

LiveWire (Warrington) CIC is looking for additional Board Members

LiveWire Warrington Neighbourhood and Wellbeing Community Interest Company was established in May 2012 to deliver innovative, integrated community based leisure, library, health and lifestyle services to improve the health and wellbeing of our residents in Warrington. The LiveWire Board have a vacant position for a Board member with an expertise in Libraries and Learning, who has a genuine interest in making Warrington the place to get active healthy and happy.

Who are we?

We are a Neighbourhood and Wellbeing Community Interest Company with 16 sites located throughout our four neighbourhoods in Warrington. We have two Neighbourhood Hubs located at Orford and Woolston, nine individual libraries and four leisure centres. We deliver services and events across a range of other venues in the town taking the delivery to where it's needed.

We have just under 500 staff who are deployed across our sites according to demand working in a range of specialist disciplines.

The LiveWire Mission, Vision, Values, Aims and Objectives will drive the business with an emphasis on:

- Addressing health inequalities
- Improving wellbeing
- Building safer and stronger neighbourhoods
- Develop an integrated training structure for our staff
- Delivering our following 4 key strategies: *Live Well with LiveWire; Libraries and Learning; Active LiveWire & Investment Strategy*

Our Vision.....To be a thriving, financially strong company with fantastic facilities in every neighbourhood area of Warrington, inspiring and supporting residents to be the healthiest, most active and happiest in the North West.

Our Mission.....Is to be the number one provider of affordable, inclusive Lifestyles, Libraries and Leisure opportunities in Warrington.

www.livewirewarrington.co.uk

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What do we do?

Our objectives are

- To be the customer's first choice for recreation, leisure, libraries, sport and physical activities improving health and wellbeing
- To provide accessible, modern and well maintained facilities that cater for all our customers
- Provide a diverse range of activities to meet the specific needs of each neighbourhood in Warrington
- To address disadvantage and inequality and contribute towards a positive reduction in health inequalities
- To increase participation in wellbeing, leisure, learning, health activities, sport and physical activity
- To position LiveWire as the employer of choice
- Continue to develop and further strengthen the LiveWire brand
- Introduce a new innovative LiveWire Volunteer Strategy

What does the Board look like and do?

LiveWire Warrington has a 14 strong Board. There are 4 Board meetings per year and up to 2 public meetings. The time commitment for Board Members is an average of 2 days per month. This is a voluntary position and therefore no payment is made to Board Members. In addition there are a number of quarterly subcommittees and events that Board Members are encouraged to join based on skills and experience, these include:

- Finance, Risk and Audit
- Strategic Planning and Performance
- Human Resources and Remuneration
- Governance and Nominations
- Senior Appointments

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- Board Appointments
- Legal & Property
- Media
- Employee Awards

Board and Senior Management “Task and Finish groups” are set up to look at specific topics. Board members would be encouraged to attend various events and training as and when appropriate.

What would my role be?

Board members are the people responsible under the governing document (Articles of Association) of LiveWire Warrington for controlling the management and administration of the Company.

The main requirements of a Board Member are to -

- Promote the organisation
- Ensure compliance with governing document
- Ensure accountability
- Ensure compliance with the law
- Set and maintain vision, mission and values
- Develop strategy
- Establish and monitor policies
- Set up employment procedures
- Maintain proper financial oversight
- Select, manage and support the Managing Director
- Respect the role of staff
- Maintain effective board performance

Through the scheme of delegation, the majority of these responsibilities are delegated to the Managing Director and the Senior Management Team, however the board have a responsibility to ensure that adequate process and quality checks are in place.

