

**Information Pack**

**For**

**Prospective**

**Active Lancashire Board Members**

**July 2021**

**Dear Applicant**

Thank you for your interest in finding out more information about our role of Board member at Active Lancashire. This pack provides further information about the Board positions at Active Lancashire, along with details of the selection process, to assist you in considering and completing your application. The application process consists of:

* An up-to-date CV which shows your full career history (no longer than three pages);
* A supporting statement explaining why you are interested in this role detailing how you are a good candidate for this post, how you meet the skills we are seeking and how you fulfil the person specification – we recommend that this is no longer than two pages;
* The declaration form (contained in the appendix). Note: completion of the equalities section is not mandatory, this is requested for monitoring purposes in line with our commitment to equality and diversity; and a request to

Please note that applications can only be considered if all the documentation is complete. Please send your application, preferably in MS Word format to Donna Brennand, [DBrennand@activelancashire.org.uk](mailto:DBrennand@activelancashire.org.uk).

**Applications must be received by Midnight on Sunday 5 September 2021**

If you would like any further details or a detailed discussion about Active Lancashire or the Board member role, please do contact me (Adrian Leather, Chief Executive) [aleather@activelancashire.org.uk](mailto:aleather@activelancashire.org.uk) and we will be in contact directly.

Regards



Adrian Leather

Chief Executive

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**SECTION ONE: Welcome from the Chair**



**Dear Applicant**

At Active Lancashire, we are passionate about our vision to transform Lancashire through active and healthier lives. We will do this by working in partnership with a wide range of organisations to tackle inequalities and help people enjoy active lives.

So far, we have made a great start. Our innovative partnership approach, working with likeminded independent organisations, is already delivering impressive results. From this strong base, we are well placed to benefit from the future opportunities that will emerge through national strategic developments and local initiatives with key health, economic and local government partners.

Our aim is to be a leader for the wider voluntary sector and to champion new models of delivery and investment in effective partnerships that deliver a targeted and sustainable impact to all parts of our community, from engaging school children in sport, to helping the least active members of our county to enjoy the benefits that can result from increased activity.

As the leadership body for Sport and Active lifestyles, we want to ensure that we practice and promote good governance (in line with UK Sport Guidelines), supported by a balanced set of skills and expertise that underpins the development of the business and enable us to achieve our visionary expectations. Our Strategy together with strengthened strategic leadership, will create further sector wider delivery opportunities and position us as the leading organisation within the County and wider region.

During my last four years as Chair of Active Lancashire, I have found the organisation to be truly remarkable with a talented and dedicated staff team. It has been a pleasure to work with them and I am filled with immense pride in our shared achievements. I leave the organisation in a strong position, ready to deliver the new ten-year strategy with a series of innovative projects in the pipeline which are truly ground breaking and should help thousands of people benefit from the advantages a more active lifestyle can bring. Further, these initiatives will put Active Lancashire on the map and be recognised as a beacon for transformation and innovation nationally.

This pack is designed to help you understand more about us, but please contact Adrian, our CEO, to help you answer any further questions you may have.

We look forward to hearing from you,

****

**Lesley Lloyd**

Chair of Active Lancashire

**SECTION TWO: PROCESS AND CONTEXT**

**Sport England strategy**

Sport England released their 10 year strategy “Uniting the Movement” in February 2021 to transform lives and communities through sport and physical activity.

The strategy outlines an approach to adapt and rebuild from the huge disruption caused by the coronavirus pandemic, to collectively reimagine how we can keep movement, sport and activity central to the lives of everyone. <https://www.sportengland.org/why-were-here/uniting-the-movement>

The strategy focuses on 5 key issues:

* Recover and reinvent
* Connecting communities
* Positive experiences for children and young people
* Connecting with health and wellbeing
* Active environments

**Active Lancashire 10 year Strategy (2021-31)**

In developing our 10 year Strategy, the Board have reflected on our strengths and how we can serve the communities of Lancashire and beyond as a high performing and innovative leadership, development and delivery partner.

Our Strategy will enable Active Lancashire to focus on key partnerships, developments and improved engagement with our communities, particularly those experiencing health and economic inequalities. We want to ensure they can access the benefits of movement and become more physically active and able to engage with sporting lifestyles.

|  |  |  |  |
| --- | --- | --- | --- |
| **VISION** | **Lancashire transformed through active and healthier lives** | | |
| **MISSION** | **Working in partnership to tackle inequalities and help people enjoy active lives** | | |
| **VALUES** | **Forward-thinking People first Everyone counts Working together Passion Influencing change** | | |
| **OBJECTIVES** | **Growing participation**  **across all communities to build on and benefit from lifelong physical activity habits** | | |
| **Enabling individuals** | **Empowering communities** | **Embracing a whole-system approach** |
| **Enabling individuals positively to gain from and take responsibility for their physical and mental health and wellbeing.** | **Empowering communities to create, deliver and sustain physically active lifestyles.** | **Embracing a whole system approach where partners advocate for the shared benefits of a more physically active county and work together to make it happen.** |

**Board composition, appointment, expectations & induction**

The Active Lancashire Board seeks to provide a balanced ‘skills based’ structure consisting of up to 12 Trustees, and a blend of internal and external expertise, influence and contacts which represents the partners we work with, the customers base we are seeking to influence and provides the expertise to lead an effective business.

