Board of Directors have a positive relationship with the Council. Sound and effective communication will be integral to ensuring trust and confidence is built between the Board and the Council. The governance structure is as follows;



4. The Role of the Board and Directors

Establish vision, mission and values

- Determine the company's vision and mission to guide and set the pace for its current operations and future development
- Determine the values to be promoted throughout the company
- Determine and review company goals
- Determine company policies

Set Strategy and structure

- Review and evaluate strengths, weaknesses, present and future opportunities, threats and risks in the external environment.
- Review and evaluate strengths, weaknesses, present and future opportunities, threats and risks within the company.
- Determine strategic options
- Determine the business strategies and plans
- Ensure that the company's organisational structure and capability are appropriate for implementing the chosen strategies

Delegate to management

- Delegate authority to management, and monitor and evaluate the implementation of policies, strategies and business plans
- Determine monitoring criteria to be used by the board
- Ensure that internal controls are effective
- Communicate with senior management

Exercise accountability to shareholders and be responsible to relevant stakeholders

- Ensure that communications both to and from shareholders and relevant stakeholders are effective
- Understand and take into account the interests of shareholders and relevant stakeholders
- Monitor relations with shareholders and relevant stakeholders by gathering and evaluation of appropriate information
- Promote the goodwill and support of shareholders and relevant stakeholders

Decision Making

- Ensure that high quality documentation is available to make informed decisions
- Obtain external expert opinions where necessary
- Allow time for debate and challenge, especially for complex, contentious or business critical issues
- Provide clarity on actions required, with timescales and responsibilities
- Pay attention to risk, especially in cases where the levels of risk involved in a project could endanger the stability and sustainability of the business itself

Evaluate Performance of the board

- Continually evaluate strengths and also identify areas for improvement
- Evaluate the quality of documentation produced
- Evaluate the effectiveness of meetings and key decisions
- Ensure the directors are regularly upskilled and professionally developed to fulfil their obligations

5. Specific Roles and Responsibilities

The NED will be allocated specific roles and responsibilities once recruited. This will be based on the successful candidate's skills and experience.

6. Recruitment Process

How to apply

To apply for this role, please submit an up-to-date CV along with the following forms:

- Application header sheet
- Supporting statement (no more than two sides of A4) outlining how you meet the criteria laid out in the person specification.
- Skills matrix
- References and declaration
- Equalities monitoring form

Please confirm you have read the exclusions from eligibility and make a statement confirming your eligibility.

Closing date for applications:

Applications should be submitted by e-mail to: karen.whitfield@southkesteven.gov.uk no later than midday on Monday 9th November 2020.

Shortlist

The founding Directors will produce a shortlist of applicants and invite those shortlisted for an interview.

We will let applicants who are not shortlisted know by email (if they have an email) or by post as soon as possible after the closing date.

Appointments

We will take up references on shortlisted applicants. Other checks may also be carried out. Candidates will be informed of whether they are successful as soon as possible after the interviews.

The current Directors will be making the appointments with help from its advisors.

Equal opportunities

Equal opportunities will be afforded to all applicants and appointments will be made on merit.

7. Generic Job Description & Person Specification

Role purpose and responsibilities

- Overall responsibility for the effective and efficient management of LeisureSK including financial viability in accordance with best practice.
- To formulate, regular reviews and assist in the implementation of the strategic aims of the organisation, and to provide direction for its ongoing development, in accordance with its objectives and the terms of its proposed funding and management agreements.
- To ensure that the policy and practices of LeisureSK are in keeping with its aims and strategy.
- To ensure that LeisureSK functions within the legal and financial requirements of a non-profit distributing company that is governed by Company Law, including:
 - Conformance to legal requirements in connection with accounting standards and procedures;
 - The management of financial resources for business operations and exclusively in pursuance of its objects .
 - Protect the assets and integrity of the company
 - Monitor and evaluate LeisureSK operation and performance in line with its Business Plan and strategic aims
 - To fulfil all other duties as laid out by law
 - Act in an advisory capacity/as a mentor where necessary with identified senior management and employees to build capacity within LeisureSK

General responsibilities

- Help shape the LeisureSK vision, strategy, major policies and values always.
- Contribute specific skills, experience and contacts in support of the Board and the Trust's activities.

- Attend meetings of the Non-Executive Director Board (and appropriate sub-committees) and be active in exercising its responsibilities and functions.
- Reflect the Non-Executive Directors' policies and concerns in all interactions with employees, customers and partners.
- Act as a good employer

Time commitment

The total time commitment for the role of Non-Executive Director is anticipated to consist of:

- Attendance at one Board meeting per month – approximately two hours in the evening on a day to be selected by the Non-Executive Directors, once appointed.
- Time to read and scrutinise Board papers prior to meetings.
- Attendance at sub committees of the Board and representing LeisureSK at events.
(It is likely that there may be a need for more frequent Board meetings in the first part of 2021).

Remuneration

This is a paid role of £15,000 per annum to include any expenses.

Person specification

Applications will be evaluated with reference to the following criteria.

Experience

- Has significant experience in one or more of the following areas: Sports, Arts and the Culture sector
- Sales / income generation/ fundraising / marketing
- Business (especially customer focussed)
- Communications/media/public relations
- Education and life-long learning

- Financial experience
- Governance
- Governance within a voluntary organisation or charitable body
- Health
- Human resources
- ICT experience
- Leadership / strategic planning
- Legal experience
- Property / Construction / Planning
- Risk management

Skills

- Has a track record of effective decision-making
- Is willing and able to commit the time and effort to the role
- Can think strategically, creatively and for the long-term
- Will be an effective ambassador and 'influencer' for the organisation
- Have experience, preferably at senior level, of management (people and other resources) and/or governance (for example as Non-Executive Director or Director of another organisation)
- Will undertake and accept the legal duties and liabilities of being a Non-Executive Director
- Can work effectively as a member of a team
- Is a good communicator with strong interpersonal skills

Exclusions from eligibility

The following people are excluded from applying for this role:

- 'Local Authority Persons':
- A member of South Kesteven District Council or a person who has been a member of any other Council in the last four years;

- An officer of the Council holding a managerial position of principal officer grade or above;
- An employee and either a director, manager, secretary or other similar officer of a company which is under the control of the Council.
- Anyone under 18 years of age at the date of appointment.
- Anyone who is incapable of managing and administering their own affairs.
- Anyone who has an unspent conviction relating to any offence involving deception or dishonesty.
- Anyone who is an undischarged bankrupt, has been bankrupt or has made a composition or arrangement with, or granted a trust deed for, their creditors.
- Anyone subject to or who has been subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an Order made under section 429(b) of the Insolvency Act 1986.
- Anyone who has been removed from the office of Non - Executive Director or Trustee for a charity by an Order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement or is subject to an Order under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, preventing them from being concerned in the management or control of any relevant organisation or body.
- Anyone subject to a disqualification Order under the Criminal Justice and Court Services Act 2000.
- Anyone disqualified under the Protection of Vulnerable Adults List