



# Board Member Recruitment Pack

Apply by 20 February 2022



# Join the Active Surrey Board

**Are you passionate about increasing physical activity levels and enabling everyone in Surrey to realise the benefits that moving more can have on our health, our communities and our county? We are looking for two new Board Directors of Active Surrey, the county's not-for-profit Active Partnership.**

This is a particularly exciting time for Active Surrey: we have just secured a further 5 years of funding and the pandemic has made our work more critical than ever. We would love to hear from strategic thinkers, who have the drive to use the power of physical activity to tackle inequality and the time to devote to the role.



We are looking for two new Board Directors who bring commitment and enthusiasm to the role. In addition, further to our recent board skills evaluation and our overall governance review, we would also be interested in candidates with knowledge and experience in any of the following:

- Working with people with disabilities / long term health conditions / poor mental health and/or older people
- Knowledge of or experience in the voluntary, community or social enterprise sector
- A knowledge of safeguarding and/or people development
- Digital expertise
- A background in measurement, evaluation and learning

We are also looking to appoint two members of our board into the roles of the Senior Independent Director and the Welfare and Safety Lead Director. Applicants are encouraged to indicate whether they would like to be considered for either of these roles in addition to their role as a Director.

At Active Surrey, we work collaboratively to empower people in Surrey to realise the benefits of a more active way of life, by influencing systems, removing barriers and creating opportunities to get everyone moving more. For more details of the role, please visit [www.activesurrey.com/About-us/Governance](http://www.activesurrey.com/About-us/Governance).

**We are committed to achieving greater diversity on our Board and encourage applicants from all backgrounds; we particularly welcome applications from disabled people and people from ethnically diverse communities, who are under-represented in our workforce.**

For an informal conversation about the position, contact Managing Director, Elizabeth Duggan (07970 257412 [elizabeth.duggan@surreycc.gov.uk](mailto:elizabeth.duggan@surreycc.gov.uk)) or Board Chair, Richard Gray (07970 643520; [richardjhgray@gmail.com](mailto:richardjhgray@gmail.com)).

Please send your CV and an accompanying statement (max 2 sides of A4) explaining your interest and motivation in applying and what you believe you can contribute to Active Surrey to [elizabeth.duggan@surreycc.gov.uk](mailto:elizabeth.duggan@surreycc.gov.uk).

**Closing date for all applications: 20 February 2022**

**Interviews will be w/c 28 February 2022.**

# Introduction to Active Surrey

Thank you for your interest in becoming a Board Member of Active Surrey, the strategic lead agency for physical activity levels in our county.

As an independent, not-for-profit Active Partnership, we focus on providing leadership and support to hundreds of stakeholders and partner organisations to achieve Surrey's collective goal to be the most physically active county in England.

Active Surrey is a well-respected and valued organisation with high levels of partner, customer and staff satisfaction. Every year we broker collaborative relationships between organisations, deliver impactful events from conferences to multi-sport extravaganzas, initiate new activity programmes and train teachers, coaches and young leaders.

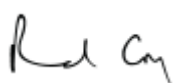
Our work is increasingly targeted, with the focus on tackling inequality and working where the need is greatest. To learn more about how we work and the impact we have, we would direct you to our Impact Report: <http://bit.ly/AS-impact-report-2021>.

The Board is responsible for the overall governance and strategic direction of Active Surrey and is currently made up of eight independent Members (including the Chair) and four nominated Members (including the Managing Director). Board Members play a key role to ensure the Board functions well and that the organisation achieves its objectives.

The role of a Board Member is an exciting and challenging opportunity. We are looking for two applicants who have the skills and experience to provide insight, contacts and constructive challenge to our enthusiastic and committed Board and staff team. The right candidates could also assume the roles of Senior Independent Director or the Welfare and Safety Lead. In return, we provide training, networking opportunities and a friendly, pro-active and professional environment in which to volunteer.

An interest in sport/physical activity is helpful but not essential –we just want you to share our passion to make a difference through the power of movement.

If you feel you can help us, do get in touch. This pack provides further information about the organisation and the role, you can also contact either of us to discuss. We look forward to hearing from you.



Richard Gray, Board Chair



Elizabeth Duggan, Managing Director

# Role Description

## Independent Board Member

### Title

Active Surrey Board Member

### Eligibility

Board Members should, preferably, either live or work within Surrey (as defined by the Surrey County Council area).

Independent Board Members will be appointed following an open, publicly advertised recruitment process.