There are:

* **At least 25% of members associated through their work directly with Active Partnerships** **(Stakeholders)** recruited through an open process that places a focus on skills and competencies;
* **At least 25% members not connected through their work to Active Partnerships (Independents)**, recruited through an open process to meet identified skills and experience needs; and

* **One Chair**, to be drawn from and appointed by the Board membership

In addition, a member of staff from Sport England is invited to join Board meetings as a non-voting observer.

**SECTION 3: ACTIVE LANCASHIRE**

**More information about Active Lancashire can be found through our website** [**www.activelancashire.org.uk**](http://www.activelancashire.org.uk)**.**

## About Active Lancashire

## Active Lancashire, is part of the network of 43 Active Partnerships across the Country. The Partnership is the ‘one voice for sport’ and lead on Physical Activity in Lancashire, co-ordinating delivery to avoid duplication and ensuring the optimum use of existing and potential resources based on customer insight and marketplace analysis. Within Lancashire, local key partners include Local Authorities, National Governing Bodies of Sport, Sports Clubs, Schools, Colleges and Universities, and Health, the Constabulary and Voluntary sector organisations (see below diagram).

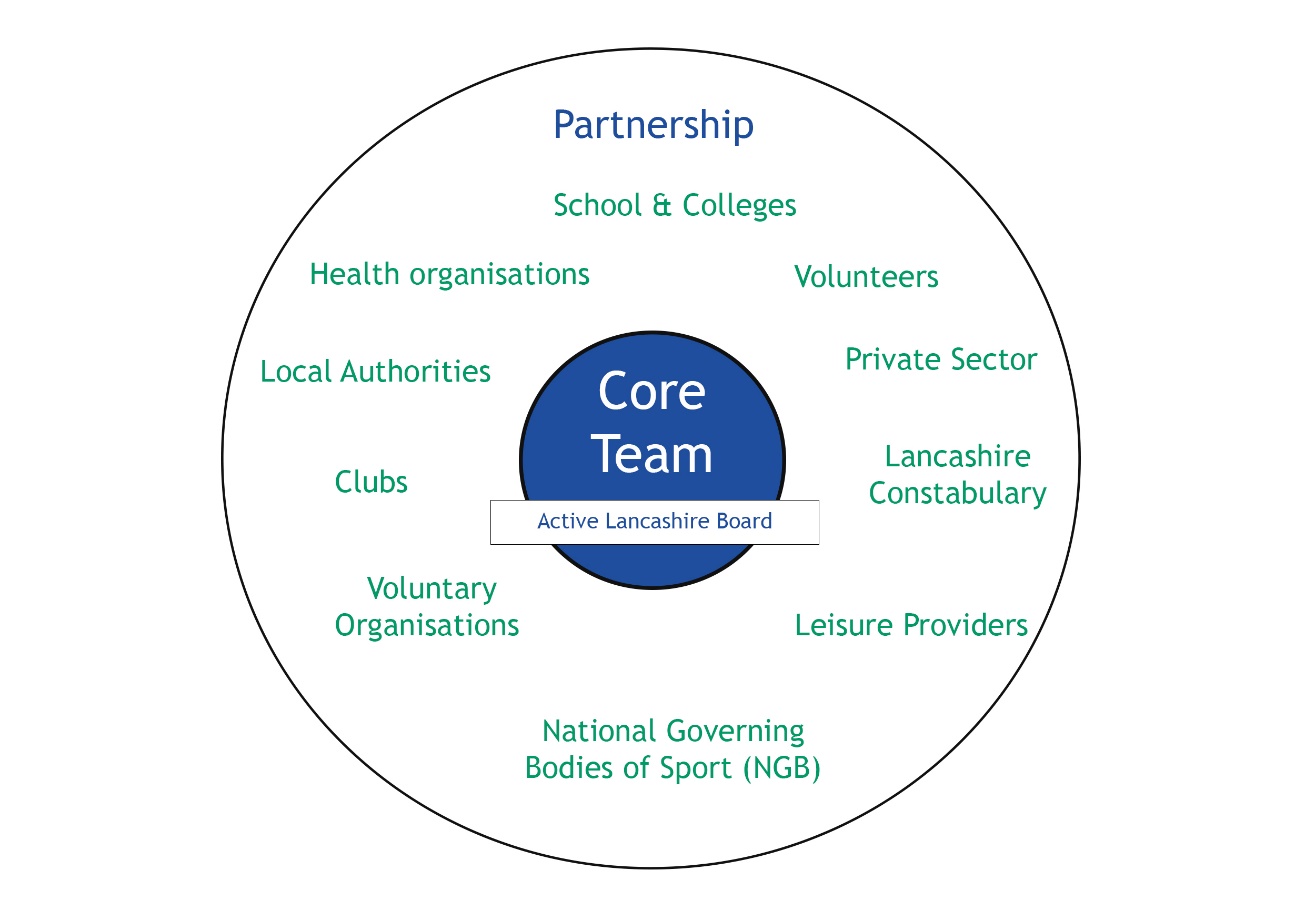
Active Lancashire is a strategic leadership organisation and does engage in direct delivery; we support and enable our networks to undertake this role through our development and commissioning activity. In order to test and risk assess approaches to engaging with new and challenging customer groups, Active Lancashire will directly support activity to test and learn from engagement projects with potential customer groups, linking them with local delivery providers. Our focus is always to develop a network of providers that are effective and fit for purpose.

