



HIGHLAND
THIRD
SECTOR
INTERFACE

Board Member Recruitment Pack

2023





Introduction

Thank you for showing an interest in applying to become a Board Member and Trustee of HTSI.

We are delighted that you have and hope that this small information pack will help you to understand what the role is likely to require.

At any time during the recruitment process if you would like to speak to someone then please just give us a ring and arrange to speak either to our Chief Officer, Mhairi Wylie, or by appointment with our Chair, Cath Wright.

Thank you again and good luck!

Contact details:

board@highlandtsi.org.uk
01349 864289

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Timescales and Overview Of The Process

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**Opens:
6th February
2023**

Stage 1: Recruitment Opens

The HTSI Board opened the recruitment phase on the 6th of February 2023. During this period the HTSI will actively promote the opportunities through a variety of platforms and as part of their engagement and conversations more generally with the Third and Public Sectors in Highland. We would encourage anyone thinking of applying to become a member of HTSI Board to arrange some time for an informal chat with either the Chief Officer, Mhairi Wylie, or the Chair, Cath Wright.



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**Closes:
14th March
2023**

Stage 2: Recruitment Closes & Selection begins

All applications of interest must be submitted by 5pm on the closing date to the email address board@highlandtsi.org.uk. Following this arrangements will be made for a meeting/ interview with a couple of HTSI Board members in the following three weeks. They anticipate that they will make their recommendations on appointment to the HTSI Meeting early in the new financial year.



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**April/May
2023**

Stage 3: Induction & First Board Meeting

For those appointed to the Board the Chief Officer will undertake to arrange an induction session with all new members over the early part of 2023/24 in preparation for their first meeting.

Overview Of The Role and Eligibility

Location and time commitment

Variable, Board meetings usually take place online now starting at 4.30pm and on a quarterly basis. Additionally Directors are asked to participate in sub group activity on an ad hoc basis. Occasionally Directors may also be asked to travel to national meetings with appropriate notice and expenses covered. Further to this an annual development day is held in person and Directors are encouraged to attend various HTSI events such as the Conference and awards ceremony.

Role Purpose

To ensure the effective governance of the HTSI, in line with its purpose and aims, specifically including regulatory and legal compliance. As a Trustee you will be responsible for the governance and strategy of the organisation. Role support will be provided by the HTSI Chair, with support from the HTSI Chief Officer.

Duties (Statutory)

- To ensure that the HTSI complies with its Articles of Association, charity law, company law and any other relevant legislation or regulations
- To ensure that the HTSI pursues its objects as defined in its Articles of Association
- To ensure the HTSI uses its resources exclusively in pursuance of its objects
- To contribute actively to the board of HTSI's role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the HTSI.
- To ensure the effective and efficient administration of the HTSI
- To ensure the financial stability of the organisation
- To protect and manage the property of the HTSI and to ensure the proper investment of the HTSI's funds
- To appoint the HTSI chief officer and monitor his/her performance

Duties (Other):

In addition to the above statutory duties, each Director should use any specific skills, knowledge or experience they have to help the board of HTSI reach sound decisions. This may involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the Director has special expertise

All Directors, whilst representing the organisation, are expected to act with integrity and in the interests of the HTSI and their members.

Financial reimbursement

The role is voluntary but all reasonable expenses will be covered.

Eligibility

Anyone seeking to become a Director with HTSI must:

- Be eligible for membership to the company generally
- Subscribe to the governing document
- Be aged 16 years or over
- Must be able to demonstrate a connection to the Third Sector, e.g. volunteering or a Third Sector Organisation
- Not be an employee, spouse, life partner or Director of the HTSI or of an organisation who is regularly funded by the HTSI as part of a delivery agreement on behalf of the HTSI
- Not have already served two consecutive periods totalling six years without a years break
- Not be prohibited to become a Director by law, including being debarred from being a charity trustee
- They must be fit to undertake the role and have sufficient capacity to undertake their responsibilities and be expected to do so for a period of more than six months

The Skills And Experience We Are Prioritising And Why

National or Regional Governance and Partnership working

Governance is always a key area of any Board and while we have good strength in this area we would be keen to add additional experience of governance at a regional or national level. Additionally, much of HTSI's work is conducted in partnership and with increasing national opportunities for collaboration we would also be keen to build our experience of partnership working and network building at regional or national levels.

