



# **PARTNERSHIP CHAIR & BOARD MEMBER**

## **Information Pack**

This pack contains:

- Letter from the Partnership Director
- Information about Energize STW
- Information about the role of the Board and Board Members
- Job Description and Person specification

*“Enabling sport and physical activity to be part of everybody’s everyday life”*



Dear Prospective Chair / Board Member,

Many thanks for expressing an interest in joining the Energize Shropshire, Telford & Wrekin Partnership Board. I hope you find this information pack useful in helping you decide whether to express an interest in our vacancies.

In June 2008, the government asked Sport England to take a lead role in developing a World Class Community Sport system in England to maximise the potential legacy from the London 2012 Olympic Games. The emerging delivery structure secures a key role for County Sports Partnerships through local strategic co-ordination and support to National Governing Bodies. As the national picture becomes clearer, you can be sure that there will be a lot of work to do.

In Shropshire, Telford & Wrekin, we have to balance this new direction with recognition that, for many of our local partners, participation in broader physical activity (as well as sport) is important. I am therefore pleased to say that we now also have recognition and funding from Dept of Health and this means we will continue to work with local partners on the development of physical activity plans.

In order to meet these new challenges, Energize STW has undergone a significant structural and organisational review over the last twelve months as we have sought to confirm our role as a slimmer, more focussed strategic development body. We have now emerged from this process leaner, fitter and stronger and ready to put in place the structures and links with external partners that will ultimately deliver both a World Class Community Sport system and notable increases in participation, year on year.

Such radical change often brings with it operational challenges and issues – we have had our share of these but are now looking to move ahead with an ambitious vision for community sport and physical activity in Shropshire, Telford & Wrekin.

If you are willing to join us and help meet the challenge, we look forward to receiving your completed application, if not, thanks for having a look.

**Closing date for applications – Mon 6<sup>th</sup> April**

Yours in Sport

**Chris Child**

Director – Energize STW

## About Energize Shropshire, Telford & Wrekin

Energize STW is one of a network of 49 County Sports Partnerships (CSP) within England. They fulfil a critical role within the single delivery system for sport linking national and regional opportunities and programmes with locally significant structures which themselves are designed to support and enhance the range of opportunities available to participate in sport and physical activity.

Energize STW is a hosted partnership engaging the two local authorities, the two PCT's, many governing bodies of sport, and others. It is governed by a Partnership Board as follows;

### Vision

*"Enable sport and physical activity to be part of everybody's everyday life".*

### Purpose

As a Partnership we...

*"Create more opportunities for people in our area to be more active and to achieve their sporting potential"  
... than we would do by working alone*

### Aims

- Widening access
- Increasing participation
- Improving levels of performance

### Values

- Needs led and evidence based
- Open and honest
- Innovative and creative
- Supporting each other
- Equitable and ethical
- Striving for quality

## BUILDING BLOCKS

### 1: PARTICIPATION PATHWAYS

*Increase access to opportunities to participate in sport and physical activity on a regular basis and develop links for improvement and progression.*

#### Objectives:

- 1.1 Support the delivery of core services available to all NGBs and enhanced services to be negotiated with individual NGBs
- 1.2 Deliver cross sports services to meet NGB priorities and specific services for Sport England
- 1.3 Co-ordinate the development of opportunities and pathways for physical activity by working with and supporting Get Active Shropshire and the Telford and Wrekin Physical Activity and Sports Board
- 1.4 Build strong connections between PESSYP, NGBs, Get Active Shropshire and the Telford and Wrekin Physical Activity and Sports Board
- 1.5 Ensure high quality delivery of contracts and commissions

#### Key success measures:

- 1 % of residents participating 3x30 minutes each week (Active People) overall and for people with long standing illness or disability
- 2 % of pupils achieving the five hour offer
- 3 Number of enhanced contracts with NGBs

## **2: PARTNERSHIP INFRASTRUCTURE**

*Continue to build up the Partnership to support an effective delivery infrastructure for sport and physical activity*