We currently have a turnover of c.£6M and a staff team of over 50 individuals. We are successfully deliver a number of challenging projects including our £9M ESIF partnership project with housing organisations and are leading in a number of cutting edge areas such as adult safeguarding, mental health and substance misuse, all supported by passionate staff and partners committed to sport and physical activity. We are an organisation that is increasingly valued by our partner organisations and offering highly valued services to our beneficiaries in Lancashire.

## Our Vision

## Lancashire transformed through active and healthier lives

## Our Partners



At Active Lancashire, the Partnership is supported by a Partnership of diverse organisations, which work collectively in the interests of our wider partners and communities which we serve as outlined through our strategy document.

**The Core Team's work**

The Core team operates with funding from public and private sources, including Sport England, Local Authorities and private sector sponsorship. As a diverse county geographically and economically, the Partnership offers a variety of solutions based on customer insight to the Lancashire population to inspire and support them to reach their full potential and live more healthy and active lives.

The Core team takes a leadership and advocacy role influencing funding bodies and partners to create a joined-up approach to the development of sporting and physical activities in Lancashire. The Core team also gathers intelligence and evidence that will support the coordination, delivery and communications of sport and physical activity throughout the county. Finally, the core team supports the Partnership with a range of resources such as staff time, financial support, and advice and information.

**SECTION 4: ACTIVE LANCASHIRE CORE TEAM**

**The Core Team**

The Active Lancashire Core team is one of the largest in the national network with over 50 staff, operating across some of the most geographically and demographically diverse communities in England. The Core Team is led by a full time Chief Executive whose job description is attached in Appendix 5.

Active Lancashire staff and Board members have considerable insight and experience into the needs of Lancashire’s communities enabling us to develop a specialist portfolio of projects and partnerships that reflect our use of sport to build social value and cohesion, improve health and drive skills and wealth creation for our communities. As such, we work closely with colleagues from Local Authorities, Health, National Governing Bodies and Sport England to build participation opportunities and opportunities into policy, investment and planning across all our communities and for the long-term aspirations of our partners.

We are the lead body for two large European Social Investment Funding (ESIF) projects, linked with our core 30 delivery partners and working with key partner bodies such as the Department for Work and Pensions, Integrated care System and LEP. We will use this funding to invest in our community partners through a commissioned process to enable people to access physical opportunities and move towards becoming more economically active. Our project encourage individuals to engage in sporting lifestyles, develop confidence, new skills and networks to go to seek educational and employment opportunities; at the same time improving their physical and mental health outcomes. This is a good example of the innovative strategic thinking that the core team and Board have developed to enable of offer to resonate across sectors and be valued beyond sport. These projects represent major challenges and opportunities for the Active Lancashire Board in terms of our appetite for growth and the risk associated with managing and sustaining that growth.

**SECTION 5 – ROLES AND TERMS OF OFFICE FOR BOARD MEMBERS**

**Purpose of the Board**

The purpose of the Board is to direct and support Active Lancashire in its work with key agencies to achieve our charitable aim:

*To increase and sustain participation in, and widen access to, sport and physical activity through quality pathways and high quality sport infrastructure.*

The Board will champion and advocate the strategic development of the organisation, to ensure that effective cross organisational co-operation and strategic alliances are maintained and developed.

The Board are the ultimate decision-making body and have oversight of business planning for the core team and a responsibility to review performance outcomes of the partnership on a quarterly basis. The Board are responsible for setting the strategy of the organisation and ensuring that the chief executive achieves identified operational outcomes. The Board are responsible for facilitating their good practice that promotes Board decision making transparency and positive behaviours within Board meetings.

Performance for the previous quarter, alongside financial information will be reviewed at each Board meeting to manage the activity and reporting arrangements for the Board.

Active Lancashire Ltd is a company wholly owned by Lancashire County Council (Company no 6859894) and a Charity (Charity no 1159832).

**Responsibilities of the Board**

Board members are responsible for monitoring the effective delivery of the charity’s objectives and the achievement of key targets and outcomes consistent with their legal duties.

It is the Board's responsibility to ensure that these aspects of Active Lancashire business are maintained and improved to the satisfaction of the partners and funders through transparent and planned processes.

