



## **Role Profile: Member of Edinburgh Leisure's Board**

### **About Edinburgh Leisure**

Edinburgh Leisure is a Registered Scottish Charity (No: SC027450) which is entirely focussed on making a positive difference to communities through 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 900 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](http://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 a clear strategic policy and provide overall direction for the operation of leisure and recreation facilities 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 major 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 (election)     | 1 (3-year term, option to stand for re-election) |
| • Appointed to represent customers (election) | 1 (3-year term, option to stand for re-election) |
| • Special Co-opted members (election)         | 7 (3-year term, option to stand for re-election) |

The members of 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, EL 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
- Understand and carry out the full duties of a Board Member
- Maintain knowledge of the organisation and personal commitment to its purpose, vision and values

### **Time Consideration**

- The Board meets at least 6 times a year (a meeting is usually 2-3 hours long)
- The following Board subcommittees 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 and 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:**

- Significant knowledge and experience of working within one or more of the following areas:

- Marketing and communications
  - Research
  - Physical activity
  - Health
  - Policy / strategy development
  - Business management
- Experience of representing an organisation
  - Experience of an organisation responsible for handling, managing and making decisions involving significant income and expenditure
  - 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
- 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 handling 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