### **Objectives:**

- 2.1 Strengthen strategic alliances and local networks between the sports (ie NGBs, Sport England and other sports organisations), education, health, public, voluntary and commercial sectors to drive delivery and secure resources
- 2.2 Increase and improve the club, coach and volunteer infrastructure
- 2.3 Provide strategic planning support for facility development

### **Key success measures:**

- 4 Improve partner satisfaction ratings
- 5 Increase number of partners
- 6 % increase in club membership
- 7 Number of accredited clubs

## **3: INFLUENCE AND ADVOCACY**

*Market the benefits of sport and physical activity to policy and decision makers, residents and workers and promote opportunities for development.*

### **Objectives:**

- 3.1 Raise the profile of sport and physical activity at local level and ensure representation on Local Strategic Partnerships and relevant thematic groups and inclusion in their Community Plans
- 3.2 Maintain effective channels of communication and promote joined up working and networking across the sectors
- 3.3 Promote the benefits of regular participation in sport and physical activity to politicians, decision makers, business

### **Key success measures:**

- 8 Reduce gap between high and low participation groups (identified as people with a disability, lower incomes, older people, BME communities, women and girls)

## **4: RESOURCES AND STANDARDS**

*Secure external funding to implement the Strategic Framework and utilise the resources to achieve optimum impact.*

### **Objectives:**

- 4.1 Effectively manage and develop the Partnership, its people and its resources
- 4.2 Identify and pursue appropriate funding opportunities
- 4.3 Raise standards of service delivery

### **Key success measures:**

- 9 Amount of external funding raised
- 10 Successful delivery of service contracts
- 11 Achievement of higher level standards in Child Protection and the Equality Standard for Sport

## Energize STW – Organisational Structure

### Energize Shropshire, Telford & Wrekin Partnership Board

#### CSP Director

Strategic leadership – Sport, Physical Activity & 2012  
Facilities lead  
Client – Hosting contracts

#### Business Development Manager

NGB / PA brokerage and project devt  
Knowledge & Equalities lead  
Client – Activities contracts

#### Marketing & Comms Officer

CSP marketing and communications  
2012 communications  
Support area delivery plan marketing

#### Business Development Manager

NGB / PA brokerage and project devt  
Workforce & CYP (inc Safeguards)  
lead  
Client – Club, Coach & Volunteer  
contracts

#### 2012 Project Development Manager

2012 project development  
WM 2012 physical activity liaison

## **Energize STW Partnership Board – Membership, Role & Functions.**

### **Membership of the Board**

The Chair of the Board will be independent of the local authorities and appointed by the Partnership for a maximum period of 3 years

The local authorities of Shropshire and Telford & Wrekin will be asked to identify individuals who have significant authority and experience in the following

- Political lobbying (two councillors of cabinet standing will be sought, one each from Shropshire and Telford & Wrekin local authorities)
- Leisure / cultural services (each authority will be offered to opportunity to nominate an officer who has a corporate level authority for these services)

These Board members will be appointed by the local authority stakeholders for as long as they hold appropriate office / position. This position will be reviewed every 3 years by the Board.

The PCT's of Shropshire and Telford & Wrekin will be asked to identify individuals who can offer appropriate senior representation. These Board members will be appointed by the PCT stakeholders for as long as they hold appropriate office / position. This position will be reviewed every 3 years by the Board.

The remaining six members of the Board will be recruited following open advertisement and will be expected to demonstrate significant business expertise in one or more of the following areas

- Marketing and communications\*
- Strategic financial management
- Education / PE / school sport
- Outdoor recreation / countryside access / parks
- Commercial / private sector
- Strategic Human Resource Development\* (particularly in relation to development of coaches, leaders and volunteers)
- Community / Voluntary sport / physical activity\*
- Understanding of issues and barriers to equal participation in sport & physical activity

These Board members will be appointed by the Partnership for a maximum period of 3 years.

\*It is envisaged that where possible NGB's will nominate applicants with these skills / experience.

### **Purpose of the Board**

The purpose of the Board is to provide leadership and develop policy on behalf of the Partnership and work with key agencies and other Sub Regional partners to develop sport and physical activity and its infrastructure.