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Board Member Role Description

The role of a Board Member is:-

- to ensure that LiveWire Warrington complies at all times with its governing document, company law and any other relevant legislation or regulations
- to maintain proper financial control and ensure that LiveWire Warrington applies its resources exclusively in pursuance of its aims and objectives.
- to set and maintain vision, mission and values
- to develop strategy, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- to ensure accountability
- to set up employment procedures and respect the roles of staff/volunteers
- to support the operational management of the organisation
- to draw up and monitor the implementation of internal policies, which must include equality and diversity as well as health and safety policies and grievance and disciplinary procedures
- to ensure that risk assessments for all aspects of the business are carried out
- to safeguard the good name and values of LiveWire Warrington to maintain effective board performance and ensure the effective and efficient administration of the company including funding, insurance and premises
- to promote LiveWire Warrington
- to act in the best interests of the Company, never in the interests of yourself or another organisation

In addition to the above statutory duties, each Board Member should use any specific skills, knowledge or experience s/he has to help the Board reach sound decisions. These may involve scrutinising Board and focus group papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the Board Member has special expertise.

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Chair of the Board and their role

For your information the role undertaken by the Chair is to.....

Overall

- Lead the Board and the organisation to enable it to fulfil its purpose.
- Ensure an effective relationship between:
 - the Board and the staff & volunteers
 - the Board and the external partners, stakeholders and the community
- Act as a spokesperson and figurehead as appropriate.
- Supervise and support the Managing Director.

Specifically

- Plan and prepare Board meetings and the AGM with others as appropriate.
- Chair Board meetings ensuring:
 - A balance is struck between time-keeping and space for discussions.
 - Business is dealt with and decisions made.
 - Decisions, actions and deliberations are adequately minuted.
 - The implementation of decisions is clearly assigned and monitored.
- Ensure adequate support and supervision arrangements are made for the Managing Director and any other staff & volunteers directly managed or reporting to the committee.
- Ensure that a successor is found before the term of office finishes.

Qualities

- A willingness to lead the organisation
- Possesses tact, diplomacy and powers of persuasion.
- Possesses relevant knowledge
- Has the relevant skills to run a meeting well.

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Who are the current Board Members?