The Board is required to endorse and support delivery of Strategic documents and reports on behalf of the Active Lancashire as may be required by partners and funders. The Board will provide an annual statement of review of the partnership and the Boards own effectiveness.

Individual Board members are responsible for communicating correspondence provided through membership of the Board to the networks and organisations they represent.

Individual Board members are responsible for contributing ideas and taking an appropriate role in delivering actions that emerge from the group.

Board members will be responsible for ensuring the Partnership, through all aspects of its business, operates with Equity and transparency in all areas of its activity.

The Board are responsible for maintaining a matrix of their skills, experience, knowledge and level independent representation that is reviewed on an annual basis to facilitate Board development activity.

**Membership of the Board**

Lancashire County Council as Company owners are entitled to appoint Trustees to the Board with such experience, skills and knowledge as they consider appropriate. In addition, the Board may appoint officers in an ex officio basis. Board member appointments will be considered by the Human Resources Sub Committee. The Board will appoint one of its members to be Chair through majority agreement. All Board appointments (including Chair) will be considered and consulted upon with Sport England as a condition of their funding.

The Board is a skills-based board of up to 12 individuals, of which no less than 25% will be independent. The status of an “independent” Board member is that they are not personally engaged as a member of staff or as part of the Governance structures of any Active Lancashire commissioned or funded organisations.

Key skills, knowledge and experiences identified at this current time to operate the charity effectively have been identified as

* **Legal**
* **Financial management**
* Risk & compliance
* Human Resources
* Sports and active recreation
* Local delivery networks and structures
* Political and democratic structures
* Public Health commissioning and delivery
* Education and delivery structures
* Digital innovation and partnerships
* **Communications, PR and marketing**
* Economic Development and Regeneration networks and partnership
* **Social Inclusion (e.g. Housing, Prisons, Probation, Employability)**

Board members will initially be appointed for 4 years, with the Board being able to re-appoint for a second term of office as appropriate with the support of their nominating body. Individuals cannot serve more than 2 terms of 4 years, unless there is a gap period between appointments of 4 years. The Board reserves its right to act in a discretionary manner to provide an extension of up to 1 year for a member undertaking the Chair function to enable business and leadership continuity and effective transition to the following Board Chair.

The Board has established two Committees on which our Directors’ serve, namely the Audit and Finance and Human Resources and Remuneration Committees. The Committees shall comprise not less than three and not more than 6 Board members. The Committees shall meet periodically to support and review the work of the organisation and core team, to ensure good financial governance and undertake, on behalf of the Board, the management of the Company's Human Resources.

Board Members will also be invited to form Board led working groups, with the support of the wider Board to which will oversee the business activity of the partnership.

**Recruitment of Board Members**

Board Members will be recruited (based on need and our desired diversity profile) by an open process of external advertisement, application and interview, subject to approval by the Board, the Company Owner and Sport England. The process of recruitment process will be overseen by the Human Resources Committee, with recommendations for membership being made to the full Board for final formal approval.

Applications to the Board will be made in the form of a CV and expression of interest reflecting the role description for either Board Member or Chair (Appendix 2 and 3).

It is important to note that an individual may not occupy the roles of both Chair and Chief Executive concurrently.

**Meetings of the Board**

The Board generally meets 4 times a year, normally April, July, October, January to be aligned with the reporting schedules for the Sport England Lottery funding reporting cycle.

The Board secretary will record all proceedings of all meetings of the Board

and of the Committees of the Board, and all business transacted at such meetings. This information will be available to Board members at the Board meetings, with non-confidential minutes and papers being shared externally through the Active Lancashire website

**Reporting to the Board**

The Active Lancashire Chief Executive, will co-ordinate and provide a quarterly report comprising a 3-month operational performance review, business plan update, strategic risk assessment and activity forecast for the Board.

The Board will receive an annual review of the core team capacity and skills to deliver the proposed Business plan (through the HR sub-committee).

An annual business plan and 4-year forecast will be provided to the Board at the April meeting, with an associated 4 year or more strategy and budget cycle.

**Non-attendance at meetings**

Members are asked to inform the Chair and Company Secretary of non-attendance at meetings. If a Director has been absent for more than three consecutive meetings without the permission of the Directors, the Directors can resolve that their office be vacated.

**Conflicts of interest**

Board Members are asked to always act in the best interest of Active Lancashire and its activities. There is the acceptance that conflicts of interest may emerge and that to maintain the integrity of the Board and our partner’s confidence in our activities, Board Members are asked to note and adhere to the guidance contained in section 6 and Appendix 4.

**Recovery of expenses**

Board Members will be will receive out of pocket expenses in line with the Active Lancashire staff policy for attendance at meetings, events and training. The roles are otherwise entirely voluntary and without financial payment.

**SECTION 6 – BOARD MEMBER INTERESTS**

Under the provisions of the Companies Act 2006, as a Trustee of Active Lancashire Limited ("the company"), there are two different types of conflict of interest that you will need to declare to the company:

**Situational Conflicts**

Upon accepting your appointment as a director, you should inform the Company Secretary of anything, or any connection you have, which could potentially divert your mind from giving sole consideration to promoting the success of the company.

