

Ayshe Simsek
Democratic services
and Scrutiny Manager

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30 September 2022

To: All Members of the Standards Committee

Dear Member,

Standards Committee - Tuesday, 4th October, 2022

I attach a copy of the following reports for the above-mentioned meeting which were not available at the time of collation of the agenda:

- 7. CHANGE IN CONSTITUTION ENABLING A CHANGE TO THE TO TERMS OF REFERENCE FOR ALEXANDRA PALACE AND PARK BOARD TO INCREASE THE NUMBER OF NON- VOTING CO-OPTees FROM THREE TO SIX, TO ENABLE TWO YOUTH TRUSTEES AND AN INDEPENDENT LEAD TRUSTEE FOR FUNDRAISING TO BE RECRUITED. (PAGES 1 - 30)**

The report was considered at Alexandra Palace and Park Board on the 29th of September 2022 and will be a late paper, if the change is agreed to. This will allow Standards Committee to consider the report on the 4th of October and refer to full Council on the 21st of November for adoption.

Yours sincerely

Ayshe Simsek Democratic services and Scrutiny Manager

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LATE BUSINESS SHEET

Report Title: Agenda Item 7 Increase the number of non- voting co-optees from three to six, to enable two youth trustees and an independent lead trustee for fundraising to be recruited.

Committee: Standards Committee

Date: 4 October 2022

Reason for lateness and reason for consideration

Under s100B(4)(b) of the Local Government Act 1972, the Chair of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency by reason of special circumstances. These circumstances are that the report was being considered by the Alexandra Park and Palace Board on the 29th of September which was after the dispatch of papers for Standards and the Committee need to consider the report in October before the Full Council meeting on the 21st of November as indicated in the legal comments of the report attached

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Report for: Standards Committee 04 October 2022

Title: **Approval to co-opt two youth trustees and an independent lead trustee for fundraising to the Alexandra Park and Palace board.**

Report authorised by : Head of Legal and Governance – Fiona Alderman

Lead Officer: Ayshe Simsek Democratic Services and Scrutiny Manager

Ward(s) affected: All

**Report for Key/
Non-Key Decision:** Non-Key Decisions

1. Describe the issue under consideration

The attached report and recommendations from the Alexandra Park and Palace Board was agreed on the 29th of September 2022 to increase the number of co-optees on the Alexandra Palace and Park Board, from three to six, to enable two youth trustees and an independent lead trustee for fundraising to be recruited.

The Committee are asked to note the report and provide any comments in accordance with their responsibility for supporting training of co-opted members.

2. Cabinet Member Introduction

N/A

3. Recommendations

3.1 To note the attached report and provide any comments.

3.2 To support the approval by Full Council to increase the number of co-optees on the Alexandra Palace and Park Board, from three to six, to enable two youth trustees and an independent lead trustee for fundraising to be recruited.

4. BACKGROUND

4.1 This is set out in the attached report at Appendix 1.

4.2 The Trustees approved the Co-opted Trustees report on the 29th of September but had one suggestion for the Youth Trustee recruitment pack to include that

support in completing your application is available. This update is included at Annex 1.

- 4.3 Part Four Section B of the Council's Constitution provides as follows:
The Council may resolve that non-voting members, assessors and advisers shall also be appointed to any such committee or other body, and shall hold office until the annual meeting in the year following their appointment or for so long as the Council deem appropriate, whichever is the earlier; and if they resolve to make such appointments, shall specify the number of appointments to be made and the functions in relation to the body that each person so appointed may exercise.
- 4.4 In accordance with the above, a report will be considered by Full Council on the 21st of November 2022 to increase the number of co-optees on the Alexandra Palace and Park Board, from three to six, to enable two youth trustees and an independent lead trustee for fundraising to be recruited
- 4.5 The Committee are asked to comment on the attached report and note the increase in the number of co-opted members.

5. Statutory Officers comments

Financial Implications

- 5.1 As set out in the attached report at Appendix 1

Comments of the Assistant Director of Corporate Governance and Legal Implications

- 5.2 These are contained within the report.

