

**Your Chance to
Make a Difference in Berkshire**



Director / Trustee Recruitment Pack

**Voluntary Board Members of Get Berkshire Active (GBA)
The Active Partnership for Berkshire**

Registered Charity

No: 1150486

For more information or an informal discussion:

Contact the CEO, Brett Nicholls, at

brett.nicholls@getberkshireactive.org

or 07912 178654

INTRODUCTION



Sep 2021 GBA 10th Anniversary Celebration:
Staff & Board past and present.

Hello and welcome to the Board Recruitment information pack for Get Berkshire Active (GBA) the Active Partnership for Berkshire.

I am delighted that you have an interest in physical activity and, more importantly, a desire to help influence its development and provision in Berkshire.

Physical Activity (in all its forms, including sport, active travel and active leisure) play a vital role in individual health including social, emotional, physical and mental wellbeing and a significant role in keeping the nation healthy, preventing ill-health and reducing the associated costs of the NHS and social care budgets.

Physical Activity (PA) develops positive individual traits such as physical robustness and mental resilience, it can help prevent social isolation and anti-social behaviour and, from an economic perspective, active people take less time off sick and are more productive.

If you would like to be a part of what GBA are doing then we would love to hear from you.

I hope you find all the information you need in this pack but if you would like an informal discussion before applying please feel free to contact me on 07912178654.

Yours,

A handwritten signature in black ink, appearing to read 'Beal'.



BACKGROUND



What we do: GBA is a charity dedicated to delivering improved sporting and physical activity for all. See our website [here](#). We are a strategic organisation working to bring partners together to collaborate and improve the system to help more people become active.

History: Get Berkshire Active is one of a national network of 43 Active Partnerships across England. You can see more about these partnerships [here](#)

GBA was set up in August 2011 as a Company Limited by Guarantee becoming a Charity on the 14 January 2013; we quickly and successfully established ourselves in the county with our key stakeholders including our primary funding partner – Sport England. We celebrated our 10th Anniversary in September 2021.

Due to cyclical retirements of current board members we are looking to recruit up to 3 new board members in 2022. See details of our current board [here](#).

Vision: Inspired people and communities creating a happier, healthier more resilient Berkshire.

Why? – some statistics:

- Half of women and a third of men in England are not sufficiently active to stay healthy
- Being inactive brings major health risks—depression, dementia, obesity, diabetes, heart disease, cancer and premature death
- Only 2% of inactive children become active adults
- Only 2 in 10 children aged 5-15years meet the government recommendations for physical activity (21% boys & 16% girls)

Our Mission is to be passionate about the value and benefit of Physical Activity. We will collaborate across all sectors, locally and nationally, using our skills, knowledge and resource to ensure equitable provision and participation in physical activity to address wider social outcomes and inequalities.

What Matters to Us?

- ◆ We want people and organisations across Berkshire to be passionate about ‘moving’.
- ◆ We want to collaborate with partners who share this passion.
- ◆ We want everyone to benefit from the transformative power of physical activity and want ‘those who most need help, to get most help’.

THE BOARD ROLE



GBA has a strong board structure that supports a permanent workforce of around 14 members of staff headed by the CEO. The Board has a Chair and a separate Finance Sub Committee. We have robust governance with GBA being one of the first two organisations in the country to fully meet the 2016 UK Code of Sports Governance.

GBA is currently funded primarily via Sport England but also receives funding locally from other organisations commissioning us to do work on their behalf. We have a 5-yr guaranteed funding commitment from Sport England until 2027

ROLE OF A BOARD MEMBER

The charity is governed by a Board of Trustees who also act as the members and directors of the company. The company aspires to implement the highest standards of corporate governance in line with Company and Charity laws and guidelines and the 2016 UK Code of Sports Governance.

Board members help to define, protect and champion the vision, mission, values and reputation of the organisation. They also ensure that the Board's decisions take full consideration of the environment in which it operates and that those decisions are made in the best interest of the organisation.

GBA seeks Board members with skills, expertise and connections to strategic networks to help us achieve our vision and to ensure good governance of all aspects of the organisation.

We are looking for diverse individuals with a range of transferable skills and experience who can act as critical friends to the CEO and executive team.

Board members need to 'champion' GBA and be able to create new opportunities and links to support us in developing and achieving our vision. We champion diversity and welcome applications from all members of society.