Although there is nothing to prohibit you from holding multiple directorships or even from engaging in business that competes with Active Lancashire Limited, any situation where there is a degree of tension must be declared.

For example, as a director of the company it is your duty to act in the sole interest of the company. However, if you have been nominated by another organisation, a tension may arise out of any actual or perceived duty to act in the best interests of that organisation as opposed to the company itself.

Once any potential interests have been declared, they will be put to the other Trustees, who have the power to authorise them.

You have an ongoing duty to update the Company Secretary of any changes to your situational interests.

**Transactional conflicts**

A transactional conflict arises where as a director, you or a 'connected person' (for example a family member), has an interest in a proposed or existing transaction or arrangement with the company.

If you realise that you are in any way, directly or indirectly interested in a proposed transaction or arrangement with the company, you must declare the nature and extent of that interest to the other Trustees. This should be done via the Company Secretary. Any such declarations should be made as soon as practicable, ideally before or at the start of any Board meeting at which the item is to be considered.

If you have made such a declaration, the default position is for you not to be counted as participating in the decision-making process for quorum or voting purposes during consideration of the matter. However, Active Lancashire Limited's Articles of Association do enable the remaining, non-interested directors to, if they see fit, authorise any such conflicts and in these instances they may agree for you to take part.

Please note that specific provisions relating to directors' interests are set out in clause 11 of the company's Articles of Association.

**SECTION 7: DIRECTORS LEGAL DUTIES AND CODE OF CONDUCT**

**Board Members are to:**

* be responsible for directing the affairs of the charity
* ensure the organisation is solvent and well-run
* ensure the organisation delivers the charitable outcomes for the benefit of the public for which is has been set up
* ensure the organisation complies with charity law, its own governing document and other relevant legislations
* ensuring that the organisation’s funds and assets are used only to further the objects (or purpose) of the charity
* to avoid undertaking activities that might place the organisation’s funds, assets, endowments or reputation at risk
* to use reasonable skill and care in their work as trustees
* to consider getting external professional advice when appropriate e.g. if there is a material risk to the charity
* to act with integrity and avoid any personal conflicts of interest or misuse of organisation funds or assets.

Directors must act in the best interests of the charity and its beneficiaries. They must avoid situations where their personal or other interests conflict with the interests of the charity and must not profit from their role unless it has been allowed.

In carrying out their duties, Directors have a duty of care to act reasonably and prudently, and a higher duty in areas of their own expertise.

The Board takes decisions collectively and they must meet as often as they need to in order to carry out their responsibilities.

Directors can only take decisions independently in their role as Director if the governing document or statutory provisions, and a decision of the board, gives them the authority to do so. An individual Director cannot bind the other trustees to a course of action unless it has been authorised by the trustees as a whole.

Directors are not expected to be experts in every field, but they have a duty to take advice when they are not confident about taking a decision.

Directors need to remember that duties such as that to avoid conflicts of interest, act with integrity and not obtain personal benefit are triggered not only by their own interests but also those of individuals or organisations connected to them by personal financial linking or duties.  For example, family, business partners or other trusteeships.  Such people are referred to as “connected persons” or persons “sharing a common purse”.

**APPENDIX 1 – ACTIVE LANCASHIRE STRATEGY**

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| --- | --- | --- | --- |
| **VISION** | **Lancashire transformed through active and healthier lives** | | |
| **MISSION** | **Working in partnership to tackle inequalities and help people enjoy active lives** | | |
| **VALUES** | **Forward-thinking People first Everyone counts Working together Passion Influencing change** | | |
| **OBJECTIVES** | **Growing participation**  **across all communities to build on and benefit from lifelong physical activity habits** | | |
| **Enabling individuals** | **Empowering communities** | **Embracing a whole-system approach** |
| **Enabling individuals positively to gain from and take responsibility for their physical and mental health and wellbeing.** | **Empowering communities to create, deliver and sustain physically active lifestyles.** | **Embracing a whole system approach where partners advocate for the shared benefits of a more physically active county and work together to make it happen.** |

**APPENDIX 2 – BOARD MEMBER ROLE DESCRIPTION**

**Board Member role outline**

**Main duties and responsibilities**

Each individual member of the board has a responsibility to contribute to the discharging of the board's duties. They can do this by:

* maintaining an awareness of the business of Active Lancashire.
* taking responsibility for their own learning and development
* regularly attending, preparing for and taking a full part in meetings
* actively contributing to setting policy and strategic direction, defining goals, setting targets and evaluating performance
* monitoring whether the service complies with its governing document, and how well the needs of the members are being met
* monitoring the financial position of Active Lancashire and ensuring that it operates within its means and objects, and that there are clear lines of accountability for day-to-day financial management
* supporting the development of Active Lancashire through participation in agreed projects
* actively seeking to further the strategic objectives of Active Lancashire, and acting in the best interests of the membership at all times
* maintaining confidentiality about any sensitive or confidential information received in the course of duties as a Director.