6. Use of Appendices

Appendix 1 – APPB report To obtain approval to co-opt two youth trustees and an independent lead trustee for fundraising to the trustee board

Annex1 – Youth Trustee Recruitment Pack

Annex 2 – Youth Trustee Recruitment Checklist

Annex 3 – Independent Trustee Recruitment Pack

Annex 4 – Independent Trustee Recruitment Checklist

7. Local Government (Access to Information) Act 1985

7.1 Background documents:

Council Constitution

4th April 2011 Full Council Report – Alexandra Palace Proposals

15th March 2021 Trustee Board Report – Youth Trustees

The background papers are located at River Park House, 225 High Road, Wood Green, London N22 8HQ.

To inspect them or to discuss this report further, please contact Ayshe Simsek on 0208 489 2929.

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ALEXANDRA PARK AND PALACE CHARITABLE TRUST BOARD

29 SEPTEMBER 2022

Report Title: Co-opted Trustees
Report of: CEO, Alexandra Park & Palace
Purpose: To obtain approval to co-opt two youth trustees and an independent lead trustee for fundraising to the trustee board.

Local Government (Access to Information) Act 1985 - **N/A**

1. Recommendations

- 1.1 To approve the recruitment framework for two co-opted Youth Trustees, attached at Appendices 1 & 2;
- 1.2 To consider and approve the proposals and recruitment framework (attached at Appendices 3 & 4) of an independent co-opted lead trustee board member for fundraising;
- 1.2 To delegate authority to the Chief Executive to obtain Full Council approval to increase the number of co-optees on the Alexandra Palace and Park Board, from three to six, to enable two youth trustees and an independent lead trustee for fundraising to be recruited.

2. Executive Summary

- 2.1 Membership of the Trustee Board currently includes four co-optees who are ex-officio appointments from the Consultative Committee and the Advisory Committee ('observer').
- 2.2 In March 2022 the Board authorised the Trust's staff to proceed in obtaining Council approval to co-opt two youth trustees. For the purpose of new board members appointed in May 2022 this report summarises the background and reasons behind appointing youth trustees and sets out the proposed recruitment framework.
- 2.3 It is also proposed to recruit a third additional co-optee to provide fundraising expertise. This co-optee would be independent i.e. not representing any of the stakeholder or beneficiary groups.
- 2.4 If the recommendations are approved, a report will be taken to the Council's Standards Committee on 4th October 2022.
- 2.5 Final approval would be sought from Full Council on 17th November 2022 to increase the number of co-opted Alexandra Palace and Park Board Members from three to six, to include two co-opted youth trustees and a co-opted independent lead trustee for fundraising.

3. Background

Young Trustees

- 3.1 Alexandra Palace's Young Creatives Network aims to help young people develop cultural commissioning and production skills through a free programme rooted in their community by:
- Creating an alternative route for young people aged 16-24 to gain skills for creative careers;
 - Providing opportunities for young people to shape cultural provision in their locality;
 - Increasing engagement with cultural provision by young people from across Haringey's diverse communities
 - Creating a network of ambassadors and young advisers for the Trust
- 3.2 Appointing young trustees contributes to building this network of ambassadors and young advisers and fits with a drive in the arts sector to incorporate youth voices in governance structures.
- 3.3 To increase the number of young people developed, the young trustee role will be for a one-year fixed term and the opportunities will be advertised openly for London-wide applicants. The roles will be advertised on social media channels and through networks, working with the Young Trustees Movement. The proposed recruitment pack is included at Appendix 1 and recruitment checklist at Appendix 2.
- 3.4 Successful candidates will receive a full induction (including Trustee Handbook) to ensure they have the skills needed to fulfil the trustee role and additional support such as:
- Ongoing mentoring and development and regular checks as part of the new board performance framework for all board members;
 - Access to the Young Creatives Network;
 - Additional governance and financial training beyond the standard induction;
 - to ensure it meets the needs of young trustees.

Independent Trustee for Fundraising

- 3.5 Following Full Council approval in April 2011 to strengthen the Board's expertise, Trustees last appointed an independent co-optee in 2013 as the Trust began the East Wing regeneration project.
- 3.6 The Board is asked to consider recruiting a co-opted board member with a fundraising background, for a three-year term of office, subject to annual renewal as with all board members.
- 3.7 In addition to the general duties of a trustee, the role will include providing expert fundraising knowledge as the Executive Team take forward strategic projects, such as advising on funding strategies for capital projects or introductions to network contacts.
- 3.8 A draft Recruitment Pack is attached at Appendix 2 and the Recruitment Checklist at Appendix 3 which outlines the process and panel members.

