

INDEPENDENT DIRECTOR APPOINTMENT

Information and Application pack

1. INTRODUCTION

The purpose of North Lanarkshire Leisure Ltd is to deliver sport, recreational and health improving services to the community of North Lanarkshire. The Company works in partnership with North Lanarkshire Council and is responsible for the management and operation of the 19 facilities in North Lanarkshire.

The main objects of NLL are to provide, or to assist in, the provision of, facilities for recreation, sport, cultural, social or other leisure time occupation as are beneficial to the community, for the general public in, or in connection with, the North Lanarkshire area and its neighbourhood in furthering the interests of social welfare.

2. BACKGROUND

North Lanarkshire Leisure Limited (NLL) is a Non-Profit organisation registered in Scotland (SC303391). NLL is a separate legal entity, distinct from North Lanarkshire Council (the "Council"), and is able to contract and hold property in its own name. Although a separate legal entity, NLL is within the ownership of the Council. The Council is the sole member of NLL. Membership is only open to the Council.

The Company was established on the 16th of September 2006. NLL is an entirely not-for-profit organisation; any surpluses are invested to improve facilities, services, activity programmes, staff training and other developments in line with the charitable objectives.

North Lanarkshire Leisure is a Scottish Charity, regulated by the Office of the Scottish Charity Regulator (OSCR). NLL has the following charitable objectives:

- Sport
- Recreation
- Advancement of Health
- Social Welfare

NLL works in partnership with the North Lanarkshire Council and other strategic partners to deliver and improve sport, leisure and health opportunities throughout the local authority.

North Lanarkshire Leisure Limited has a trading subsidiary, which is a community interest company, registered in Scotland. It operates and carries out its activities under the name NLL Trading CIC and/or the NLL sub brands.

3. BOARD MEMBERSHIP AND COMPOSITION

NLL is governed by the Board of Trustees. The Board comprises of a maximum of 13 Directors including the Chair:

- a maximum of six directors shall be Partner Directors (North Lanarkshire Council Elected Members)
- a maximum of five directors shall be Independent Directors
- no more than one Trades Unions Director
- no more than one Employee Director

Directors are appointed for 3 years and retiring Directors will be eligible for re-appointment. Unless Directors choose to resign at any time, they will remain in office

until required to retire by rotation.

The Board delegates the day to day management to the Chief Executive who is in turn supported by a Corporate Management Team within the company.

4. DIRECTORS ROLES AND RESPONSIBILITIES

The Board is a decision making body. The Board may delegate any of their powers to any committee consisting of two or more directors, to the Chair or a director who holds any other office with the company such of their powers as they consider appropriate.

The four key tasks of a board of directors of a company as identified by the Institute of Directors are to:-

- set strategy and structures for the company;
- establish the company's goals, policies and values;
- delegate to management; and
- exercise accountability to the members of the company, and other stakeholders, such as employees.

These will be applicable to the Board in relation to NLL.

The role of director is both internal, to regulate the management of NLL's employees, and external, to regulate the relationship of NLL with third parties. It is the Board's responsibility to set up corporate governance arrangements which allow it to exercise its powers whilst retaining adequate checks and balances to ensure the interests of the Council as sole member are adequately considered.

General Qualities

You should be able to demonstrate:-

- Understanding/Knowledge of sport & leisure industry
- Ability to bring a level of skill/ experience to the Board
- Good independent judgment
- Ability to influence others and make decisions
- Understanding of the importance of health and sport for North Lanarkshire and the wider community
- Excellent communicator with good interpersonal skills
- Able to participate and contribute effectively at meetings
- Ability to work effectively as a team member
- Able to devote necessary time/ commitment to the organisation
- Understand the importance and purpose of the role
- Understand the need for and able to maintain confidentiality
- Commitment to be an effective and responsive advocate for the organisation

Time Commitment

Directors will be expected to attend four Board meetings per year. Directors may be asked to attend and participate in specialist sub-committees of the Board. Most meetings will require some additional time to prepare. Papers will be issued one week in advance of all meetings unless it is the AGM and papers will be issued 15 days prior to the meeting.

Occasionally there will be the option for Trustees to chair events, visit projects or attend other one-off functions such as exhibitions, launches and conferences.