A person is independent if they are free from any close connection to the organisation and if, from the perspective of an objective outsider, they would be viewed as independent. Examples of a 'close connection' include:

- They are or have within the last four years been actively involved in the organisation's affairs, e.g., as a representative of a major sponsor or main funder.
- They are or have within the last four years been an employee of Active Surrey; or
- They have close family ties with any of Active Surrey's Board Members or senior employees.

### Purpose of role

The main duties of Board Members should include:

- Providing strategic leadership and being a visible role model for the Partnership.
- Contributing towards making the Board a high performing team.
- Championing a discrete portfolio, thematic area or aspect of the business plan.
- Contributing towards ensuring that the Partnership is fit for purpose and continuously improves.
- Supporting the Partnership's Chair, Managing Director and management team.
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### Main responsibilities

The main responsibilities of the Board Members include:





- **Strategy development:** Actively and constructively contributing to and challenging development of the Partnership's strategy and business plans.
- **Being an advocate for Active Surrey:** encourage member agencies to support, and invest in, the Partnership.
- **Decision-making:** Ensuring that, in reaching a decision, the Board takes into account any relevant guidance issued by regional and national agencies as well as recommendations from Partnership officers.
- **Delegated authority:** Ensuring that the Board operates within the limits of its delegated authority. Board members do not have any individual delegated authority.
- **Financial scrutiny:** Ensuring that administrative and other systems of financial control are rigorous and constantly maintained, monitored and developed.
- **Risk management:** Ensuring that risk management systems are robust and defensible so that major risks are identified and appropriately managed.
- **Policy setting and endorsement:** Setting policy and ensuring that operational management of the Partnership is carried out in accordance with the policies and procedures of the Partnership and its host agency.
- **Overseeing results:** Ensuring the delivery of planned results by monitoring and evaluating performance against agreed strategic objectives and targets.
- **Contributing to the work of the Board:** Providing effective leadership, contributing to the work of a high performing Board, and being an active team member.
- Supporting the Chair, other Board Members, Managing Director and other management staff.
- **Planning and monitoring:** Read and respond to the Partnership's policies, plans, reports and proposals.
- **Code of conduct, duties and personal liability:** Abide by the code of conduct for all Active Surrey Board Members.

## All Directors should be or have :

- Passionate about the benefits of physical activity;
- Passionate about reducing inequalities in opportunity and availability of physical activity in Surrey;
- Engaged and responsive (having enough time to offer);
- Open and collaborative;
- Independent and objective;
- A proven track record in a senior management role in the private, public or voluntary sectors;
- A good local network and capable and willing to use influence to benefit Active Surrey;
- Experience of involvement with Board and committees and the governance role of non-executive directors;
- Experience of strategic and business planning and review mechanisms;

- Experience of directing operations and gaining consensus;
- Able and willing to encourage and challenge appropriately; and
- Able and willing to be “the lone voice” around the table.

## Knowledge and Skills

- Ability to motivate and inspire others.
- Ability to build constructive relationships.
- Understanding of partnership working.
- Knowledge of the sport and physical activity sector.
- Understanding of public sector accountability.
- Skilled communicator and negotiator.
- Ability and willingness to act as an advocate for physical activity to a broad audience.
- Understanding and commitment to equal opportunities and valuing diversity.

In the case of this current recruitment, we are particularly interested in candidates who bring knowledge and experience in any of the following:

- Working with people with disabilities / long term health conditions / poor mental health and/or older people
- Knowledge of or experience in the voluntary, community or social enterprise sector
- A knowledge of safeguarding and/or people development
- Digital expertise
- A background in measurement, evaluation and learning

## Remuneration

These are non-salaried positions. Travel and other reasonable expenses will be reimbursed.

## Location

Partnership meetings and events will be held across Surrey.

## Term

Three years with the opportunity to be considered for reappointment for a second term.

## Time commitment

As a minimum, attendance and preparation for:

- An induction training event.
- Four meetings of the Board annually either virtually or face to face.
- Participate in a committee with between 2-4 meetings per year.
- Represent the Board at Active Surrey conferences, programmes and events as appropriate to your Board responsibilities.

Other appropriate contributions will be considered and agreed following appointment.

## Optional Additional Responsibilities

The Board is looking to fill the roles of (i) Senior Independent Director and (ii) Welfare and Safety Lead. These roles may be filled by existing directors or by new directors.