4. Reason for the decision

4.1 A diverse board will achieve greater scrutiny and more robust decision making.

Youth Trustees

4.2 Involving young people in governance has become increasingly important in funders' criteria and recruiting youth trustees will ensure we continue to be funded by key trusts and foundations.

4.3 The Trustee Board will benefit from intergenerational perspectives on the strategic direction of the Charity; enhance decision-making to be more reflective of the communities it serves and reduce the perceived disconnect that can exist between board members and beneficiaries.

Independent Fundraising Trustee

4.4 Trustee skills audits have historically shown a gap in the area of charity sector campaigning and fundraising. This role will fill a gap in charity fundraising experience on the Board and, as a trustee not subject to a conflict of interest between the Charity, will provide independent judgement in setting the strategy for future income generation.

5. Risks

5.1 Young people have concerns about the legal responsibilities of being a trustee
A non-voting member was unlikely to be held responsible but the governance and protective mechanisms (insurance, record keeping, risk registers) would be explained during induction.

5.2 Young people being perceived as only being present to provide the youth perspective may feel undervalued, less respected or taken less seriously than the other trustees.
Appointing more than one youth trustee will reduce any risk of a youth trustee feeling exposed and isolated, as per good practice. The role description is the same for all trustees with some additional reference to youth engagement. The whole Board are reminded to challenge any age-related prejudice.

5.3 Young people may have less experience of organisational structures and processes.
A quality induction including governance, culture, history and values with empower trustees to participate as best they can. A buddying or mentoring system which provides opportunities for regular feedback will to help the Board to make alterations to processes and ensure the Board culture is sufficiently open, welcoming and supportive.

5.4 Youth Trustees stay too long and are no longer young!

- A one-year fixed term of office is proposed to create a turnover of opportunities for other young people.
- Alexandra Palace classifies young people at aged 18-24. Other initiatives pitch young trustees at aged 18-30, and so a young trustee recruited at the upper age limit could still be considered appropriate if they were to remain for the two-year term.

- Appointments will be in line with annual Full Council appointments to committees (at the start of the municipal year)

5.5 The co-optee role is advisory and not decision-making, due to the constitution of the Trust whereby only elected members of the Borough can serve as voting trustees. In the past, this two-tier structure has been a barrier to attracting and retaining skilled independent Board members.

Other than when a matter comes to a vote, all trustee board members are treated the same and there are few occasions when the Board does take a vote. In reality, the Trustee Board take into account the views and advice of the existing co-optees in its decision-making, which directly influences the management and control of the Trust.

6. Is the decision/ action consistent with the Charity's Vision, Mission Purpose and Values?

- 6.1 The proposal supports the Charity's objects, mission and values. Appointing youth board members will improve engagement with an important group of the Charity's beneficiaries and will support the purpose: *enriching lives, through great experiences, forever.*
- 6.2 The Charity will be able to demonstrate its commitment to equality, diversity and inclusion whilst developing young people and introducing them to governance and the charity sector.
- 6.3 Increased public confidence by having a wider range of people represented on the Board, which can encourage greater support from the public.
- 6.4 Independent fundraising expertise on the Board will help to deliver the strategic projects for future financial and environmental sustainability.
- 6.5 The proposals are in line with the main areas of focus in the Trust's Five-Year plan:
- Generate income through fundraising activities
 - Strengthen our reputation and elevate our status in entertainment, heritage and recreation.
 - Create a stronger lifelong connection with our visitors, supporters and community.

7. Legal Implications

- 7.1 The Trustee Board is constituted as a Council Committee and currently provides for 3 Co-opted Members from the Consultative Committee and an observer from the Advisory Committee.
- 7.2 The Council's Head of Legal & Governance has been consulted in the preparation of this report and in noting that the proposal to increase the number of Trustees on the Board will be subject to a report to the Standards Committee and approval by Full Council, has no comments.

8. Financial Implications

- 8.1 Apart from any expenses, in line with the Board Member Expenses Policy, there are no direct financial implications associated with the contents of this report as the posts are not remunerated.
- 8.2 The experience that the independent member will bring should be beneficial in terms of achieving the strategic aims of the Trust.
- 8.3 Many funding organisations now see young trustees as a non-negotiable prerequisite for securing funding and see it as a demonstration of an organisation's commitment to ensuring diverse perspectives are considered at a board level. This is particularly relevant for funders of our creative Learning programme.
- 8.4 The Council's Chief Financial Officer has been consulted in the preparation of this report and has no comment.

