

Board Handbook

Independent Board Members



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Welcome from the Chair

Thank you for joining us in our aim to enable the people of the Black Country to have every opportunity to benefit from sport and activity. Our progress would not be possible without the support, expertise and drive of our board members who commit themselves to working as part of our team with our executive at Black Country Consortium Ltd.

The purpose of this Handbook is to ensure that all Board members are fully informed of their role and understand the rules, policies and procedures relating to them effectively carrying out their duties.

It is your responsibility to ensure that you fully understand the detail within this Handbook; please therefore sign below to confirm your acceptance and return via the HR Manager at Black Country Consortium Ltd.

If you have any queries on any aspect of this handbook or on any other matter relating to the terms of your appointment, please raise them immediately with myself.

I look forward to working with you.

Chair of the Board.

I declare that I fully understand and accept the information provided to me within the Board Handbook. I further declare, in signing below, my commitment to carry out my role as a Board Member in a trustworthy and diligent manner and abide at all times by the Code of Conduct and Statement of Good Character.

Signed Date

Print Name



Our Purpose

The Active Black Country Board (ABC Board) is the Government and Sport England recognised County Sports Partnership (CSP) for the Black Country region providing the strategic leadership for sport and physical activity across the areas of Dudley, Sandwell, Walsall and Wolverhampton. In providing a clear vision it enables delivery of the Black Country ABC Strategic Plan – ‘Towards an Active Black Country’.

ABC’s accountable body and employer is Black Country Consortium Ltd (BCC Ltd), a Company limited by guarantee whose purpose is to champion the urban renaissance aspirations of the Black Country.

BCC Ltd’s unique positioning as a key enabler to drive the vision-led transformation of the Black Country, through working in collaborative strategic partnerships and the Black Country local Enterprise Partnership (BCLEP) is evidentially-based advancing the delivery of change. Through its support, network access, relationships and ways of working we have gained their support in placing our agenda of sport, physical activity and wellbeing at the heart of some of its key programmes.

The Board has overall responsibility for:-

- The strategic co-ordination and planning of ABC’s activities
- Advocacy for sport and physical activity
- Ensuring delivery and accountability for ABC’s programme delivery
- Enabling co-operation and collaboration for sport and physical activity across stakeholders.

Our Vision

We aim to make it easier for individuals and communities to be physically active. To be safe, secure, healthy and passionate about sport.

Our Values

To achieve its vision, the Board operates to the following set of core values:-

- Ensuring **individuals and communities are the focus** of our work
- **Respecting and promoting the diversity** of individuals, communities and businesses across the Black Country
- **Working in partnership**
- **Working in an inclusive way** so that any individual, community or organisation can contribute to our goal of getting everyone active and enjoying activity as part of their daily lives
- Ensuring a **happy, healthy working environment** for staff, Board members and people working in partnership with us
- Behaving with **integrity**
- **Creating** commitment to continually create, learn and improve



Our Governance framework and structure

The Active Black Country Partnership Board and team provide the Black Country leadership, steering the work and impact needed. At the heart of the Partnership is the effectiveness of the Board and the Active Black Country team.

The Board works to its Assurance Framework which evidences our sign up to the UK Sport/Sport England Gold Standard for the Code of Good Governance. The Board has been established since September 2016 (formerly it was the Black Country BeActive Board) and is currently comprised of an Independent Chair, 7 Independent Board Members, including a Skills Lead, Inclusion Lead and Safeguarding Lead.

The Board also includes: -

- Representative Membership from all four of the Black Country Local Authorities, through an Annual Nomination by the Association of Black Country Local Authorities – generally a Cabinet Member for Health and Wellbeing.
- Representative Membership from all four of the Black Country Local Authorities, through an Annual Nomination by the Association of Black Country Local Authorities Chief Executives – generally a Local Authority Director.