The Board will champion and advocate sport and physical activity, the work of the Partnership and further develop the infrastructure and clear strategy for sport in the sub-region through the creation of Community Sports & Physical Activity Networks. They will also promote overall awareness of equality & diversity in sport and physical activity.

Business Plan: the Board will monitor implementation of the current Business Plan and also direct the development of any new Business Plan, as required, beyond March 2012.

Annual Action Plan: the Board will monitor and further develop the annual Action Plan in furtherance of the overall Business Plan. The Annual Action Plan will be prepared through Partnership consultation and commence on 1 April each year.

Strategic Planning: The Board will work to develop further Sub Regional delivery plans that attend to Sub Regional priorities within the context of the national strategies for sport and physical activity and related regional plans for sport and physical activity in the West Midlands

Leading and Partnering: The Board will develop strong and appropriate links with organisations within the public, private and voluntary sector, Sub Regional development agencies (e.g. Local Strategic Partnerships) and other sub regional organisations with an interest in sport.

Management of Funding Awards: The Board will advise any potential external funding body on the allocation of funding awards received by the Partnership based on local priorities; providing advice and comment on Sport England investment (or other) applications received from local projects. It will also strive to secure additional resources and investment in sport in the region from any appropriate source.

Management of Financial Resources: The Board will monitor and approve the Partnership expenditure and as such formally receive and sign off quarterly management and end of year audited accounts as provided by the Host Agency.

Engage in Policy Formulation and Consultation: The Board will develop future policy of the Partnership and contribute and respond on behalf of the Partnership to consultation processes on future national and regional policies.

Induct New Board Members: The Board will ensure the quality of Partnership governance of the Partnership by ensuring effective induction and training of new board members (see section 10 for further details). It will develop individuals who can contribute skills and experience and provide the best leadership for the Sub Region.

Implement Board Business Efficiently: The Board will at all times endeavour to conduct productive meetings where key issues are dealt with in an efficient way. It will engage in regular self assessment and development activities to strengthen its effectiveness

## **Chair of the Board**

The Chair of the Board will be independent of the local authorities and appointed by the Partnership for a maximum period of 3 years following which the Partnership will recruit a new Chair. The Partnership Director will co-ordinate the recruitment process with local authority Partners which will be ratified by the rest of the Board.

The Chair has particular responsibility for ensuring effective completion of business and ensuring that the collective skills and expertise of the Board are harnessed to provide clear strategic direction and policy for the Relevant employees to follow in order to maximise opportunities to increase participation and raise standards in sport and physical activity.

The Chair of the Board will present the Business Plan and Annual report to the Board.

The Chair of the Board will manage the Board, set the agenda for meetings in conjunction with the Partnership Director, lead and facilitate agreement, negotiate and influence agreed outcomes, confirm decisions and communicate policy.

The Chair of the Board will ensure the Partnership Director is appropriately supported.

The Chair of the Board will be supported by the Vice chair in undertaking the roles set out above.

The Vice Chair of the Board position will be undertaken by a local authority member of the Board and this position will rotate each year with Shropshire and Telford & Wrekin taking up post at the relevant AGM of the Partnership. The main role of the Vice Chair is to support the Chair (advising on local authority issues) and chair Board meetings in the absence of the Chair.

## Role of Board Members

Board members will actively promote and improve sport using both their networks and expertise. In addition to the collective responsibilities of the Board listed above, Board members will be responsible for:

- Developing Policy: Board members should actively and constructively contribute to and challenge the development of strategy.
- Risk: Board members should satisfy themselves that financial information is accurate and that systems of risk management are robust and defensible. A risk policy will be drawn up for the Partnership and annually reviewed.
- Decision Making: ensuring that, in reaching a decision, the Board takes into account any relevant guidance that maybe issued by the appropriate regional or national Authority
- Overseeing Results: ensuring the delivery of planned results by monitoring performance against agreed strategic objectives and targets
- Advocacy: Board members may, from time to time, be asked to sit on other strategic boards to represent 'Sport & Physical Activity' and the work of the Partnership.