9. Appendices

- Appendix 1 – Youth Trustee Recruitment Pack
- Appendix 2 – Youth Trustee Recruitment Checklist
- Appendix 3 – Independent Trustee Recruitment Pack
- Appendix 4 – Independent Trustee Recruitment Checklist

10. Background documents

- 4th April 2011 Full Council Report – Alexandra Palace Proposals
- 15th March 2021 Trustee Board Report – Youth Trustees

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Co-opted Youth Trustee Recruitment Pack

**ALEXANDRA PARK & PALACE
CHARITABLE TRUST**

November 2022



Dear Applicant

Co-opted Youth Trustee Board Member

Thank you for your interest in Alexandra Park and Palace.

This document aims to provide you with information on the role and responsibilities of the Alexandra Park and Palace Trustee Board and details about the application process for the role of Co-opted Youth Trustee.

If you feel you would benefit from an informal discussion about the position or support in completing your application, please let me know by contacting Natalie Layton, Executive Assistant to CEO & Charity Secretary by email: Natalie.layton@alexandrapalace.com or Telephone 020 8365 4335.

If you have any queries regarding the application process or you require information in an alternative format, please email recruitment@alexandrapalace.com.

Yours sincerely,

Emma Dagnes
(Chief Executive)



ALEXANDRA PARK AND PALACE CHARITABLE TRUST (APPCT)

Alexandra Park and Palace is a major heritage and cultural destination located in north London. It is a rare survivor of the great Victorian age of entrepreneurship, exhibition and spectacle. It is now known for its panoramic views of the city, diverse entertainment programme and as the birthplace of BBC Television in 1936, yet its history is broader, richer and deeper. The Palace is 7.5 acres in size and is surrounded by 196 acres of award winning parkland and together they receive over 3 million visits per year.

The Park and Palace exist for the enjoyment of the public forever and are held in trust by Haringey Council, which discharges its duty as Corporate Trustee of Alexandra Park and Palace to the members of the Alexandra Park and Palace Charitable Trust (APPCT) Board.

The Trust is responsible for the maintenance, restoration and repair of the Park and Palace for the enjoyment of the public and delivers an annual programme of works and activities to ensure the charitable purposes are achieved.

The Charity's trading subsidiary delivers events, entertainment and leisure activities on the premises all year round, from live music concerts to Health and Wellbeing exhibitions and generates essential income for the Charity, as well as bringing the site to life for a diverse audience.

The Trust has recently completed a £28m restoration programme of the Palace's East Wing, reopening after 80 years, a Victorian Theatre as a cultural performance space and refurbishing a grand Victorian exhibition hall as a public space to welcome visitors and encourage them into the Palace building. This is an exciting additional remit for the trading subsidiary.

The Charity generates nearly 50% of its income from trading and other income generating activities and receives an annual grant from its Corporate Trustee, Haringey Council. A 25 Year Strategic Vision has been developed to help the Charity to achieve its long-term aspiration towards greater financial sustainability.

MEMBERSHIP OF THE TRUSTEE BOARD

The Corporate Trustee appoints 6 council members to the Board and there are currently 4 co-opted members appointed by the Alexandra Park and Palace stakeholder committees. We are seeking two young people to join the board as co-opted trustees, training and development will be provided.

THE ROLE AND RESPONSIBILITIES OF THE TRUSTEE BOARD

The Governing Documents for the Trust are collectively known as the Alexandra Park and Palace Acts and Orders 1900–2020. The Trustee (APPCT) Board has delegated authority from the Corporate Trustee to control the entire management and administration of the Charity; the day to day running of it is delegated to the Chief Executive Officer of APPCT.

CO-OPTED TRUSTEE ROLE

The Charities Act 2011 defines charity trustees as those responsible under the charity's governing document for controlling the administration and management of the charity. The post is advisory only and not decision-making, due to the constitution of the Trust whereby only Elected Members of the Borough can serve as voting trustees.



