

Information Pack for Prospective Trustees

May 2022

Dear Candidate

Thank you for your interest in joining the Board of Arts & Business Scotland.

As Scotland faces financial, societal and environmental challenges, there has never been a greater need for the role of our organisation in helping to establish creative partnerships between the business, public, and culture sectors that bring innovative cultural, social and economic benefits for all.

Our work is vital in helping culture organisations to shift from a subsidy to sustainability mind-set by developing refreshed operational models which unlock organisational potential.

What we do also enables businesses to use cultural engagement to address key internal and external priorities, from supporting and developing staff to providing new market opportunities to unlock commercial potential.

As we plan for the future, we wish to invite new Trustees to join our board who can contribute to our strategic objectives of expanding market-place opportunities for the culture and business sectors to connect and thrive.

I hope this information pack will give you the information you require regarding the role. You will find further insights to our work on our website; www.aandbscotland.org.uk.

This is a voluntary, non-remunerated role.

We look forward to hearing from you.

Best wishes



David Watt
CEO

Arts & Business Scotland
0131 243 2757
www.aandbscotland.org.uk

WHO WE ARE & WHAT WE DO

Arts & Business Scotland is a Company Limited by Guarantee with charitable status that supports cultural and economic wellbeing by developing creative & business skills across the corporate and culture sectors. Since establishment in 1986, we have worked with more than 1,500 businesses and invested more than £9 million into the culture sector through an incentive funding scheme that enables innovative reciprocal social, economic and creative partnerships between business and culture organisations.

We develop capacity, knowledge and resilience through our membership scheme, training, access to networks and business acumen, making both the culture and business sectors more efficient, innovative and entrepreneurial.

Our vision is for a Scotland where the culture and business sectors connect and thrive.

Our mission is to embed business in culture, and creativity in business to develop entrepreneurial culture organisations and innovative businesses.

Our objectives are that:

- The benefits of collaboration between the business and culture sectors are valued and well-recognised;
- The number and value of cross sector collaborations influenced by us increases year on year;
- Culture organisations and businesses secure new knowledge and skills to help their development and sustainability;
- Scottish culture is recognised as a significant contributor to Scotland's economic growth;
- Creativity and cultural engagement are central to the lives of individuals and the lifeblood of communities.

OUR PARTNERS & STAKEHOLDERS

We work with a range of funders. Creative Scotland and Historic Environment Scotland supports us to develop organisational resilience through networking, knowledge transfer and training programmes for arts and heritage sectors. We also administer the Culture & Business Fund Scotland on behalf of the Scottish Government, designed to increase business sponsorship and investment in the culture sector.

We also work with many other stakeholders, including local authorities, enterprise agencies, sector network development agencies, chambers of commerce and higher and further education institutions with the aim of developing partnerships and relationships that will contribute to the development of a sustainable and ambitious culture sector within Scotland.

GOVERNANCE

We are governed by a Board of Trustees, who are members of the company limited by guarantee. The minimum number of trustees is 3 and the maximum is 12. Trustees are elected for a term of 3 years and are eligible to stand for a second term of 3 years.

Trustees represent the business, public and culture sectors, ensuring that we maintain and extend our expertise, intelligence and knowledge on the cultural, social and economic issues, challenges and opportunities faced by our stakeholders.

Trustees are given appropriate access to training and opportunities to develop governance expertise, and they are provided with the necessary information for them to discharge their governance obligations.

THE BOARD

The Board is the keystone of our governance, responsible for setting our strategic direction and maintaining oversight of our performance. Members contribute to our corporate intelligence on opportunities and challenges faced by the commercial and cultural sectors. They also play an important ambassadorial role.

The Board meets quarterly, currently a morning meeting in Edinburgh, although this may change as the Board expands and the geographical location of the members' changes. As a Board member you will be expected to attend these meetings and key events, as appropriate. In addition, you may be invited to join one of the Board Committees on Finance or Staffing. The former meets quarterly ahead of the Board meeting and the latter when required (both use teleconference facilities to limit travel).

All members of the Board – Directors under company law and Trustees under charity law – must also be members of the company from whose number they are elected. The current Board comprise all the members of the company. The Directors of the Company have certain legal, financial and fiduciary duties under company law and as Trustees must also comply with charity law.

The full legal framework for Directors is described in the Articles of Association. We will provide an induction programme so that Directors have all the information they need to undertake their role as company Directors and charity Trustees.

We endeavour to ensure that our Board represents our extensive stakeholders as well as providing the necessary governance expertise. We want to lead by example and ensure that we practice both the governance values and equal opportunities policies that we promote. As such, we seek to broaden still further the strength, diversity and connectivity of our Board.

Our current Board comprises:

Diana Murray CBE (Chair), Dr Bridget McConnell CBE, Graeme Davies, Barry Nichol, Dr Paul Smart, Fiona Macleod, Alexandra Miller, Jane Richardson and Leah Hodder.

THE BOARD RECRUITMENT OPPORTUNITY

We are looking to appoint up to five new Trustees to our board, to support the next stage of the development of the organisation. We want to make sure our stakeholders are represented and that we have the right balance of skills on the Board. With this in mind we are particularly interested in hearing from individuals:

- from the culture and heritage sectors (especially with a professional experience of working in a senior position);
- from the Corporate and SME business sector;
- with financial, legal or fundraising skills;
- with human resources expertise;
- from out with the central belt;
- who simply share our aspirations to support business and culture sector collaboration across Scotland.

A&BS recognises its responsibility to support equality, diversity and inclusion in the cultural sector. We seek to adopt positive, proactive approaches and welcome applications that strengthen the diversity of our Board.

TRUSTEE JOB DESCRIPTION

Personal Attributes of Board Members:

- An enthusiasm for the work of the organisation and a commitment to be well informed about our work;
- A commitment to carry out the duties of a Board Member;
- The ability to work as a member of a team, and a willingness to state personal convictions and, equally, to accept a majority decision whatever one's personal view of the matter;
- A preparedness to offer personal and business skills and experience to support the work of staff when required;
- A willingness to act as a champion for the organisation;
- The ability to treat sensitive information confidentially.

THE NOLAN PRINCIPLES OF STANDARDS IN PUBLIC LIFE

Although we are not technically a public body, we want to ensure that we practice the governance values that we promote, and that all Trustees commit to the standards in public life as recommended by the Nolan Committee.

- **Selflessness** – Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
- **Integrity** – Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- **Objectivity** – In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Accountability** – Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness** – Holders of public office 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** – Holders of public office 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** – Holders of public office should promote and support these principles by leadership and example.

HOW TO APPLY

To apply please send an up-to-date CV and a covering letter, detailing how your skills and experience meet the criteria specified in this information pack, and why you are interested in the role to Diana Murray, Chair at:

recruitment@aandbscotland.org.uk

Or if you prefer, by post to:

Diana Murray
Chair
Arts & Business Scotland
Thorn House
5 Rose Street
Edinburgh EH2 2PR

We will review all applications and arrange an informal meeting/interview to discuss things further.

Arts & Business Scotland is a company limited by guarantee registered in Scotland (SC406905)
and a Scottish charity (SC042631)
The registered office is Thorn House, 5 Rose Street, Edinburgh, EH2 2PR