Board members will support the Chief Executive, and provide strategic direction for the overall work of the organisation, but are not required to be involved in the day-to-day detail.

Duties:

- To develop an agreed GBA vision and strategy through actively contributing and feeding back on discussions and draft documentation
- To be a strong advocate for the work of GBA and for Physical Activity in Berkshire
- To take an overview on the performance of GBA
- To ensure equality is a thread in all discussions and decision making processes
- To comply with GBA's 'Principles of Good Governance' document (see appendix 1)
- To add value to the work of GBA using individual skills, knowledge and experience to assist GBA to achieve its vision.

OUR VALUES

These are our values and commitment to our partners:

- Tackling Inequalities & Being Inclusive. We target those most in need and most excluded.
- Being Change Agents. We drive and support innovation.
- Transparency in how we make decisions. We are open and honest.
- Collaboration. We work together to be stronger, under-represented.



LEAD	ENABLE	COLLABORATE	DELIVER
We are the leading voice in Berkshire raising awareness of the benefits of Sport and Physical Activity and bringing partners together to increase impact	We help others to improve and thus deliver more and better outcomes through support, training and funding	Believing we are stronger together	We deliver programmes through local and national commissioning and funding

Berkshire is a diverse and complex county.

There is no county council but rather 6 unitary authorities: Slough, The Royal Borough of Windsor and Maidenhead, Bracknell Forest, Reading, Wokingham and West Berkshire. There are also 6 Public Health teams and 2 Clinical Commissioning Consortia. The county ranges from very rural (West Berks) to urban and deprived areas in Reading and Slough. There are also areas of high wealth and the M4 corridor is home to some very large national and international corporate HQs.

We need your help to navigate this diverse and complex county

GOVERNANCE



Obligations

- Ensure GBA operates within the law and agreed levels of governance and authority
- Act in the organisation's best interests, taking everything relevant into account
- Respect the company's constitution and decisions taken under it
- Be diligent, careful and well informed about the company's affairs
- Understand the importance and purpose of meetings and be committed to preparing adequately and attending regularly
- Analyse information and appropriately challenge constructively
- Be able to maintain confidentiality on sensitive and confidential information



Commitment

The time requirement for Board members is likely to be:

- Quarterly Board meetings (1/2 day each) - Normally held at the iconic Bisham Abbey National Sports Centre
- preparation for Board meetings (reading papers etc.)
- 1 away day session per year (to consider strategy, meet with and socialise with staff)
- There are opportunities to serve on sub-committees and to act as Board Champions (e.g. safeguarding, E&D etc)

To comply, Board member training and development opportunities will be provided.

What can you expect to get out of it?

You'll be at the heart of taking people on that crucial journey from inactivity to activity

In the process of making that difference you'll have the opportunity to enhance your career and grow your network or, alternatively, make a valuable contribution in retirement.

You will have the opportunity to develop new skills and enhance your CV with this invaluable volunteering opportunity.

Job Description— Board Member



Eligibility

The member should ideally live or work within Berkshire. However, we will consider applications from candidates outside of the county who do not feel that distance would impede their ability to meet their time commitments and who feel a strong association with Berkshire.

Remuneration

This is a non-salaried position. Travel and other reasonable expenses can be reimbursed.

Term of office

An initial term of three years. Maximum three terms.

Time Commitment

As a minimum, attendance and preparation for:

- An induction training event
- Four meetings of the GBA Board annually
- Annually development day
- Attendance at high profile events / networking / conference (diary permitting)

Main duties

- Support the Chairman in the leadership of a high-performing Board
- Be advocates for physical activity across Berkshire
- Actively participate in policy development and strategic direction
- Contribute to the development of common aims, joint priorities, shared commitments and realise potential funding opportunities
- Champion the impact and added value of GBA Board and the Core Team
- Positively promote and raise the profile of GBA
- Monitor and evaluate the implementation of the strategy for sport and physical activity in Berkshire demonstrating positive impact in participation
- Review performance outputs and outcomes facilitated by the Core Team
- Review financial information received on a quarterly basis
- Monitor levels of continual improvement
- Ensure effective communication amongst the networks
- Stay abreast of new developments and trends to ensure that GBA is able to respond positively and effectively to them
- Take a board level lead on specific areas of work supporting a member of the GBA Core Team through functional action groups or acting as a mentor
- Establish task groups to work on specialist projects as determined by the Board
- Read papers and reports in advance of board meetings and respond appropriately
- Actively participate in an annual board review survey