## Responsibilities of Board members

Board members bring with them their personal and professional knowledge, expertise and experience in order to support the Energize STW Partnership to achieve its key objectives to increase participation and widen access to sport and active recreation across the sub region.

Each board member brings a fresh perspective and objectivity to the Energize STW Partnership which seeks to encourage and foster a strong organisational performance, based on innovation, creativity and equality.

Board members are expected to act reasonably and prudently in all matters relating to the Partnership and in its long term interest. In practice this means that Board members need to be aware of the issues affecting the Partnership, though they are not expected to have expert knowledge. If a Board members states he or she has expertise in a given area, he or she will be expected to act with a higher duty of care in the context of that expertise.

Board members have a duty to protect all the resources belonging to the Partnership or are directed through the Partnership.

Board members have a duty to protect the organisation's reputation and its intellectual property such as branding and databases.

Board members may have a wide range of interests in private, public and professional life, and those interests might, on occasion, conflict. Board members will be expected to abide by and sign a declaration of interests, e.g. financial transactions. This will be a standing agenda item on Board meetings

Board members are responsible for the activities of the board and should act together. When Board members sit down at the meeting table, all outside interests have to be left outside, or at least they must be properly managed. The first duty as a board member, whilst at the table, is to the Partnership and by inference to the public of the sub-region.

No Board member acting alone can bind his or her fellow board members, unless specifically authorised to do so.

Board members must not delegate their responsibilities to a third party or send substitutes to Board meetings.

Board members may also be asked to take on specific champion roles – eg Equity.

## Procedures for Meetings

The Board will hold an Annual General Meeting, to which all partners/members of the Partnership and any other interested parties will be invited, in the month of July each year. At the AGM the Board will principally present the annual report and financial accounts to the partners.

The Board will also hold meetings for a minimum of three further times per year. All meetings will be at a nominated venue. Meetings will be scheduled 12 months in advance. In cases of urgency, a meeting may be called by the Chair or any two members of the Board providing they give at least 7 days' notice.

The quorum for all meetings of the Board (including the AGM) is to be a minimum of 50% of the Board's total membership.

The Board agenda and supporting papers will be circulated, other than in cases of urgency, a minimum of one week prior to any meetings.

If the Chair is not available to attend any meeting, the Vice Chair will preside for that meeting.

Decisions shall be made by majority vote. Where there is an equal number of votes for and against a proposal, the person presiding at the meeting will have a second casting vote.

The Partnership Director (with business support from the Host Agency) will be responsible for servicing meetings and recording minutes/actions for the meeting, which will be circulated a maximum of two weeks after the meeting has taken place.

Minutes of the meeting and supporting papers will be made available on the Partnership website when they have been distributed to Board members.

## Conduct

The code of conduct for board members ensures that the highest personal standards are observed at all times. The board will accept the Nolan Committee's "seven Principles of Public Life". These principles should be followed in all aspects of board members involvement and activity

- Selflessness:** Board members should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
- Integrity:** Board members should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in their performance of their official duties
- Objectivity:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, board members should make choices on merit
- Accountability:** Board members are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is available.
- Openness:** Board members should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- Honesty:** Board members have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership:** Board members should promote and support these principles by leadership and example.

## **Energize Shropshire, Telford & Wrekin**

### **Chair of the Board**

#### **Job Description & Person Specification**

##### **The role of the Chair:**

The Chair of Energize STW is responsible for leadership of the Board, ensuring its effectiveness on all aspects of the role and setting its agenda. The Chair is pivotal in creating the conditions for overall Board and individual Board Member effectiveness and works to ensure the development of constructive relationships between Board Members and staff.

##### **Main Responsibilities:**

The following specific responsibilities are in addition to the Chair's responsibilities as an Energize STW Board Member:

1. **Setting the Agenda:** to liaise with the Partnership Director to ensure the agenda takes account of the issues and concerns of all Board Members. Agendas should be forward looking and concentrate on strategy, rather than focusing on operational issues.
2. **Information Flow:** ensure that Board Members receive accurate, timely and clear information to aid the decision making process, monitor performance and provide advice.
3. **Managing Board Meetings:** to ensure sufficient time is allowed for discussion of issues and where appropriate arranging informal meetings beforehand to enable thorough preparation for Board discussion.
4. **Member Development:** supporting the induction of Board Members and the development of individual Board Members, with a view to enhancing the Board's overall effectiveness as a team.
5. **Member Engagement:** encouraging active engagement by all Board Members.
6. **Performance Assessment:** providing an assessment of performance of individual Board Members on request, in relation to re-appointment or for appointment to another public body.