Stakeholder Representatives are also invited to Board meetings in an advisory capacity from: -

- Higher education
- Association of Black Country Colleges (Further Education)
- National Governing Body
- Sport England

Our Sub Groups

Impact Sub-Group

The ABC Partnership has delegated performance scrutiny to the Impact Sub-Group who scrutinise the performance of the ABC funded projects. The scrutiny includes: key performance indicators, management, process and systems, risk mitigation and financial management. The Sub-Group will advise the ABC Board on actions to be undertaken to address any underperformance including delivery and financial targets. This Sub-Group reports recommendations to the next BC ABC Board, which is then recorded in the minutes and published on the website.

BC ABC Advisory Groups

The ABC Board may establish such groups or committees as may be necessary to facilitate the conduct of its business e.g. theme groups or a Nominations Committee.

Board Member Terms of Appointment

Title

Non-Executive Independent Active Black Country Board member

Eligibility

Board members should, preferably, either live or work within the Black Country region.

They must meet the criteria of 'being independent' which is defined as being free from any close connection to the organisation and therefore, from the perspective of an objective outsider, they would be viewed as independent. Examples of a close connection to the organisation would include:-

- They are or have, within the last four years, been actively involved in the organisation's affairs;
- They are or have within the last four years been an employee of the organisation
- They have close family ties with any of the organisation's employees.

Remuneration

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

Location

Board meetings and events will be held throughout the Black Country region.

Time Commitment

As a minimum, attendance and preparation should be made for:-

- An induction training event
- A minimum of 4 board meetings annually
- An appraisal meeting event
- 2 special meetings arranged e.g. strategic planning or to receive Sport England presentations
- 2 Active Black Country events

Term of Appointment

All appointments and re-appointments will be made in compliance with agreed stipulations regarding terms of office.

Board members will normally be appointed for a 3 year period.

At the expiry of the period of office any Board member shall be eligible for re-appointment, subject to approval by the Board, for two further terms of 3 years each.

The overall skills composition of the Board is critical to its effectiveness and therefore we seek to balance the benefits of continuity and tenure against the energy and new ideas that new members bring to the board. A rotational system directing appointment terms of office may therefore be put in place, at relevant times, to enable this approach as per the Board's assurance framework.

End of Term of Appointment/Re-appointment

An individual shall cease to be a Board member if they:-

- Resign in writing to the Chair of the Board
- Are expelled from membership by a resolution carried out by a majority of no less than two-thirds of those Board members voting of which due notice has been given. Grounds for expulsion must be specified in the notices calling the meeting and the individual must be given the opportunity to state their case at the meeting. Should they fail to attend with due notice given, the meeting may proceed in their absence.
- Have exceeded their term of appointment and/or re-appointment.

Board Member job Description and Person Specification

The role of a Board member is to actively contribute to the development, leadership and governance of Active Black Country.

Accountable to:	Chair of the Active Black Country Board
Responsible for:	<ul style="list-style-type: none"> • Setting the vision, mission, values and objectives of the Active Black Country Board alongside fellow Board members, the Chair, ABC Director and BCC Ltd CEO. • Providing the strategic leadership and determining the direction and priorities for sport and physical activity across the Black Country. • Acting as an advocate for sport and physical activity focusing on its contribution to public health and economic development for the region. • Holding BCC Ltd to account for its performance and impact across its sport and activity work. • Acting as a member of the Board team, contributing to the fulfilment of its Terms of Reference and sharing responsibility for Board decisions. • Contributing towards ensuring that Active Black Country is for purpose and continuously improves. • Providing objective scrutiny and offering an independent perspective, drawing on their outside current and previous experience.
Key Duties:	<ul style="list-style-type: none"> • Diligently preparing for and attending at least 80% of Board meetings, making an active contribution to discussions and decision making. • Taking responsibility, for an agreed portfolio area if required. • Analysing data, intelligence, insight and reports to ensure the delivery of planned results through monitoring and evaluating performance against strategic and operational objectives. • Overseeing risk, financial and administrative processes to ensure robust and rigorous systems are continuously scrutinised and managed. • Interpreting issues, challenges and opportunities faced by the sport and physical activity sector at a national, regional and local level making recommendations for response initiatives. • Setting the priorities, annual resources and annual programme of key events for the Active Black Country. • Preparing for and attending appraisal meetings on an annual basis. • Attending training events as appropriate and necessary to ensure the achievement of individual personal objectives. • Participating in agreed sub-committees, ad-hoc working groups and special meetings as required. • Developing and maintaining good working relationships with Board colleagues, the Director, stakeholders, Active Black Country and BCC Ltd. • Utilising specialist skills, knowledge, expertise and experience to support the work and development of Active Black Country. • Taking appropriate opportunities, as agreed by the Chair and the Director, to promote, support and represent the work of Active Black Country. • Abiding by the code of conduct for all Board members.