CO-OPTED YOUTH TRUSTEE DUTIES

- To ensure, with the other trustees, that the charity complies with its governing documents and an applicable legislation and regulations.
- To ensure the charity manages activities and resources effectively in furtherance of the charitable objects.
- To contribute to setting the strategic direction and policy of the Charity, and monitoring performance against agreed targets.
- Protecting and managing the charitable assets.
- Avoiding any conflict of interests and following the Code of Conduct and safeguarding the good name and ethos of the Charity

RESPONSIBILITIES

- Act as ambassadors to increase engagement with cultural provision by young people from across London's diverse communities.
- Contribute to discussions, identify key issues to ensure that the voices and views of key stakeholders.
- Attend and prepare well for meetings and demonstrate commitment to the work of the Board.
- Exercise due care and attention and use reasonable skill in dealing with the Charity's affairs.
- Use own skills, knowledge and experience to help the trustees reach sound decisions.
- Take part in training and development.

TIME COMMITMENT

- A least 5 meetings each year, usually held in the evenings at Alexandra Palace and additional time for reading documents and other communications.
- Telephone discussions and email correspondence if and when required with the Chair, Head of Creative Learning and /or other members of the leadership team as appropriate.
- Successful candidates will be expected to undertake an induction programme, which is expected to take at least one full day, with the potential for additional sessions in particular areas of focus at a later date.

COMPETENCIES

- Commitment to the vision, mission and purpose including equality, diversity and inclusion.
- High ethical standards and integrity.
- Independent judgement and creative thinking.
- Ability to constructively challenge and contribute to the development of strategy.
- Ability to reach conclusions based on a rational interpretation of available information.
- Ability to create and maintain a good image for the Trust, and to demonstrate loyalty and build and manage external relationships.
- Willing to challenge freely and constructively, but also to accept consensus decisions.
- Willingness to undertake training to understand financial reports and assess whether the financial information is accurate, and that financial controls and systems of risk management are robust.
- scrutinise the performance of the Trust senior leadership team in meeting agreed goals and objectives and monitor the reporting of performance.

KNOWLEDGE & EXPERIENCE

- Exceptional interpersonal skills and communication skills, proven leadership skills
- Education/ experience in the heritage, cultural, leisure or entertainment industry
- Sufficient time and commitment to fulfill the role



EXPENSES

The trustee role is not remunerated but reasonable expenses will be reimbursed.

TERM OF THE APPOINTMENT

The term of the appointment is 1 year fixed term.

START DATE

Appointees are expected to be available to take up their role in May 2023.

APPOINTMENT PROCESS

Following an assessment of applications against the criteria for appointment, shortlisted applicants will be invited to be interviewed by a selection panel **comprising of the Trust Chair or Vice Chair, the Head of Creative Learning and a Human Resources representative.**

HOW TO APPLY

Candidates are invited to apply by submitting a CV and cover letter of no more than 5 sides (combined).

The CV must include details of employment, directorships and qualifications; the name and contact details of two referees and any relevant information regarding eligibility for appointment.

The covering letter should provide details of the relevant experience that equips you to act as a trustee, **addressing the criteria listed in the person specification.**

Applications should be submitted to recruitment@alexandrapalace.com

The closing date for applications is **09.00am on Friday 30th December 2022** .

Shortlisting is expected to take place by 16th January 2023 with interviews in the week commencing 23rd January.

Thank you for taking the time to apply for this role.

All data will be processed in accordance with the provisions of General Data Protection Regulation (2016/679 EU) Data Protection Act 2018.

Alexandra Palace promotes equal opportunity and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

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Recruitment Campaign Checklist

I. General Details

Vacancy Job Title	Youth Trustee (unremunerated)
Authority to Recruit complete	No. Board approved on 29.03.2022
Job description and person specification approved	Approval to be sought on 29 Sept. 2022
Media to be used Options could include: <ul style="list-style-type: none"> • AP website • AP social channels • Executive linkdln network • Internal email • General jobs boards (paid) • Specialist jobs boards • Print media 	AP Website Young Creatives Network Young Trustees Movement network Instagram
Advert Agreed	Approval sought on 29 Sept. 2022
Advert Publish Date	18 th November 2022 (after Full Council)
Advert Closing Date	30 th December 2022
Shortlisting	2 nd -16 th January 2023
Interview Date(s)	23-27 th January 2023