**Personal skills and qualities for all Board Members**

Each individual member of the board brings skills and qualities to the board. They add to the collective knowledge and experience by providing:

* commitment and availability to attend board meetings
* effective communication skills and willingness to participate actively in discussion
* willingness to gain knowledge of local needs and resources
* commitment to the aims and policies of Active Lancashire, including those relating to equal opportunities
* willingness and ability to act in the best interests of Active Lancashire and the wider membership
* ability to understand and accept their responsibilities and liabilities as directors of the Board
* willingness to participate in democratic process which develops Active Lancashire policies and priorities.
* numeracy to the extent required to understand accounts with the support of our finance lead officer
* willingness and ability to learn, and to develop and examine their own attitudes
* ability to think creatively and strategically, and exercise good, independent judgement
* ability to work effectively as a member of a team.

**Time requirements**

It is anticipated that Board Members will participate in a regular annual cycle of meetings, these are likely to be:

* Quarterly Board meetings (Approximately 2 hours)
* Wider partnership, staff and planning meetings (Approximately 2 hours, once a year)

**Optional events and representation activity**

* Human Resources and Audit & Finance Sub Committee meetings (Approximately 2 hours, up to 6 a year)
* Membership engagement events (Approximately 2 hours, quarterly)

**Expenses**

This is a voluntary role and no remuneration will be provided by Active Lancashire other than valid and reasonable expenses in line with Active Lancashire guidelines.

**APPENDIX 3 – CHAIR OF THE BOARD ROLE DESCRIPTION**

**Chair role outline (In addition to the Board member outline; Appendix 2)**

**Active Lancashire mission statement**

**Overall**

* To provide leadership for the Board
* Leading the Board and the organisation to enable it to fulfil its purpose.
* To ensure an effective relationship between:
  + The Board and staff/volunteers
  + the Board, membership and the external stakeholders/community
* Acting as a spokesperson and figurehead as appropriate at internal membership and external stakeholder events and joint activities
* To supervise and support the Chief Executive.
* The period of Office is three years from the decision made by Board members. A maximum of two successive terms can be served in line with our Governance guidelines.

**Specifically**

* Plan and prepare the Board meetings with the Chief Executive and other Board members as appropriate.
* Chair Board meetings ensuring:
  + A balance is struck between time-keeping and space for discussions.
  + Business is dealt with and decisions made.
  + Decisions, actions and deliberations are adequately minuted.
  + The implementation of decisions is clearly assigned and monitored.
* Ensure adequate support and supervision arrangements are made for the Chief Executive.
* Ensure that successors are found before the term of office finishes for Board members.

**Qualities**

* A willingness, together with the appropriate skills and knowledge to effectively lead the organisation
* Confidence and skills to enable the effective operation of the Board and its activities
* Possesses tact, diplomacy and powers of persuasion.
* Possesses relevant knowledge of the sectors and partnership which Active Lancashire operates within
* Has the relevant skills to Chair a meeting well?
* Impartially, fairness and the ability to respect confidences.

**Time requirements**

It is anticipated that the Board Chair will lead and participate in a regular annual cycle of meetings, these are likely to be:

* Quarterly Board meetings (Approximately 2 hours)
* Wider partnership, staff and planning meetings (Approximately 2 hours, four a year)
* Supervision of the Chief Executive (Approximately 2 hours, six a year)
* Human Resources Sub Committee meeting (Approximately 2 hours, up to 6 a year)

**Optional events and representation activity**

* Membership engagement events (Approximately 2 hours, quarterly)

**Expenses**

This is a voluntary role and no remuneration will be provided by Active Lancashire other than valid and reasonable expenses in line with Active Lancashire guidelines.

**APPENDIX 4 – DECLARATION OF INTEREST FORM**

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| **Privacy Policy**  The Information that you provide on this form and on any CV given will be used by Active Lancashire Ltd to help you connect with employers. By making an application for a position through us, you consent to your personal data being included on a computerised database and consent to us transferring your personal details to our clients. Personal data will include information provided by you and any information obtained in relation to your application, including that from any interviews, selection procedures or references. The information will be used by Lancashire Sports Partnership Ltd to process your application and to deliver the products and services we offer. We may check the information collected with third parties or with other information held by us. We may retain and process anonymised data for the compilation of reports for our clients and other interested parties. We may share information where legally required. |

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| **DECLARATION FORM – NON EXECUTIVE APPOINTMENTS** | |
| Position applied for: |  |
| Organisation: |  |

**Section A**

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| **CONTACT DETAILS** | | | |
| Surname : |  | | |
| First Name: |  | | |
| Address: |  | | |
| Postcode: |  | | |
| Mobile number: |  | | |
| Home number: |  | | |
| Work number |  | | |
| Email address to be used for primary communication: | | |  |
| **RECRUITMENT AND SELECTION PROCESS** | | | |
| How did you hear of this opportunity? | |  | |