<p>Person Specification</p>	<ul style="list-style-type: none"> • Demonstrates high level and broad leadership and management skills, both at a strategic and operational level. • Understands the role of governance in the relevant sector. • Demonstrates a good understanding of the key aspects of Active Black Country's activities and has knowledge and skills of at least one of its sector sports areas. • Understands how to translate local, regional, national and EU policy into beneficial plans. • Demonstrates business acumen showing a good awareness of commercial principles, best practices approaches and high performance delivery. • Demonstrates political awareness and can understand complex issues in a local, regional and national context. • Can express views, challenge succinctly, listen to others and contribute to discussions effectively to engage, shape, influence and inspire the confidence of colleagues on the Board, the Director, stakeholders, staff and BCC Ltd. • Is passionate about community sport and increasing participation in sport and physical activity in the Black Country. • Considers potential conflicts of interest and acts with a high degree of confidentiality, integrity and probity at all times. • Upholds the values and objectives of Active Black Country including those for equality and diversity. • Regularly reviews and considers their own contributions, development needs and those of the Board membership as a whole.
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Vice-Chair of the Board Terms of Appointment

Title

Non-Executive Independent Vice-Chair of Board and/or Senior Independent Director.

The role of the Vice-Chair

Where the Chair of the Board is an Independent member, the role of Vice-chair is to carry out a deputising role for the chair. Where the Chair of the Board is a Non-independent member, the role of Vice-Chair operates as a Senior Independent Director.

The role of *Senior Independent Director* is to:-

- provide a sounding board for the Chair of the Board
- serve as an intermediary for other Board members when necessary
- act as an alternative contact for stakeholders to share any concerns if the normal channels through the Chair or BCC Ltd fail to resolve the matter or in case where such contact is inappropriate
- lead on the process to appraise the chair's performance.

Eligibility

A Vice-Chair should meet the same eligibility criteria as an Independent Board member and therefore should, preferably, either live or work within the Black Country region.

In addition they must meet the criteria of 'being independent' which is defined as being free from any close connection to the organisation and therefore, from the perspective of an objective outsider, they would be viewed as independent. Examples of this close connection would include:-

- They are or have, within the last four years, been actively involved in the organisation's affairs;
- They are or have within the last four years been an employee of the organisation'
- They have close family ties with any of the organisation's employees.

Remuneration

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

Location

Board meetings and events will be held throughout the Black Country region.

Time Commitment

As a minimum, attendance and preparation should be made for the following, along with the commitment to stand in for the Chair of the Board as required (detailed further below in the Terms of Appointment for the Chair of the Board):-

- An induction training event
- A minimum of 3 board meetings annually
- An appraisal meeting event
- 2 special meetings arranged e.g. strategic planning or to receive Sport England presentations
- 2 Active Black Country events

Term of Appointment

All appointments and re-appointments will be made in compliance with agreed stipulations regarding terms of office.

A Vice Chair Board member will normally be appointed for a 3 year period.

At the expiry of the period of office they shall be eligible for re-appointment, subject to approval by the Board, for two further terms of 3 years each.