2. Shortlisting and Interview Panel

	Name	Job Title
Chair	Mark Civil	Head of Creative Learning
Panel	Emine Ibrahim	Chair of the Trustee Board
	Lotte Collett	Vice Chair of the Trustee Board
	Catherine Solomon	Director HR & Organisational Development

Interview	Name	Job Title
Chair	Emine Ibrahim/ Lotte Collett	Chair/ Vice Chair of the Trustee Board
Panel	Mark Civil	Head of Creative Learning
	Catherine Solomon	Director HR & Organisational Development



3. Interview Details

Date of interview(s)	w/c 23 rd January 2023
Time of 1st interview	
Duration of each interview	Approx. 1 hour
Last interview to be no later than	
Interview venue	Tbc
Who / Where should candidates report to on arrival?	

4. Assessments / Testing Arrangements

Please provide details of any assessments or tests proposed to take place prior to the interview

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Co-opted Fundraising Trustee

**ALEXANDRA PARK & PALACE
CHARITABLE TRUST**

November 2022



Dear Applicant

Co-opted Fundraising Trustee Board Member

Thank you for your interest in Alexandra Park and Palace.

This document aims to provide you with information on the role and responsibilities of the Alexandra Park and Palace Trustee Board and details about the application process for the role of Co-opted Fundraising Trustee.

If you feel you would benefit from an informal discussion about the position, please let me know by contacting Natalie Layton, Executive Assistant to CEO & Charity Secretary by email: Natalie.layton@alexandrapalace.com or Telephone 020 8365 4335.

If you have any queries regarding the application process or you require information in an alternative format, please email recruitment@alexandrapalace.com.

Yours sincerely,

Emma Dagnes
(Chief Executive)



ALEXANDRA PARK AND PALACE CHARITABLE TRUST (APPCT)

Alexandra Park and Palace is a major heritage and cultural destination located in north London. It is a rare survivor of the great Victorian age of entrepreneurship, exhibition and spectacle. It is now known for its panoramic views of the city, diverse entertainment programme and as the birthplace of BBC Television in 1936, yet its history is broader, richer and deeper. The Palace is 7.5 acres in size and is surrounded by 196 acres of award winning parkland and together they receive over 3 million visits per year.

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The Charity generates nearly 50% of its income from trading and other income generating activities and receives an annual grant from its Corporate Trustee, Haringey Council. A 25 Year Strategic Vision has been developed to help the Charity to achieve its long-term aspiration towards greater financial sustainability.

MEMBERSHIP OF THE TRUSTEE BOARD

The Corporate Trustee appoints 6 elected Council members to the Board and there are currently 4 co-opted members appointed by the Alexandra Park and Palace stakeholder committees. We are seeking a co-opted board member to provide fundraising expertise on the trustee board.

THE ROLE AND RESPONSIBILITIES OF THE TRUSTEE BOARD

The Governing Documents for the Trust are collectively known as the Alexandra Park and Palace Acts and Orders 1900–2020. The Trustee (APPCT) Board has delegated authority from the Corporate Trustee to control the entire management and administration of the Charity; the day to day running of it is delegated to the Chief Executive Officer of APPCT.

CO-OPTED TRUSTEE ROLE

The Charities Act 2011 defines charity trustees as those responsible under the charity's governing document for controlling the administration and management of the charity. The post is advisory only and not decision-making, due to the constitution of the Trust whereby only elected members of the Borough can serve as voting trustees.



CO-OPTED FUNDRAISING TRUSTEE DUTIES

- To ensure, with the other trustees, that the charity complies with its governing documents and an applicable legislation and regulations.
- To ensure the charity manages activities and resources effectively in furtherance of the charitable objects.
- To contribute to setting the strategic direction and policy of the Charity, and monitoring performance against agreed targets.
- Protecting and managing the charitable assets.
- Avoiding any conflict of interests and following the Code of Conduct and safeguarding the good name and ethos of the Charity.

RESPONSIBILITIES

- Act as an ambassador for and adviser to the Trust to strengthen its approach to fundraising and income generation.
- Contribute skills, knowledge and experience in fundraising and strategies.
- Assess risk in new fundraising endeavours to help the trustees reach sound decisions.

ALL TRUSTEES ARE ALSO EXPECTED TO

- Attend and prepare well for meetings and demonstrate commitment to the work of the Board.
- Exercise due care and attention and use reasonable skill in dealing with the Charity's affairs.
- Take part in training and development, as required.

