



**BOARD MEMBERS
ACTIVE SUFFOLK BOARD**

**CANDIDATE BRIEFING and
RECRUITMENT PACK**



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About Active Suffolk

Active Suffolk is one of 43 Active Partnerships across England. Working with a wide range of local partners, we provide the strategic lead for physical activity and sport across the county, and support Suffolk's collective ambition to be the Most Active County in England.

Active Suffolk is a key player in shaping the current and future provision of physical activity, sport and health and wellbeing interventions across the county. Active Suffolk is uniquely placed to co-ordinate activity designed to support the achievement of national and local priorities both within sport, health and wellbeing and beyond. Active Suffolk works directly with key partners across several sectors, including: Health; Local Authorities; Sport; Schools; Further and Higher Education; the Voluntary Sector; and local businesses.

If you have a passion for community engagement, supporting mental and physical health, encouraging social mobility and believe physical activity and sport can have a positive impact on communities and people's lives, then becoming a Board Member of Active Suffolk is an ideal platform on which you can help to make a difference. The levels of inactivity in Suffolk have been stubbornly static for several years. The greatest health gains are to be made in moving people who are inactive to 'doing something' and consequently inactivity is a priority for Active Suffolk. Although a great deal of the work of the organisation is carried out at strategic level – influencing partners and leading change to ensure physical activity is high on the prevention agenda of a range of organisations - we also run several specific physical activity and sport projects aimed at reducing sedentary behaviour with key audiences. With 35.9% of the adult population (an estimated 224,200 adults) and 54.4% of children and young people (an estimated 49,100 young people) in Suffolk not reaching the Government Chief Medical Officer's guidelines for activity, it is clear there is much work still to do to fulfil Suffolk's shared aspiration to become England's Most Active County

Despite the undoubted challenges ahead, right now is a truly exciting time to become involved in the Board's work:

- National partners are increasingly using the national network of Active Partnerships to deliver national priorities and both the Government and Sport England's new strategy provide a focus for our work.
- There is an ambitious, shared countywide aspiration to become England's Most Active County, with a recently restructured Strategic Group leading this work.
- The Active Suffolk Board has developed an eight-year Strategy, setting out its plans to 2025 and is currently undertaking a mid-term review that will shape the organisation's approach over the next 4 years.

- Active Suffolk is compliant with the highest level of the Code for Sports Governance – Tier 3 and the Board is currently undertaking an independent external evaluation to further improve its operation.

Active Suffolk has an annual budget of around £750,000 which comes largely from the public purse at present. It is hosted by East Suffolk Council. All Board Members need to be able to demonstrate leadership and operate at a strategic level in order to ensure the organisation operates efficiently and effectively to achieve its priorities and to ensure long-term sustainability into the future.

Active Suffolk promotes physical activity and delivers programmes across the whole of Suffolk to a diverse range of communities. It is important that the Board is reflective of the Suffolk community. In line with our host agency East Suffolk Council's equal opportunities policy, Active Suffolk is committed to the use of employment procedures and practices which do not discriminate on grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity.

Active Suffolk is committed to tackling inequality and ensuring that our Board reflects the broad diversity of the county, recognising the essential dividends that a diversity of thought, enhanced creativity and audience engagement will bring. This diversity of thought and experience allows Active Suffolk to better represent our communities by understanding their needs with regards to participation in health and wellbeing activities and sport. As such, we are keenly looking to build a more representative board and welcome all applications, particularly those from individuals from under-represented ethnic backgrounds, the LGBTQ+ community and those with disabilities. Key skill sets are outlined in the accompanying information.

Whilst not essential, it would also be preferable for candidates to demonstrate an interest in sport and physical activity and / or a connection with the local sporting, physical activity or health infrastructure at a strategic level. Prior board experience is not required and we will keenly look to support and develop new members with the ambition, talent and commitment to enable us in our goals.

Active Suffolk Board

The Active Suffolk Board is constituted of up to 12 independent members recruited from a wide range of backgrounds and skill sets. The Board is led currently by a Chair, supported by a Vice-Chair and a Senior Independent Board Member. In addition, there are two subgroups covering Finance Audit and Governance, and Safety and Wellbeing. The Finance and Governance Subgroup is Chaired by the Board Member holding the Finance Portfolio. The Board is now seeking to appoint four independent Board Members from a range of backgrounds and skillsets including:

- IT and data protection.
- Finance.
- Commercial including fundraising and income generation.
- Health.