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| **ELIGIBILITY** | | | | |
| There are restrictions on who can apply to become a Board Member, because company law requires that certain conditions must be met. You may not be eligible to become a Board member if:-   * You are a member of the Associations staff * You are a tenant or leaseholder (Including freehold service charge account holder) of the Association * You are a Board Member of the Association * You have been a director of a company which has gone into liquidation * You have been convicted of a serious criminal offence (in particular, any offence involving dishonesty or imprisonment or in relation to the promotion, formation, management or liquidation of an Association) * You are an employee (at a senior level) or a Board member or director of a contractor or supplier to the Association | | | | |
| **Do any of these conditions apply to you?** | | |  | |
| If you have answered yes, please give further details. | | | | |
| **REHABILITATION OF OFFENDERS ACT 1974** | | | | |
| Active Lancashire Is committed to recruiting professionals from all areas of the community including offenders and ex-offenders.  The Rehabilitation of Offenders Act 1974 requires us to ask if you have any ‘unspent’ convictions. The information you provide will be treated in the strictest confidence and only be taken into account where, in the reasonable opinion of Lancashire Sport, the offence us relevant to the post for which you are applying. All disclosures will not be revealed to others except the client organisation, if appropriate. If you inadvertently disclose a conviction regarded as ‘spent’ it will be ignored.  Under the Exception Order 1995, certain types of employment and professionals are exempt from the Rehabilitation of Offenders Act 1974 and in cases for example where the employment sought involves working with children or vulnerable adults, details of all criminal convictions – both spent and unspent- must be disclosed to us.  If you are unsure of whether your conviction(s) should be disclosed please check <http://www.nacro.org.uk/what-we-do/resettlement-advice-service/advice/disclosing-criminal-records/rehabilitation-of-offenders-act-1974,1646,NAP.html#4>  **Failure to declare a conviction may result in your exclusion from our register and/or termination of any assignment if the offence us nit declared but later comes to light.**  A spent conviction will still show on your criminal record, but we will not take it into account when considering your application unless the post is considered exempt under the Act. All posts that require DBS disclosure will be exempt under the Act and will require you to disclose spent and unspent convictions. | | | | |
| **Do you have any unspent criminal convictions or spent convictions covered by the Exception Order 1995?** | | | |  |
| If yes, please provide on a separate sheet market “CONFIDENTIAL” and submit it with this form. | | | | |
| **REFERENCES** | | | | |
| Please provide the full contacts details of two referees who have known you in a professional and/or Board capacity ideally spanning at least the last 2 years. Please note that references will not be taken up unless you have been successful. We will notify you when we intend to take up references. | | | | |
|  | **Referee 1**  **(Current/most recent employer)** | **Referee 2**  **(Most recent previous employer)** | | |
| Full Name: |  |  | | |
| Position: |  |  | | |
| Organisation: |  |  | | |
| Relationship to you: |  |  | | |
| Address:  City:  Postcode: |  |  | | |
| Work number:  Mobile number: |  |  | | |
| Email address: |  |  | | |
| Prior consent required? |  |  | | |

|  |  |
| --- | --- |
| **DECLARATION OF INTEREST** | |
| **Are you known or related to any board members/trustees/management committee member/ Councillor (as appropriate) or employee of the client organisation?** |  |
| If you have answered yes, please give further details. | |
| **Do you have any interest that may relate to the work of the client organisation – be it employment, contracts, positions of responsibility, directorships etc and any financial interests, through you or a partner or close relative.** |  |
| If you have answered yes, please give further details. | |
| **Is there anything in your employment history that you should reasonably draw to a prospective employers attention, which, if it came to light subsequently, and the employer was unaware of the matter, could bring the employer into disrepute?**  ***If yes, please provide details on a separate sheet marked ‘CONFIDENTIAL’ and submit it with this form. If you are in doubt please talk call the Active Lancashire staff involved in the recruitment process.*** |  |

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| --- |
| **DECLARATION** |
|  |
| I hereby confirm that the information given is true and correct and to my personal data and CV being forwarded to clients.  I consent to references and relevant convictions being passed onto potential employers  I understand that any offer is conditional upon the accuracy of this information and false or misleading information, as well as withholding relevant information, may lead to my application being disqualified, the withdrawal of an offer or, if I have been appointed, to my dismissal.  I understand that social media vetting may take place  **Signed (Please print your name): Date:** |

**Section B continued on the next page**

**SECTION B**

The information provided in this section of the form is not mandatory nor is it used to select applicants for posts. All applicants are judged only on their ability to undertake the post for which they are applying. The information that you provide will be kept secure and separate from your application.

|  |  |  |  |
| --- | --- | --- | --- |
| **PERSONAL INFORMATION** | | | |
| Gender |  | Age |  |
| Marital status |  | | |
| Ethnic origin |  | | |
| Religious Belief |  | | |
| Sexual orientation |  | | |
| **DISABILITY** | | | |
| Please state if you have a physical or mental impairment, that has a substantial (that is, more than minor or trivial) and long term adverse effect, on the ability to carry out normal day-to-day activities. | | |  |
| Please inform us of any specific arrangements you require for the interview. | | |  |