5. REMUNERATION

The post of Board Director is voluntary for which approved expenses will be paid according to guidelines.

6. EQUALITIES

North Lanarkshire Leisure is fully committed to equal opportunities for all, regardless of gender, marital status, race, colour, disability, religion, age, ethnicity or nationality.

North Lanarkshire Leisure is committed to openness and fairness and will respect the need for confidentiality.

This is an opportunity for someone who is passionate about sport, health and fitness and its many and well documented benefits to the local community. It is an opportunity to shape local sports and leisure provision within a not for profit operating model.

7. HOW TO APPLY

Applications are invited by open advertisement. To apply to join the North Lanarkshire Leisure's Board please complete the attached application form and return to:-

Carol Kerr, Company Secretary, NLL Headquarters, 1 Ardgoil Drive, Cumbernauld, G68 9NE by Friday 22 April, 2016. Email address: carol.kerr@nleisure.com

North Lanarkshire Leisure Ltd

Job Description – Board Director

Outline: You will be responsible for the overall governance and strategic direction of North Lanarkshire Leisure Ltd, developing the organisations aims, objectives and goals in accordance with the memorandum and articles of association and any legal or regulatory guidelines.

Main Duties and Responsibilities:

1. To ensure that the organisation complies with its memorandum and articles of association, charity law, company law and all other relevant legislation or regulations.
2. To ensure that the organisation pursues its objects as defined in the articles of association.
3. To ensure the organisation applies its resources exclusively in pursuance of its objectives.
4. To contribute actively to the role of Board Director giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
5. To carry out the duties and obligations of good faith and honesty in order to safeguard the good name and values of the organisation.
6. To ensure the effective and efficient administration of the organisation.
7. To ensure the financial stability of the organisation.
8. To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
9. In addition to the above statutory duties, each Board Director should exercise duties of skill and care by applying any specific expertise, knowledge or experience they have to help the board reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or any other issues in which the Board Director has special knowledge.

NORTH LANARKSHIRE LEISURE LTD

BOARD DIRECTOR SPECIFICATION

JOB TITLE: Board Director		
	ESSENTIAL	DESIRABLE
QUALIFICATIONS/ TRAINING		Degree/Professional Qualification
WORK EXPERIENCE	<p>Understanding/Knowledge of sport & leisure industry.</p> <p>Ability to bring a level of skill/experience to the Board.</p>	<p>Experience of Committees and/or Boards.</p> <p>Experience of a sport related environment.</p> <p>Expertise of the NL community and its needs.</p>
KNOWLEDGE/SKILL/ ABILITY	<p>Good independent judgement.</p> <p>Ability to influence others and make decisions.</p> <p>Understanding of the importance of health and sport for North Lanarkshire and the wider community.</p>	<p>Strategic vision.</p> <p>Ability to think creatively.</p> <p>Knowledge of NL political and stakeholder landscape.</p>
OVERALL IMPRESSION I.E. MANNER/SPEECH HEALTH/APPEARANCE	<p>Good communicator with good interpersonal skills.</p> <p>Able to participate and contribute effectively at meetings.</p>	
OTHER (SPECIFY)	<p>Able to devote necessary time/commitment to the organisation.</p> <p>Interested in health and fitness.</p> <p>Understand the importance and purpose of the role.</p> <p>Able to maintain confidentiality.</p> <p>Commitment to be an effective and responsive advocate for the organisation.</p>	<p>Passionate about the benefits of sport, health and leisure.</p>

5. Have you ever been:-

	Yes	No
The subject of an application for a disqualification order under the Companies Director Disqualification Act 1986 or had such an order made against you.		
Adjudicated bankrupt or have been the subject of a petition of bankruptcy.		
Entered in an individual voluntary arrangement under the Insolvency Act 1986 or any composition or moratorium on debts with creditors.		
Been convicted of an indictable or other offence which is not spent.		
Previously been removed from the trusteeship of a charity by the court of Charity Commissioners.		

If yes, please provide details below:

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Insolvency Check

Prior to notifying a new Board Directors details to Companies House, it is necessary to undertake a search the Register of Insolvencies to confirm that the individual has not been sequestrated and that there is no registered trust deed.

Referees

Please supply two references who will only be contacted with prior approval.