## Person Specification:

Person Specification	Description
<b>1. Experience</b>	
<i>Essential</i>	<ul style="list-style-type: none"> <li>- A proven track record gained in a relevant field of work. In particular, experience which demonstrates a knowledge and awareness of sports contribution to at least one of the following areas:  Voluntary sector sport and national governing bodies of sport; local government leisure and sport; education; health; safer/stronger communities; private/commercial sector business.</li> <li>- An involvement with and a <b>passion for sport</b>, coupled with a belief in the role sport can play in improving the quality of people's lives across the Shropshire, Telford &amp; Wrekin sub region.</li> <li>- Previous <b>experience of board/committee membership</b>, owning and committing to shared goals and responsibilities and understanding and valuing roles and contributions from all members.</li> </ul>
<i>Desirable</i>	<ul style="list-style-type: none"> <li>- Experience of dealing with the media – TV, radio or the press</li> <li>- Experience of chairing meetings at a senior level</li> <li>- Experience of performance management and continuous improvement.</li> </ul>
<b>2. Knowledge</b>	
<i>Essential</i>	<ul style="list-style-type: none"> <li>- A good <b>overview</b> of at least one geographic area of the Shropshire, Telford &amp; Wrekin sub region and the key issues faced within it.</li> <li>- A good <b>working knowledge of sport</b> and the voluntary sport sector in the sub region and some of the key issues facing voluntary sector sport</li> <li>- An awareness of the <b>role of local government</b> within the sub region and some experience of working with local government.</li> <li>- Some awareness and understanding of <b>regional and national sport and physical activity policy</b> and a commitment to improve and develop knowledge and awareness around sub regional, regional and national sports policy.</li> </ul>
<i>Desirable</i>	<ul style="list-style-type: none"> <li>- Some knowledge of the delivery system for sport and the role of County Sports Partnerships and Local Strategic Partnerships.</li> <li>- Knowledge of funding opportunities and systems for sport.</li> </ul>
<b>3. Skills and Abilities</b>	
<i>Essential</i>	<ul style="list-style-type: none"> <li>- Excellent <b>communication and interpersonal</b> skills at all levels with ability to motivate/enthuse/persuade, negotiate and influence verbally and in writing at all levels.</li> <li>- The ability to provide <b>motivational leadership</b>, create a culture of innovation and improvement, leading by example.</li> <li>- The ability to both <b>lead and contribute objectively and consistently</b> to discussion and debate within a Board environment.</li> <li>- The ability to <b>problem solve</b>, make decisions and prioritise.</li> </ul>

	<ul style="list-style-type: none"> <li>- The ability and willingness to <b>act as an advocate for sport</b> to a broad audience.</li> </ul>
<b>4. Other Considerations</b>	
<i>Essential</i>	<ul style="list-style-type: none"> <li>- An understanding and commitment to equal opportunities and the achievement of sports equality issues.</li> <li>- An understanding of the needs of under-represented groups in sport.</li> <li>- Ability to attend and represent Energize STW on up to 8 days per annum.</li> <li>- The commitment and time to prepare for Board meetings by reading and understanding Board papers.</li> </ul>

**Contacts & Relationships:**

The Chair of Energize STW will have some engagement with and responsibility for a range of external contacts across the sub region and beyond. These may include:

- Energize STW Board Members who will come from a range of backgrounds, including local government, voluntary sector sport, health, education etc
- Sport England West Midlands – the strategic lead agency for sport in the West Midlands region and key funder of Energize STW
- Local Government members/Councillors and officers from partner authorities
- Other key external partner organisations such as the Youth Sport Trust, Sports Coach UK etc
- The Chairs and members from the other 5 CSPs in the West Midlands region.
- Energize STW Partnership Director and core service team members

# Energize Shropshire, Telford & Wrekin (STW)

## Board Member

### Job Description & Person Specification

#### The role of the Board Member:

Board members of Energize STW bring with them their personal and professional knowledge, expertise and experience in order to support Energize STW achieve its key objectives to increase participation and widen access to sport and active recreation across the sub region.