Financial Planning and Management

Pending retirement from the Board later into the 2022/23 financial year we are looking to bring someone onto the Board with skills operationally and/or strategically around good finance management, budget setting and charity accountancy regulations, to support a transition and maintain competency on the Board.

Political and Parliamentary Engagement

Increasingly HTSI is looking to support active participation of the Third Sector in policy and legislative development and review. We are keen to build our strategic oversight of this activity and ambitions, and as such are seeking someone who has experience of working (paid or voluntary) within a politically aware environment, including but not limited to local government, national public authorities, Holyrood or Westminster parliaments.

Community Justice

HTSI has a portfolio of activities related to Community Justice and supporting appropriate scrutiny and governance of this activity is important. As is understanding how and where that should connect into a wider justice landscape. To that end we are seeking someone with experience of the Justice System and an understanding of the concepts and principles of Community Justice.

Legal and Risk Management

Making sure you are considering all aspects of the implications from your decision is an important part of any Boards responsibilities. We are looking for someone to help identify where we need to seek additional professional advice and support or, indeed, where we may not need to. We aren't necessarily looking for someone with specific legal training—though that be great—but someone who regularly has to consider legal matters and how that relates to risk management. For clarity where the organisations needs to undertake legal advice that will always be sought externally, this areas is only to strengthen the Boards awareness of when that might be necessary.

About The Highland Third Sector Interface

The Highland Third Sector Interface is the overarching and contractual organisation for the 'Third Sector Interface' or TSI function in the Highland Local Authority area. As a result of a Scottish Government initiative in 2010, thirty two Third Sector Interfaces (TSI) in Scotland were established, one for each LA area. There is no prescribed structure for a TSI and so throughout Scotland they vary from single entity formats to partnerships and collaborations but most TSIs are formed from the historic network of Community Voluntary Services (CVSs).

A TSI is currently commissioned to undertake delivery within the TSI Outcome Framework published in autumn 2018. you can find this here: <https://www.gov.scot/publications/third-sector-interface-outcome-framework-september-2018/> Currently a TSI must submit an annual work plan to the Scottish Government detailing planned activity which will deliver the agreed framework.

The TSI network is supported through the Scottish Government's Third Sector Unit (TSU).



The TSI Structure in Highland

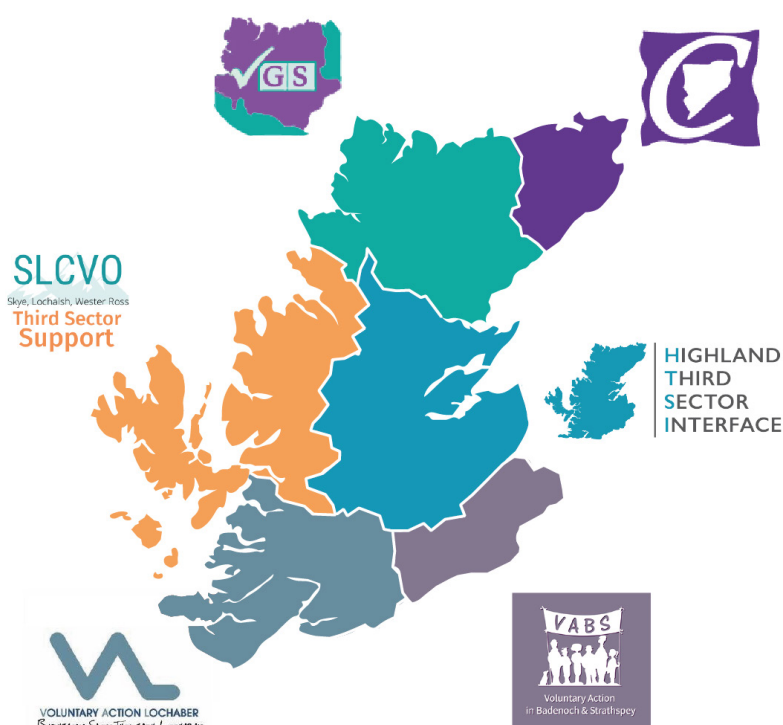
The TSI in Highland is the largest, both in funding and geographical area, in Scotland. The HTSI organisation is the contracting organisation with the Scottish Government, meaning they have full responsibility for the delivery of the outcomes, functions and targets set within the funding agreement with the Government.