Person specification - Board Member



Desirable Experience

- ✓ You should be able to demonstrate through your CV at least **ONE** of the areas of expertise:
- ◆ Marketing, promotions and creativity
- ◆ Political influence
- ◆ Corporate communications
- ◆ Finance
- ◆ Legal/HR
- ◆ Education policy and development
- ◆ Health policy and development
- ◆ Performance, impact and improvement
- ◆ Business / commercial
- ◆ Enterprise / innovation
- ◆ Strategic planning
- ◆ Voluntary Sector
- ◆ Local Government
- ◆ Working with disadvantaged groups
- ◆ Charity sector
- ◆ Tackling inequalities

This is not an exhaustive list and we are happy to hear from anyone with a passion for helping us who might have different experiences and skills than listed above

Personal Qualities

- ✓ Passion for Physical Activity
- ✓ Desire to help others
- ✓ Integrity
- ✓ Congruence with GBA values
- ✓ Openness to new ideas and other points of view
- ✓ Collaborative and supportive

Application Process



APPLICATION PROCESS

Interested applicants are required to complete and submit:

- A letter of application detailing why you wish to become a board member of GBA
- A CV outlining your skills and experience to meet the above criteria
- Equity data sheet (this will not be used as part of the assessment for Board member positions – see appendix 2)

Applications are to be submitted by email to: brett.nicholls@getberkshireactive.org

The closing date for applications is: 30/09/2022. Appointment discussions will take place during the week commencing 10/10/2022. Appointments can be staggered thereafter during 2020 to suit both parties. The first Board Meeting post appointments will be on Thursday 15th December 2022

FURTHER INFORMATION

For an informal discussion about the role of a Board member, contact Brett Nicholls, CEO, on 07912 178654

Appendix 1: Principles of Good Governance

GBA will adopt the following good governance practice on all Board related matters in order to build and maintain the confidence of Board members and the key partners with whom we engage.

INSTITUTE ON GOVERNANCE'S DEFINITION FOR GOOD GOVERNANCE:

“The process by which stakeholders articulate their interest, their input is absorbed, decisions are taken and decision-takers are held to account.”

PRINCIPLES OF GOOD GOVERNANCE:

- Accountability of decision makers to stakeholders
- Participation so that all stakeholders are represented when decisions are taken
- Responsiveness of the organisation to its stakeholders
- Transparency about the information on which decisions have been based, the decisions themselves, and the way those decisions are implemented.

GOOD CONDUCT FOR BOARD MEMBERS:

Board members occupy positions of public trust. In order to maintain that trust and confidence, it is not sufficient to *do* the right thing or *act* in the right way, it is vital also to be *seen* to be doing so.

The principles established by the Committee on Standards in Public Life provide a good model for Board members conduct:

- **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 duties
- **Objectivity:** In carrying on business (including making appointments, awarding contracts, or recommending individuals for rewards or benefits) Board members should make choices on merit
- **Accountability:** Board members are accountable for their decisions and actions and must submit themselves to whatever scrutiny is appropriate to their office
- **Leadership:** Board members should promote and support these principles by leadership and example.

Appendix 2: Equality Data Profile

Equal Opportunities Monitoring

This form will be separated from the main application form prior to assessment and will not form part of the selection process. The data contained will be used solely for the purposes of monitoring the recruitment and selection processes of GBA

Ethnicity: (please tick relevant box)

Asia/ Asian British - Bangladeshi		Black 'Other'	
Asian/ Asian British - Indian		Chinese	
Asian/ Asian British - Pakistani		White British	
Asian/ Asian British - 'Other'		White European – Western Europe	
Black/ Black British - African		White European – Eastern Europe	
Black British		White Irish	
Black/ Black British - Caribbean		Other	

If none of the above seem to 'fit' you, please write in your ethnicity:

.....

Sex:

Male	
Female	

Disability:

Do you consider yourself to have a disability - this may include long term illnesses or mental health conditions?

Yes	
No	

Please Specify.....

We do not currently collect data on either sexuality or religion.