The overall skills composition of the Board is critical to its effectiveness and therefore we seek to balance the benefits of continuity and tenure against the energy and new ideas that new members bring to the board. A rotational system directing appointment terms of office may therefore be put in place at relevant times to enable this approach as per the Board's assurance framework.

End of Term of Appointment/Re-appointment

An individual shall cease to be a Vice Chair and/or Board member if they:-

- Resign in writing to the Chair of the Board
- Are expelled from membership by a resolution carried out by a majority of no less than two-thirds of those Board members voting of which due notice has been given. Grounds for expulsion must be specified in the notices calling the meeting and the individual must be given the opportunity to state their case at the meeting. Should they fail to attend with due notice given, the meeting may proceed in their absence.
- Have exceeded their term of appointment and/or re-appointment.

Chair of the Board Terms of Appointment

Title

Independent Chair of Active Black Country Board

Eligibility

The Chair of the Board should, preferably, either live or work within the Black Country region.

As per all Board members, an Independent Chair must meet the eligibility criteria to be 'independent'. This is defined as being free from any close connection to the organisation and therefore, from the perspective of an objective outsider, they would be viewed as independent. Examples of this close connection would include:-

- They are or have, within the last four years, been actively involved in the organisation's affairs;
- They are or have within the last four years been an employee of the organisation'
- They have close family ties with any of the organisation's employees.

Remuneration

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

Location

Board meetings and events will be held throughout the Black Country region. In addition there will be a requirement to attend up to 2 regional meetings and 2 national meetings.

Time Commitment

As a minimum, attendance and preparation should be made for:-

- An induction training event
- A minimum of 4 board meetings annually
- Two regional and two national meetings
- An appraisal meeting (if appropriate)
- Completion of appraisal meetings for individual Board members
- Meetings, as required, with the Director, BCC Ltd CEO, management team
- 5 Active Black Country events

Term of Appointment

All appointments and re-appointments will be made in compliance with agreed stipulations regarding terms of office.

The Chair of the Board will normally be appointed for a 3 year period.

At the expiry of the period of office the Chair shall be eligible for re-appointment, subject to approval, for two further terms of 3 years each.

End of Term of Appointment/Re-appointment

An individual shall cease to be the Chair if they:-

- Resign in writing to the Director/BCC Ltd CEO or Chair.
- Are expelled from membership by a resolution carried out by a majority of no less than two-thirds of those Board members voting of which due notice has been given. Grounds for expulsion must be specified in the notices calling the meeting and the individual must be given the opportunity to state their case at the meeting. Should they fail to attend with due notice given, the meeting may proceed in their absence.
- Have exceeded their term of appointment and/or re-appointment.

Chair of the Board Job Description and Person Specification

In addition to their role as a Board member, the role of the Chair is to also provide leadership and direction to the Active Black Country Board. The Chair's aim is to enable the Board to fulfil their responsibilities for the overall governance and strategic direction of Active Black Country whilst maintaining its vision, mission and values.

Accountable to:-	Chair of BCC Ltd in collaboration with Sport England
Responsible For:	<ul style="list-style-type: none"> • Defining the overall direction of Active Black Country, in collaboration with the Director, stakeholders, BCC Ltd CEO and operational team. • Providing strategic leadership to the Board, chairing its regular meetings and bringing together a diverse range of interests and partners to work together on a common agenda. • Ensuring that Board decisions are acted upon, that Active Black Country is fit for purpose and that it achieves high performance. • Being the lead advocate for the Active Black Country and representing its Board as its spokesperson being its public face at appropriate events. • Ensuring that a robust and appropriate governance framework is in place and is regularly reviewed.
Key Duties:	<ul style="list-style-type: none"> • Setting the agenda ensuring it focuses on the key issues, is proactive and strategically focused. • Planning and preparing Board meetings to ensure members receive accurate, timely and clear information enabling sufficient time for consideration of critical issues. • Chairing Board meetings to ensure effective discussion, deliberation and decision making takes place with all adequately minuted. • Leading the timely review of the skills composition of the Board to ensure its overall effectiveness. • Leading the induction, review and development of individual Board members to ensure their continuing contributions. • Ensuring that successors are in place within the terms of appointment periods ensuring the effective re-appointment criteria is applied and/or recruitment and selection processes are adhered to. • Encouraging and making sure all Board members actively engage and participate in Board meetings taking action, where necessary to ensure individuals are appropriately contributing. • Liaising with the Director, management team and BCC Ltd CEO to ensure appropriate effective support is provided at all times. • Engaging with relevant stakeholders to ensure the best interests of Active Black Country are represented and upheld at all times.

