



Role Profile: Member of Edinburgh Leisure's Board – Staff Representative

About Edinburgh Leisure

Edinburgh Leisure is a Registered Scottish Charity (No: SC027450) which is entirely focussed on making a positive difference to communities by providing a range of physical activity, health and wellbeing services.

Edinburgh Leisure is a company limited by guarantee whose Board directors also act as the sole members of the organisation.

The organisation has a turnover of around £30m per annum, over 800 employees and attracts just under 5 million customer visits per annum. More information about us can be found on our website at www.edinburghleisure.co.uk.

Our Purpose, Vision and Values

Our Purpose: To make a positive difference to communities by creating opportunities for everyone to get active, stay active and achieve more.

Our Vision: Inspiring Edinburgh to be a more active and healthy city.

Our Values: Edinburgh Leisure will make a difference by being welcoming, caring, passionate and proud.

The Role of our Board

The Board has a collective responsibility to direct the affairs of Edinburgh Leisure through effective governance. The Board is required to:

- Ensure the delivery of the organisational purpose and provide overall direction for the operation of the leisure and recreation facilities in accordance with the aims set down in the Memorandum and Articles of Association
- Ensure adequate supervision and scrutiny of the overall management of the organisation
- Ensure corporate risks are understood, managed and addressed
- Ensure adherence to all legal corporate responsibilities (including financial requirements and health & safety obligations)
- Make decisions of a strategic nature to drive the organisation forward
- Appoint the chief executive

The full duties of the Board are detailed in the Standing Orders.

The Board currently consists of 15 non-executives (including the Chairperson). The composition of the Board is as follows:

- Nominated by City of Edinburgh Council 5 (no fixed term of office)
- Nominated by **ClubSportEdinburgh** 1 (no fixed term of office)

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| • Appointed to represent staff | 1 (3-year term, option to stand for re-election) |
| • Appointed to represent customers | 1 (3-year term, option to stand for re-election) |
| • Special Co-opted members | 7 (3-year term, option to stand for re-election) |

Our Board, including the Chair, are all volunteers and receive no remuneration for the work they carry out for Edinburgh Leisure.

Data Protection Act 1998

Edinburgh Leisure is required to share the personal information of Board members as follows:

- As a company limited by Guarantee, Edinburgh Leisure must register all Board members as directors with Companies House
- On occasions as required information to support grant and tender submissions
- With banking institutions and insurance companies (e.g. in relation to professional indemnity insurance cover)
- Board Member biographies are published on the Edinburgh Leisure website

Specific Duties of a Board Member

- Attend, participate and contribute to all board meetings
- Serve on an executive committee, as agreed with the Chair
- Provide specialist support and advice to the strategic leadership team as appropriate
- Maintain knowledge of the organisation and personal commitment to its purpose, vision and values
- Understand and carry out the full duties of a Board Member

Time Consideration

- The Board meets at least 6 times a year (a meeting is usually 2-3 hours long)
- The following Board sub committees are in place and have the following time commitments (each meeting is generally 2 hours long):
 - Strategy and Financial Planning Committee meets 4 times a year
 - Remuneration Committee meets at least 2 times a year
 - Audit and Risk Committee meets 4 times a year
- In addition to Board meetings, other contact (e.g. meetings, phone calls, emails, planning sessions, review meetings with the Chair) may be necessary
- The time commitment for a Board member is expected to be 4 hours per month on average

Person Specification

Essential Experience:

- Experience of working at a management level, with a good knowledge of people matters: human resources, learning & development, organisational development or similar
- Experience of representing an organisation and people
- Experience of ensuring that the employee voice is heard

- Experience of an organisation responsible for handling, managing and making decisions involving significant income and expenditure
- Evidence of successfully engaging people in the purpose, vision and values of an organisation
- Experience of working in partnership with others
- An enthusiasm and passion for the benefits of providing opportunities for partaking in physical activity to the public

Desirable Experience:

- Board experience as a member of a Charitable Trust
- Experience of working with politicians, government departments, non-departmental public bodies, the NHS, National Governing bodies or public authorities
- Experience of building positive employee relations (e.g. experience of staff consultation, pay negotiations, union relations etc.)
- An active user of Edinburgh Leisure's services

All Board Members must have:

- Commitment to the purpose, vision and values of Edinburgh Leisure
- Excellent communication skills
- Experience of dealing with the media and public speaking
- An ability to get on well with a wide range of people
- Leadership skills
- Skills in teamwork and diplomacy
- Energy and determination
- Personal integrity, with commitment to maintaining high standards in public life
- Ability and willingness to learn and understand the legal duties and responsibilities expected of them in this role
- Eligibility to act as a Company Director