TIME COMMITMENT

- A least 5 meetings each year, usually held in the evenings at Alexandra Palace and additional time for reading documents and other communications.
- Telephone discussions and email correspondence if and when required with the Trust Chair, Development Director and/ or CEO as appropriate.
- Successful candidates will be expected to undertake an induction programme, which is expected to take at least one full day, with the potential for additional sessions in particular areas of focus at a later date.

COMPETENCIES

- Commitment to the vision, mission and purpose including equality, diversity and inclusion.
- High ethical standards and integrity.
- Sound, independent judgement and creative thinking.
- Ability to constructively challenge and contribute to the development of strategy.
- Ability to reach conclusions based on a rational interpretation of available information.
- Ability to create and maintain a good image for the Trust, and to demonstrate loyalty and build and manage external relationships.
- Willing to challenge freely and constructively, but also to accept consensus decisions.
- Ability to interpret financial reports and assess whether the financial information is accurate, and that financial controls and systems of risk management are robust.
- Ability to scrutinise the performance of the Trust senior leadership team in meeting agreed goals and objectives and monitor the reporting of performance.

KNOWLEDGE & EXPERIENCE

- A background in fundraising and/ or income generation.
- Experience in the charitable or voluntary sector and an understanding of grant funding
- Experience in diverse income generation practices
- Well-networked with exceptional interpersonal skills and communication skills, proven leadership skills
- Sufficient time and commitment to fulfill the role



EXPENSES

The trustee role is not remunerated but reasonable expenses will be reimbursed.

TERM OF THE APPOINTMENT

The term of the appointment is 3 years, subject to annual renewal, confirmed by mutual agreement.

START DATE

Appointees are expected to be available to take up their role in May 2023.

APPOINTMENT PROCESS

Following an assessment of applications against the criteria for appointment, shortlisted applicants will be invited to be interviewed by a selection panel. The selection panel will comprise: The CEO, Development Director and the Trust Chair/ Vice Chair.

HOW TO APPLY

Candidates are invited to apply by submitting a CV and cover letter of no more than 5 sides (combined).

The CV must include details of employment, directorships and qualifications; the name and contact details of two referees and any relevant information regarding eligibility for appointment.

The covering letter should provide details of the relevant experience that equips you to act as a trustee, **addressing the criteria listed in the person specification.**

Applications should be submitted to recruitment@alexandrapalace.com

The closing date for applications is **09.00am on Friday 30th December 2022**

Shortlisting is expected to take place by 16th January 2023 with interviews in the week commencing 23rd January.

Thank you for taking the time to apply for this role.

All data will be processed in accordance with the provisions of General Data Protection Regulation (2016/679 EU) Data Protection Act 2018.

Alexandra Palace promotes equal opportunity and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

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Recruitment Campaign Checklist

I. General Details

Vacancy Job Title	Fundraising Trustee Board Member
Authority to Recruit complete	No
Job description and person specification approved	Approval to be sought on 29 Sept. 2022
Media to be used Options could include: <ul style="list-style-type: none"> • AP website • AP social channels • Executive linkdIn network • Internal email • General jobs boards (paid) • Specialist jobs boards • Print media 	AP Website Linked In Through networks
Advert Agreed	Approval to be sought on 29 Sept. 2022
Advert Publish Date	18 th November 2022 (after Full Council)
Advert Closing Date	30 th December 2022
Shortlisting	2 nd -16 th January 2023
Interview Date(s)	23-27 th January 2023

2. Shortlisting and Interview Panel

Shortlisting	Name	Job Title
Chair	Emma Dagnes	CEO
Panel	James Atkinson	Director of Development
	Emine Ibrahim/ Lotte Collett	Chair/ Vice Chair of the Trustee Board

Interviews	Name	Job Title
Chair	Emma	
Panel	James Atkinson	Director of Development
	Emine Ibrahim/ Lotte Collett	Chair/ Vice Chair of the Trustee Board



3. Interview Details

Date of interview(s)	w/c 23 rd January 2022
Time of 1st interview	
Duration of each interview	Approx. 1 hour
Last interview to be no later than	
Interview venue	Tbc
Who / Where should candidates report to on arrival?	

4. Assessments / Testing Arrangements

Please provide details of any assessments or tests proposed to take place prior to the interview

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