Person Specification:

- A proven track record of leading and managing a multi-agency partnership or business
- A proven track record in a high profile leadership and/or management role in the commercial, public or voluntary sectors.
- Involvement and passion in the development of sport and physical activity.
- Networking skills and experiences with senior influencers and capability and willingness to use this for the benefit of ABC.
- Experience of operating within Boards and committee structures and a working knowledge of the governance framework and role of non-executive Directors.
- Experience of strategic working, business planning and change management review mechanisms.
- Experience of public relations and working with the media.
- A willingness, together with the appropriate skills and knowledge, to effectively lead the Board.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of the stewardship of the Board and abiding by its Code of Conduct.
- Good, independent judgement, political impartiality and the ability to think creatively in the context of the Board's activities and external environment.
- Excellent communication and interpersonal skills and the ability to respect the confidences of colleagues.
- Balancing tact and diplomacy with willingness to challenge and constructively criticise.
- A willingness to devote time to carry out their responsibilities.

Advisory Members

Advisory members to the Board are invited to attend Board meetings and recognised and valued as providing high quality non-biased, direction to the Board and ABC partnership. They are non-mandatory and do not operate as Independent Board members and therefore hold no voting rights.

Their key responsibilities are:-

- To provide expert advice and guidance on national policy, strategy and programmes that can add value and contribute to our vision.
- To be an advocate and champion for the work of the Black Country.
- To provide knowledgeable counsel to the Board providing insights and benchmarking against national best practice.
- To encourage and support the exploration of new opportunities across the sector that can generate revenue or opportunity.
- To provide a distinctive and impartial understanding of the business, market and trends.
- To encourage the development of an effective governance and organisational structure.

Code of Conduct

The Board expects of itself and its members ethical and business-like conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behaviour when acting as Board members.

Board members are therefore required to adhere to this code of conduct and make a Statement of Good Character, ensuring it informs your actions and decisions as a board member.

The key principles upon which this Code of Conduct is based are the Nolan Seven Principles of Public Life:-

Selflessness

You should take decisions solely in terms of the public interest. You should not do so in order to gain financial or other material benefits for yourself, your family or your friends.

Integrity

You should not place yourself under any financial or other obligation to outside individuals or organisations that might, or might be perceived to, influence you in the performance of your official duties.

Objectivity

In carrying out public business, including awarding contracts and recommending individuals for rewards and benefits, you should make choices on merit.

Accountability

You are accountable for your decisions and actions to the public and must submit yourself to whatever scrutiny is appropriate for your office.

Openness

You should be as open as possible about the decisions and actions that you take. You should give reasons for your decisions and restrict information only when the wider public interest clearly demands.

Honesty

You have a duty to declare any private interests relating to your public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

You should promote and support these principles by leadership and example.

Statement of Good character

In accordance with the Companies Act 2006, members are required to confirm that they have considered the wider impact of the Board's activities on fellow members, employees, the community and the environment and will carry out their role demonstrating a:-

- Duty to act within powers
- Duty to act for the benefit of the organisation
- Duty to exercise independent judgement
- Duty to exercise reasonable care, skill and diligence
- Duty to avoid conflicts of interest
- Duty to not accept benefits from third parties
- Duty to declare interest in a transaction or arrangement.