Please indicate in your application if, in addition to your role as a Board member, you would like to be considered for either the Senior Independent Director Role or the Welfare and Safety Lead and if so please indicate the experience or skills you have for assuming either of these roles.

### Senior Independent Board Member

This Member has the following responsibilities:

- To provide a sounding board for the Chair;
- To serve as an intermediary for the other Board Members when necessary;
- To act as an alternative contact for stakeholders to share any concerns if the normal channels of the Chair or the organisation's management fail to resolve the matter or in cases where such contact is inappropriate; and
- To lead on the process to appraise the Chair's performance.

### Welfare and Safety Lead

- Under the amended Sports Governance Code there is a requirement to appoint a director to take a lead at a board level to ensure that the welfare and safety of Active Surrey's members and people (including but not limited to employees, participant and volunteers) are factored into the decisions Active Surrey makes.



# Code of Conduct for Active Surrey Board Members

## Introduction

This code applies to all members of the Active Surrey Board.

## Purpose of the code

To set out the relevant standards expected by Active Surrey Board Members in order to:

- Maintain the highest standards of integrity and stewardship;
- Ensure that the Partnership is effective, open and accountable;
- Ensure a good working relationship with any officer or stakeholder.

## Code of conduct

There is an agreed code of conduct for Board Members which ensures that the highest personal standards are observed at all times. The Board has adopted the Nolan Committee's 'Seven Principles of Public Life', prepared by the Committee on Standards in Public Life in 1994. These principles should be followed in all aspects of Board Members' involvement and activity.

- **Selflessness:** Board Members should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
- **Integrity:** Board Members should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.
- **Objectivity:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, Board Members should make choices on merit.
- **Accountability:** Board Members are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate.
- **Openness:** Board Members should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- **Honesty:** Board Members have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership:** Board Members should promote and support these principles by leadership and example.

## Duties

- **Duty of care:** Board Members are expected to act reasonably and prudently in all matters relating to the Partnership and in its long-term interest. They must comply with agreed policies and governance procedure.
- **Duty to protect the organisation's resources:** Board Members have a duty to protect all the resources belonging to the Partnership, for instance by ensuring that there are adequate financial controls and risk assessments. Board Members also have a duty to protect the organisation's reputation and its intellectual property such as branding and databases.
- **Duty to act in the best interests of the public:** The first duty of a Board Member is to the public, which means they must act in the best interests of the public as a whole. Inevitably, Board Members have a wide range of interests in private, public and professional life, and those interests might, on occasion, conflict. Board Members have a general responsibility to avoid such conflicts of interest, especially where they involve financial transactions.
- **Duty to act collectively:** Board Members are responsible for the activities of the Board and must act together. No Board Member acting alone can bind his or her fellow Board Members, unless specifically authorised to do so.
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## Personal Liability

Although any legal proceedings initiated by a third party are likely to be brought against the Active Partnership for Surrey (Active Surrey), in exceptional cases civil, or in certain cases, criminal, proceedings may be brought against a Chairman or other individual Board Members. For example, a Board Member may be personally liable if he or she makes a fraudulent or negligent statement, which results in loss to a third party. Board Members who misuse information gained by virtue of their position may be liable for breach of confidence under common law or may commit a criminal offence under insider dealing legislation.

However, the Government has indicated that individual Board Members who have acted honestly, reasonably, in good faith and without negligence will not have to meet out of their own personal resources any personal civil liability, which is incurred in execution of purported execution of their board functions. The Active Partnership for Surrey (Active Surrey) hereby indemnifies its Board Members against legal proceedings brought against them personally in execution of their board duties, provided they have acted in accordance with this paragraph.

## Active Surrey Board Members January 2022



**Richard Gray (Chair)**



**Born Barikor**  
Founder,  
Our Parks



**Minal Chauhan**  
Director, Fitness Theory



**Ian Burrows**  
Head of Leisure,  
Elmbridge Borough Council



**John Cunningham**  
Senior Independent Board  
Member  
Retired Naval Officer



**Gillian Orrow**  
GP, Community Development  
Lead, Healthy Horley PCN



**Katie Stewart**  
Executive Director for Environment  
Transport and Infrastructure  
Surrey County Council



**Mark Nuti**  
Cabinet Member for  
Communities,  
Surrey County Council



**Abbie Lench**  
Head of Clubs, Counties &  
Volunteers,  
The Lawn Tennis Association



**Elizabeth Duggan**  
Managing Director, Active  
Surrey



**Rebecca Trumper**  
Principal Consultant,  
Q5 Partners