Alan Yates

Chair

Alan Guthrie

Board member – Vice Chair

Emma Hutchinson

Managing Director – Executive Board member

Chris Bent

Board member

Sunny Bhalla

Board member

Paul Taylor

Board member

Mike Truran

Board member

Margaret Nolan

Board member

Craig Lunnon

Board member

David Smithson

Board member

Mervin Ward

Board Member

Cllr Peter Carey

Elected council representative – Observer

Cllr Tony Higgins

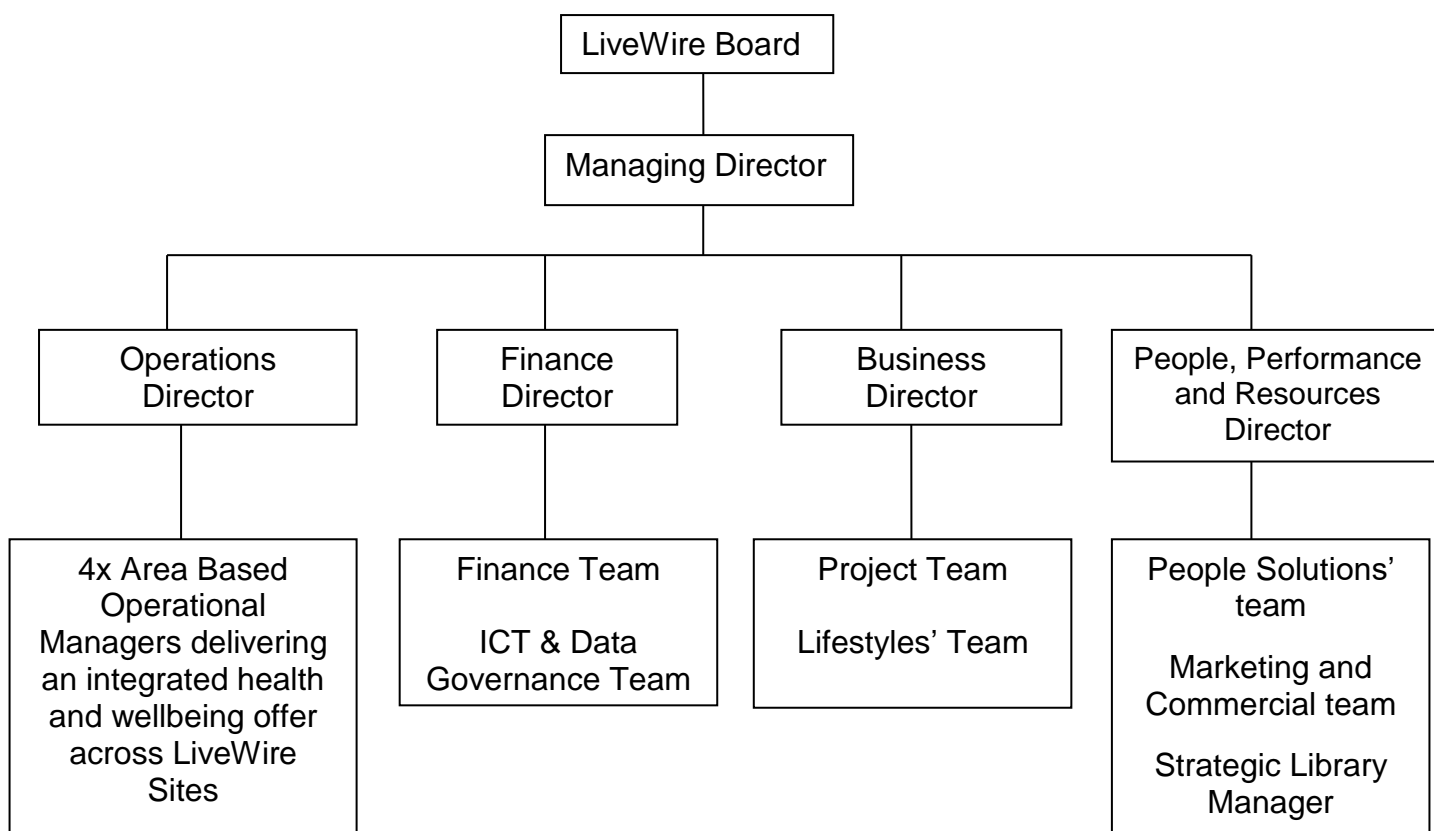
Elected council representative – Observer

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What is the organisational structure?



Board Members Skills/Competencies

LiveWire requires our Board Members to be able to display the following range of skills/competencies to ensure our effectiveness:

- Ability to take a strategic, wider perspective with clear thinking skills
- Critical thinking - an inquisitive mind, able to assimilate, assess and analyse information, especially financial information
- Ability to identify potential problems and deal with risk
- Make sound and objective judgements and decisions
- Ability to evaluate and balance social and commercial issues
- Innovation and creativity
- The ability to identify new business opportunities
- Leadership, confidence and the ability to gain respect

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- Team working, co-operation and facilitation skills
- Change management
- Interpersonal skills – listening, non-verbal communication, communicate with sensitivity, deal with conflict effectively, self-awareness
- Persuasiveness/influencing, effective and willing to challenge
- Integrity
- Diplomacy, tact and political astuteness
- Ambition, tenacity, with dedication to succeed and drive our Company forward

How do I apply?

If you feel that you can offer any of the professional expertise, skills/competencies, values and behaviours that LiveWire are looking for we would really welcome your application.

Return the short application form with your Curriculum Vitae to LiveWire by email recruitment@livewirewarrington.org or by post to Orford Jubilee Neighbourhood Hub, Jubilee Way, Warrington WA2 8HE.

If you would like to discuss the positions in more detail you are very welcome to contact Sharon Sinnott on 01925 625330 for a discussion.

Correspondence will then be made to invite successful applicants to attend a briefing and interview.

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