Furthermore members are required to inform the Chair and Director immediately if they:-

- have, or have had, an interest in a company liquidation, receivership or administration of a Company.
- been convicted of any offence which is not spent under the Rehabilitation of Offenders Act.
- have been involved in any activity which undermines public confidence in the Board, Active Black Country and BCC Ltd.

Gifts and Hospitality

You must not accept any gifts or hospitality which might, or might reasonably appear to, compromise your personal judgement or integrity or place you under an improper obligation.

You must never canvass or seek gifts or hospitality and must comply with the rules set by BCC Ltd on the acceptance of gifts and hospitality. You should inform the Chair of the Board, Director or BCC Ltd CEO of any offer of gifts or hospitality and ensure that, where a gift or hospitality is accepted, this is recorded in a public register in line with the rules set by the body.

You are responsible for your decisions on the acceptance of gifts or hospitality and for ensuring that any gifts or hospitality accepted can stand up to public scrutiny and do not bring the Board into disrepute.

Use of Official Information

You must not misuse information gained in the course of your role for personal gain or for political purpose.

You must not disclose any information which is confidential in nature or which is provided in confidence without authority. This duty continues to apply after you have left the board.

Employment and Appointments

If you wish to take up new employment or appointments during your term of office, you must inform the Chair and/or the Director.

On leaving office, you must comply with any rules agreed on your acceptance of future employment or appointments.

Conflicts of Interest

It is important that all Board members understand their duties and responsibilities as set out in the Companies Act 2006 which came into force on 1st October 2008 and comply with the rules of the Board on handling conflicts of interest. It is the personal responsibility of each Board member to ensure they exercise their duties as only members themselves will ultimately be aware of any actual or potential conflicts.

You are required, as a minimum, to review and declare as necessary any private interests (either for yourself or a close relative/friend) which may, or may be perceived to, conflict with your role. This includes:-

- avoiding conflicts of interests arising (situational conflicts) .
- declaring any interest in a proposed transaction or arrangement with the Board and/or ABC Partnership, and a separate and independent duty to disclose any interest in an existing transaction or arrangement with the Board and/or ABC Partnership (transactional conflicts).

Non-compliance and failure to declare an interest in an existing transaction or arrangement is seen as a serious breach of your duties and deemed a criminal offence.

If you realise that you are in anyway, directly or indirectly, interested in a proposed matter, you must declare the nature and extent of that interest to the Chair and Director as soon as practicable as interests must be notified before any transaction is entered into.

You will be required to remove yourself from any discussion or determination of matters in which you have a financial interest. In matters in which you have a non-financial interest, you should not participate in the discussion or determination of a matter where the interest might suggest a danger of bias.

An interest which is regarded by the Chair and the Director as remote or insignificant so that it cannot reasonably be regarded as likely to influence others, or result in personal gain, may be disregarded, should they chose to do so.

Individuals who are deemed by the Chair and the Director to be unable to fulfil their duties effectively as a Board member due to any such continuing conflict of interests, may be asked to end their term of appointment due to such matters.

Members have an ongoing duty to update on any changes to these interests. The Secretariat of the Board will keep an annual register of Board member interests which shall be open for public inspection and updated and maintained on an annual basis.

Training and Development

Board members have a responsibility to learn about their role and to keep their knowledge and skills up-to-date. The Board will support them in this by providing them with an induction programme, and training and development on an ongoing basis with an annual appraisal to discuss their performance and future needs. Any training undertaken will reflect the requirements of the overall Board and the needs of the individual Board member.

Attendance at meetings

Board members are expected to attend Board meetings, events and other meetings as set out, as a minimum, in the terms of appointment.

A Board member who fails to attend 3 consecutive Board meetings without prior agreement with the Chair can, at the discretion of the Board and with a two-thirds majority of those present and eligible to vote, be asked to relinquish their role on the Board.

Equality and Diversity Statement

We adhere to *The Equality Standard: A Framework for Sport*, which has been developed in line with legal responsibilities and requirements set out within the Equality Act 2010, to ensure we achieve continuous improvement in our equality work. We are committed to creating a fair society through the services and programmes we provide, the people we employ and the money we spend.