Each board members brings a fresh perspective and objectivity to Energize STW which seeks to encourage and foster a strong organisational performance, based on innovation, creativity and equality.

#### Main Responsibilities:

Individual Board Members of Energize STW have the following responsibilities:

7. **Developing Strategy and Policy:** to actively and constructively contribute to and challenge the development of strategy and policy in the sub region.
8. **Risk:** to be satisfied that financial information is accurate and that systems of risk management are robust and defensible.
9. **Delegated Authority:** ensuring that the board operates within the limits of its delegated authority.
10. **Monitoring Performance:** overseeing the work of Energize STW and monitoring the performance of planned areas of work against the agreed objectives and targets.
11. **Investment:** to contribute to collective decisions on recommendations to Sport England regarding investment into the Energize STW sub region.
12. **Advocacy:** to be an advocate for sport and physical activity and the work of Energize STW across the sub region at all times.
13. **Individual Skills, Knowledge and Experience:** Board Members are drawn from a wide variety of backgrounds, including voluntary sector sport, local government, health, education, safer/stronger communities, private sector and others. They should use any specific skills, knowledge or experience they have to promote sport, improve Energize STW networks and to help the Board reach sound decisions.

#### Person Specification:

Person Specification	Description
<b>1. Experience</b>	
<i>Essential</i>	<ul style="list-style-type: none"><li>- A proven track record gained in a relevant field of work. In particular, experience which demonstrates a knowledge and awareness of sports contribution to at least one of the following areas:  <i>Voluntary sector sport and national governing bodies of sport; local government leisure and sport; education; health; safer/stronger communities; private/commercial sector business.</i></li><li>- An involvement with and a <b>passion for sport</b>, coupled with a belief in the role sport can play in improving the quality of people's lives across the Shropshire, Telford &amp; Wrekin sub region.</li></ul>
<i>Desirable</i>	<ul style="list-style-type: none"><li>- Previous <b>experience of board/committee membership</b>, owning and committing to shared goals and responsibilities and understanding and valuing roles and contributions from all members</li></ul>

	<ul style="list-style-type: none"> <li>- Experience of dealing with the media – TV, radio or the press</li> </ul>
<b>2. Knowledge</b>	
<i>Essential</i>	<ul style="list-style-type: none"> <li>- A good <b>overview</b> of at least one geographic area of the Shropshire, Telford &amp; Wrekin sub region and the key issues faced within it.</li> <li>- A good <b>working knowledge of sport</b> and the voluntary sport sector in the sub region and some of the key issues facing voluntary sector sport</li> </ul>
<i>Desirable</i>	<ul style="list-style-type: none"> <li>- An awareness of the <b>role of local government</b> within the sub region and some experience of working with local government.</li> <li>- Some awareness and understanding of <b>regional and national sports and physical activity policy</b> and a commitment to improve and develop knowledge and awareness around sub regional, regional and national sports policy</li> </ul>
<b>3. Skills and Abilities</b>	
<i>Essential</i>	<ul style="list-style-type: none"> <li>- Good <b>communication and interpersonal</b> skills at all levels with ability to motivate/enthuse/persuade, negotiate and influence verbally and in writing at all levels.</li> <li>- The ability to <b>contribute objectively and consistently</b> to discussion and debate within a board environment</li> <li>- The ability to <b>problem solve</b>, make decisions and prioritise</li> <li>- The ability and willingness to <b>act as an advocate for sport</b> to a broad audience</li> </ul>
<b>4. Other Considerations</b>	
<i>Essential</i>	<ul style="list-style-type: none"> <li>- An understanding and commitment to equal opportunities and the achievement of sports equality issues</li> <li>- An understanding of the needs of under-represented groups in sport</li> <li>- Ability to attend and represent Energize STW on up to 6 days per annum</li> <li>- The commitment and time to prepare for Board meetings by reading and understanding Board papers</li> </ul>