**APPENDIX 5 – CHIEF EXECUTIVE JOB DESCRIPTION**

|  |
| --- |
| **Job title:** |
| **Operating Company/ Department** |
|  | | | |
| **Date:** | |
| **Term of Employment:** | |
| **Job purpose:** | | | |
| **To Strategically lead and manage the Active Lancashire Charity and associated business activity including development and positioning of the organisational strategy and annual plan, securing structural funding, providing effective management of the organisations finances and wider resources to the satisfaction of the Partnership Board. To be the overall accountable officer for compliance and delivery of all external funded programmes and activities, specifically including Sport England Lottery funding, ESIF and ISCF. To lead, advocate and enable the development of the organisations activities at a Lancashire and wider national level.** | | | |
| **Key accountabilities:** | | |
| * To lead strategic planning and development of Active Lancashire: overseeing the production and implementation of the organisational strategy, development and funding strategy and annual budgetary, resources and implementation plans to support the organisations Charitable aims and vision for the future of the organisation. * To be the accountable officer for all aspects of financial management and control, risk identification and management including compilation of reports and evidence which satisfy the requirements of private, public and voluntary partners, funding bodies, regulatory and auditing conditions including strategic commissions and structural programmes such as Sport England, ESIF and UKRI. * To ensure Active Lancashire establishes and maintains the highest quality systems and procedures which effectively manages organisational risk and responsibilities in respect of financial control, health & safety, child protection, employment legislation and organisational liability. * To ensure effective two way communication and planning across the partnership and organisation to enable the organisation to be ‘customer focused’ to the business development needs and future requirements of district, cluster, sub regional and national partners. This work will include work with economic and health partners and bodies, national networks and local government structures. * To provide overall leadership for the co-ordination and subsequently management of external funding applications, commissions, and service level agreements with external partners such as Sport England, European programmes, health and social investment bodies. * To work with the Active Lancashire Board, Partnership organisations and Core team to promote and facilitate a performance management culture, including the development and maintenance of performance management systems, procedures and standards which will support the work of the Partnership and enable our performance to be effectively audited. | | |
| **Dimensions impacted by job (including number of people managed, turnover and budgets expressed in £ p.a.)** | | |
| * Overall leadership, management and accountability for all aspects of the organisations strategic relationships, performance, resources, risk and compliance. * Executive relationships to the Active Lancashire Board and partnership operational activity * Leadership and Management of the Lancashire Sport Core team (c. 50 individuals) * Management of the Core team finances (c. £5M to £7M p.a.) * Satisfactory delivery of funded programmes (c. 40 programmes)   **Direct reports’ job titles and grades: (where applicable)**  Finance Director, Operations Director, Business Director | | |
| **Core behaviours:** | | |
| Active Lancashire has a series of Team Values which all staff are expected to display reflective behaviours, including:  Ensure achieves impact through work undertaken  Delivers excellence  Shows respect  Demonstrates passion for coaching and their role  Values our partners at all times  Ability to have fun | | |
| **The operating environment and context of the job:** | | | |
| This role is in part funded by Sport England which requires a lead Officer, with a role to develop and ensure delivery of the primary purpose specification. The post-holder is required to work closely with Sport England staff to ensure effective delivery of that specification.  The role requires the development of Strategic alliances locally and nationally with a range of partners at an executive level (Public, private and voluntary sector), advocating and growing organisational activity with wider partners and providers, influencing partners to prioritise and resource physical activity and sporting services and assets across the spectrum of community provision and facilities in Lancashire and a wider footprint.  The role requires all key decisions and direction to be determined by the Active Lancashire Board, who support the Chief Executive as the lead Officer in establishing the Strategy, business development and business plans, managing risk, securing the resources and delivering activity to the standards and performance as agreed by the Board, partners and funders.  This role is part funded by Sport England, UKRI and European Union social funding programme (ESIF) for which this post is the overall accountable officer. | | | |
| **Governing body/legal requirements:** | | | |
| The Chief Executive is the lead officer responsible for the operation of the organisation to satisfy   * Financial standards and Charity Law * Pension scheme (Lancashire County Pensions) compliance * Employment Law * Data Protection * Our commitment to Safeguarding * Our commitment to equality, diversity and inclusion | | | |

**FOR FURTHER INFORMATION**

Active Lancashire

Offices 3 & 4, Farington House

Lancashire Business Park

Centurion Way

Leyland

PR26 6TW

01772 299830, contact@activelancashire.org.uk

[www.activelancashire.org.uk](http://www.activelancashire.org.uk)

Twitter: @ActiveLancs

Facebook: ActiveLancashire

Chief Executive – Adrian Leather, [aleather@activelancashire.org.uk](mailto:aleather@activelancashire.org.uk), 07984 437804

**If you require any further information or advice, please do not hesitate to contact:**

Stuart Oliver, Company Secretary, at soliver@activelancashire.org.uk or on

01772 299830