The Board values diversity and is committed to promoting equality of opportunity for all. In line with Sport England's *A Code for Sports Governance*, we recruit and engage with people with appropriate diversity, independence skills, experience and knowledge to take effective decisions that further the organisation's goals. We demonstrate a strong and public commitment to progressing towards achieving gender parity and greater diversity on our Board.

We monitor our recruitment and selection practices to fulfil our statutory duty relevant to equality in employment and to ensure our practices are fair, equitable and consistent with the aim of appointing the best person for any role. Recruitment monitoring enables us to take active steps to promote better policy and organisational practice.

We believe that by understanding and responding to the diverse needs of its potential and existing board members, providing an environment which eliminates discrimination in all its forms as well as positively promoting equality, it will attract and retain a motivated and multi-skilled board to provide a good quality service.

Our aim is to promote and achieve a board that reflects the Black Country. We encourage applications from under-represented groups and we will pursue a policy of 'positive action' in an attempt to achieve this.

'Positive Action' refers to measures and initiatives that can be taken to actively encourage individuals from under-represented groups to apply. The selection procedure itself is no different, and is based solely on merit. 'Positive Action' does not seek to remove competition and the Board will recruit and select the best applicants for the role.



ABC Board Member Declarations of Interest Form

Name of Board:-

Name of Individual:-

Important notes for completion

- It is important that all Board members understand their duties and responsibilities as set out in the Companies Act 2006 which came into force on 1st October 2008 and comply with the rules of the Board on handling conflicts of interest. It is the personal responsibility of each Board member to ensure they exercise their duties as only members themselves will ultimately be aware of any actual or potential conflicts.
- You are required, as a minimum, to review and declare as necessary any private interests (either for yourself or a close relative/friend) which may, or may be perceived to, conflict with your role. Disclosable pecuniary interests apply to yourself or partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as though civil partners). If in doubt, please declare all interests.
- Non-compliance and failure to declare an interest in an existing transaction or arrangement is seen as a serious breach of your duties and may be deemed a criminal offence resulting in loss of office and possible criminal prosecution.
- Details of your declared interests will be published on the website and held on the Member's Register of Interest and therefore open for public inspection. Where you consider that disclosure of the details of an interest could lead you, or a person connected to you, or a person connected with you, being subject to violence or intimidation, and the Chair of the Board and/or Chief Executive of BCC Ltd agree, any published version of the register will exclude details of the interest but may state that you have an interest, the details of which are withheld.
- Where relevant time periods refer to the prior 12 months and fall within sections 29-34 of Localism Act 2011.

1) Employment, office, trade, profession or vocation carried out for profit or gain:-

Self

--

Partner

--

2) Sponsorship received in respect of carrying out duties as a member of any authority, or towards any election expenses:-

Self

--

Partner

--

3) Contracts between myself (or body in which I have a beneficial interest) and BC LEP and/or BCC Ltd:-

Self

Partner

4) Address of property or land which is in the area of BC LEP in which I have a beneficial interest.

Self

Partner

5) Any licence (alone or jointly with others) to occupy land which is in the area of BC LEP or BCC Ltd for a month or longer:-

Self

Partner

6) Any tenancy where (a) the landlord is BC LEP or BCC Ltd; and (b) the tenant is a body in which the relevant person has a beneficial interest:-

Self

Partner

7) Any beneficial interest in securities (stocks, shares, bonds etc) of a body where (a) that body has a place of business or land in the area within that of BC LEP of BCC Ltd; and (B) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) of the share capital is of more than one class, the total nominal value of any one class in which I have a relevant interest exceeds one hundredth of the total issued share capital of that class:-

Self

Partner

Signed: _____

Print Name: _____

Dated: _____

NOTE: A Member must, within 28 days of becoming aware of any change to the interests specified above, provide written notification to the Secretariat of BCC Ltd.