### Contacts & Relationships:

Board Members will have some engagement with and responsibility for a range of external contacts across the sub region and beyond. These may include:

- Energize STW Board Members who will come from a range of backgrounds, including local government, voluntary sector sport, health, education etc
- Sport England West Midlands – the strategic lead agency for sport in the West Midlands region and key funder of Energize STW
- Local Government members/Councillors and officers from partner authorities
- Other key external partner organisations such as the Youth Sport Trust, Sports Coach UK etc

- Board Members from the other 5 CSPs in the West Midlands region
- Energize STW Partnership Director and core service team members

**ENERGIZE, SHROPSHIRE AND TELFORD & WREKIN**

**CHAIR / BOARD MEMBER**

**APPLICATION FORM**

**1). Position you are applying for (you may tick both)**

**CHAIR**

**BOARD MEMBER**

**2). Personal Details**

Title (Mr/Mrs/Miss/Ms/Other please specify):

Surname:

First Name:

Home address:

Contact telephone number:

Email address:

### **3). Personal Qualities and experience**

With examples, please briefly describe how you meet the person specification criteria and the skills and experience you would bring to the Shropshire and Telford & Wrekin Sport and Physical Activity Partnership Board

### **4). Potential conflicts of interest**

Please give details of any business or other interests or any personal connections, which if you are appointed, could be misconstrued or cause embarrassment to the Shropshire and Telford & Wrekin Sport and Physical Activity Partnership. Any potential conflicts of interest detailed here will not prevent you going forward to interview but may, if appropriate, be explored with you during your interview to establish how you would address the issue(s) should you be successful in your application.

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**5). References**

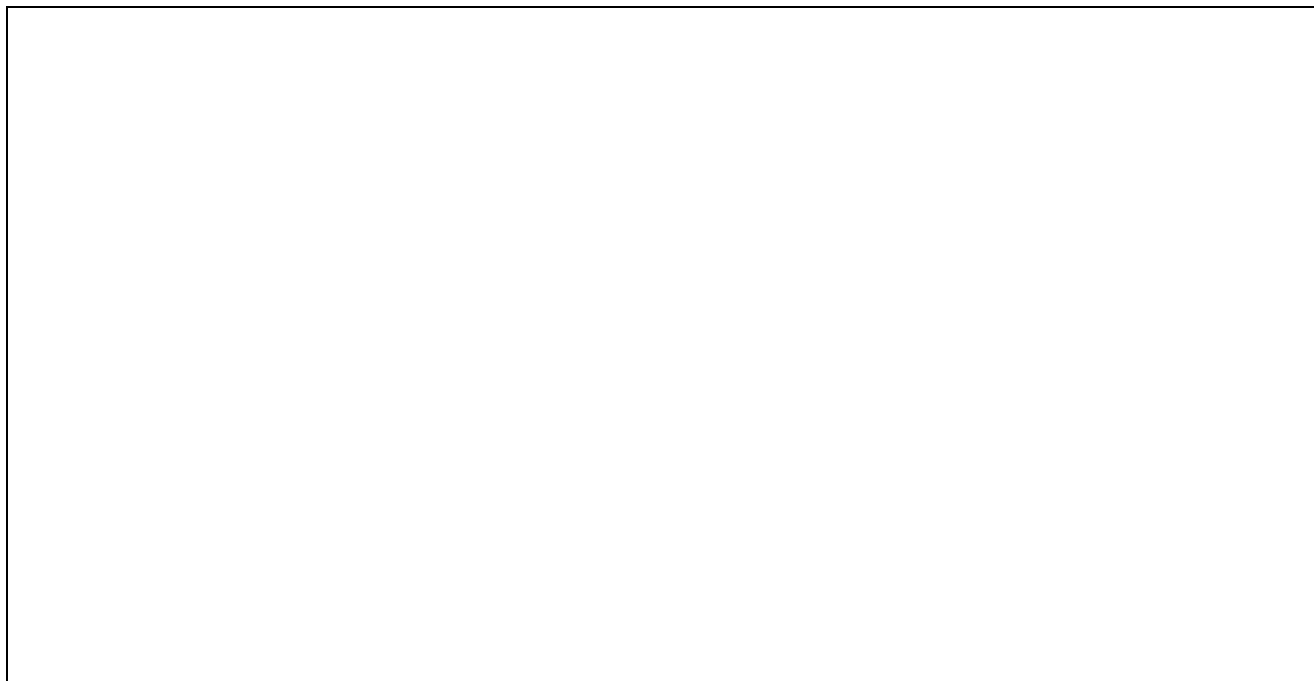
Please give the name of two people who may be asked to act as referees for you.