Additionally, opportunities exist for Board Members to become Board Champions for particular areas of the organisation's work. Examples include Safeguarding and Equality.

Role of the Board

The Board fulfils a range of functions, but its primary role is to provide strategic direction and leadership for Active Suffolk. Other functions include but are not limited to:

- Defining and ensuring compliance with the vision, aims, objectives and policies of Active Suffolk as set out in its Strategy Documents and the Consortium Agreement.
- Establishing policies and plans to achieve those stated objectives.
- Approving each year's accounts prior to publication and approve each year's budget.
- Establishing and overseeing a framework of delegation and systems of control.
- Agreeing policies on all matters that create significant financial risk to Active Suffolk or which affect material issues of principle.
- Monitoring Active Suffolk's performance in relation to plans, policies, budget, controls and decisions.
- Recommending to the Lead Authority the appointment (and, if necessary, the removal) of the Active Suffolk Director.
- Satisfying itself that Active Suffolk's affairs are conducted in accordance with generally accepted standards of performance and propriety.

Active Suffolk Board Member Role Description

Title: Active Suffolk Board Member

Purpose/Role Description:

- Advocate sport and physical activity in Suffolk.
- Champion Active Suffolk within their own sector and its networks.
- Contribute to:
 - effective Board performance and strategy.
 - setting strategic goals within the business plan and ensuring that effective monitoring is in place to evaluate progress in achieving key outcomes.
 - supporting the planning, development and implementation of Active Suffolk's work in accordance with the vision aims and objectives of the partnership.
- Help ensure Active Suffolk is 'fit for purpose'.
- Help extend the network, influence and resources of Active Suffolk.
- Support the Chairperson, Board, Director and Active Suffolk team.
- Champion and uphold Active Suffolk's values with respect to diversity and inclusion

Eligibility:

Board Members should have, or be able to develop, a commitment to the promotion of sport and physical activity in Suffolk.

Board Members should have an understanding of and commitment to the Nolan principles of standards in public life.

Board Members will be subject to Active Suffolk's Code of Conduct, Declaration of Interests Policy and the completion of a 'Fit and Proper Persons' Declaration.

Remuneration:

All Board member positions are non-salaried. Relevant expenses e.g. travel costs will be payable where appropriate for Board members on official Active Suffolk business upon request.

Location:

Active Suffolk Board meetings may be held throughout Suffolk but the Board has recently been meeting virtually.

Term:

4 years. Members of the Board may serve for two consecutive terms of four years.

Time Commitment – Indicative:

- Induction training (½ day).
- Four Board meetings annually (up to ½ day). (NB the Board currently holds its meetings on Thursdays in the late afternoon / early evening).
- Two Partnership events annually.
- Chair or represent the Partnership on working groups/conferences/events (subject to agreement by the Board Member).

In addition, Board Members will be expected to use their specialised skills, knowledge and experience in other ways to support the work of the Board and the Partnership. It is expected that Board Members will take a full and active part to support the work of Active Suffolk outside of meetings and in line with their own particular skill sets.

Skills Set for Board Members Collectively:

- Strategic planning and management.
- Leadership.
- Inter-personal and motivation skills.
- Equality and diversity.
- Communication/ Networking.
- Influencing/ Negotiation/ Mediation.
- Diplomacy.
- Cross agenda working.
- Decision making.
- Creativity and innovation.
- Marketing/ PR/Communications.
- Research.
- Finance planning and management.
- Business planning.
- Performance management.
- Outcomes orientated.



- Fund raising and inward investment.
- Advocacy.
- Legal.
- Governance.

How to Apply

For further details, including the job description, person specification, and information on how to apply, please visit <https://candidates.perrettlaver.com/vacancies> quoting reference number **5301**. Candidates wishing to apply should submit a CV (including comprehensive details of key achievements and responsibilities) along with a covering letter which fully addresses the competencies outlined in the role description and person specification.

The closing date for applications is **9:00am (GMT) on Monday 25th October 2021**.

Active Suffolk will be supported in this appointment by executive search firm Perrett Laver. Any initial enquiries should be directed to Rachel Hogan at rachel.hogan@perrettlaver.com or +44 (0) 20 7340 6210.

Accessibility

For a conversation in confidence, please contact Rachel Hogan at rachel.hogan@perrettlaver.com or +44 (0) 20 7340 6210.

Should you require access to these documents in alternative formats, please contact Lina Franzen on lina.franzen@perrettlaver.com

If you have comments that would support us to improve access to documentation, or our application processes more generally, please do not hesitate to contact us via accessibility@perrettlaver.com

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