Reference one: Professional/achievements	
Name:	
Address:	
Telephone:	
Email:	

Reference two: Personal	
Name:	
Address:	
Telephone:	
Email:	

## 6). Other Information

If there is any other general information you would like to include about your past experience, personal qualities and skills, please do so here.

A large, empty rectangular box with a thin black border, intended for the applicant to provide additional information about their past experience, personal qualities, and skills.

## **7). Declaration**

I declare that the information given on this application is complete and correct to the best of my knowledge. I have also read the information pack and can confirm that I am eligible to be considered for appointment to the Shropshire and Telford & Wrekin Sport and Physical Activity Partnership Board

Signed.....

Dated .....

**Thank you for your application, please return it marked 'private and confidential' for the attention of Louise Osborne to:**

**Energize STW, Shirehall, Shrewsbury, Shropshire, SY2 6ND  
Or e-mail [louise.osborne@shropshire.gov.uk](mailto:louise.osborne@shropshire.gov.uk)**

**Closing date for applications – Mon 6<sup>th</sup> April**

## EQUAL OPPORTUNITIES MONITORING

The Shropshire and Telford & Wrekin Sport and Physical Activity Partnership aims to provide fair and equal access to these appointments and to ensure all sectors of the society are represented. The questions set out in this form will help us to monitor the effectiveness of this policy by gaining a picture of all those applying for and obtaining appointments.

The Partnership also aims to ensure that no person, whether a job applicant, employee, service user or third party receives any less favourable treatment because of his or her gender, marital status, family status, lifestyle, age, ethnicity, religion, sexual orientation or disability or any other condition or requirement which cannot be shown to be justifiable.

This form will be kept separate from your application form and will not be seen by the interview panel. Assessment of your suitability for these roles is made purely on the information you give on the application form and your performance at the interview should you be invited. Appointments will be made strictly on merit. We hope that this encourages you to complete the form.

Please indicate as appropriate:

### **GENDER**

*I am Male:*

*I am Female:*

### **DISABILITY**

Do you consider yourself to have a disability?

*Yes*

*No*

If you are selected for interview are there any special arrangements we would need to make for you?

*Yes*

*No*

If YES, and you are selected for interview, we will contact you to discuss arrangements.

### **SEXUAL ORIENTATION**

What is your sexual orientation? (please circle)

*Bisexual*

*Gay*

*Heterosexual*

*Lesbian*

*I would prefer not to say*

### **RELIGION**

In terms of my religion, I would describe myself as; (please circle)

Christian

Jewish

Buddhist

Muslim

Hindu

Sikh

Having no religion

I would prefer not to say

Of other religion (please specify).....

**ETHNIC ORIGIN**

Which group do you identify with?

<b>Asian</b>	
Bangladeshi	
Indian	
Pakistani	
Any Other Asian background (specify if you wish)	

<b>Chinese</b>	
Chinese	
Any other Chinese background (specify if you wish)	

<b>Black</b>	
African	
Caribbean	
Any other Black background (specify if you wish)	

<b>Mixed ethnic background</b>	
Asian and White	
Black African and white	
Black Caribbean and white	
Any other mixed Ethnic background (specify if you wish)	

<b>White</b>	
White Background (specify if you wish)	

<b>Any Other Ethnic Background</b>	
Any other ethnic Background (specify if you wish)	