In Highland the TSI functions are commissioned through five local organisations across the north, west and south areas of Highland and directly by a newly established team in-house within the Inner Moray Firth.

The HTSI currently receives £683k per annum to deliver its core activity and commissions the five area deliveries as well as its own activities within this budget. Unusually for TSIs in Scotland the core functions of the HTSI are not contributed to locally by any public authority.

The HTSI Delivery Organisations are:

- Caithness Voluntary Groups
- Voluntary Groups Sutherland
- Skye and Lochalsh CVO (who also support Wester Ross)
- Voluntary Action Badenoch and Strathspey
- Voluntary Action Lochaber



The HTSI Organisational Structure

The HTSI is a Scottish registered company and charity which has existed since October 2012, when it employed its first member of staff and inducted an independent chair to what had, till that time, been a steering group for the then Delivery Organisations.

Following a change to the Governing document at the AGM in 2017, members agreed to remove Trustees nominated from each of the Delivery Organisations, though a limited number of representatives can be included. This created a Board that was almost wholly nominated from the Third Sector within Highland and controlled by that sector. Currently the HTSI Board consists of 5 Directors:

- Cath Wright, Chair
- Val Gale
- David Brookfield
- Linda Lawton
- Sally Amor

The HTSI organisation currently employs twenty nine members of staff directly. Many of these are project staff on time limited activity. Within this, HTSI 'hosts' a number of projects which include the Lets Get on With It Together the Highland Community Justice Partnership Manager and the Custody Link Worker Project. In 2020 we inherited the social café, 1668, on Church Street, Inverness.

Membership to the HTSI is open to any organisation or individual with a clear and defined link or role within the third sector in Highland. Membership has been open since a change to the articles in late 2013 and has been growing steadily since that time. Membership is currently free and the existing list of members has over 400 entries on this.

TSI Delivery Organisations (Caithness, Sutherland, Skye, Lochalsh and Wester Ross, Lochaber and Badenoch and Strathspey) Each of the TSI partners is a separate legal organisation in its own right. Local Boards ensure local accountability and direction. Each organisation has additional activity outside of the Scottish Government funded streams. This can include community transport, befriending, housing support and employability activities, among others; though this differs significantly from organisation to organisation.

Local organisations have their own membership lists and members services which include, amongst others, secretariat services and room hire.

HTSI's Other activity

As mentioned above HTSI hosts a number of other activities and projects, usually on behalf of other partnerships. Each of these generates both additional income and activity as well as responsibilities for the Board. This is subject to change regularly but below are an overviews of the main activities included within this area of the organisation.

Lets Get On With It Together (LGOWIT), is a project hosted on behalf of the LGOWIT Partnership which predates the establishment of HTSI itself. The current activities are delivered to individuals who have Long Term Conditions (LTCs) and include training on how to utilise the principles of Self Management, peer support and other associated activities. They have a growing digital arm and new activities around this development. The project is currently working to establish themselves as their own entity in early 2023/24.

Highland Community Justice Partnership Manager, we are currently the only place in Scotland where this post is based within the Third Sector rather than the public sector and this has made a significant difference to how the Sector has engaged in the profile of work connected to the CJP.

Custody Link Worker Project (Clinks) is a project which is hosted on behalf of the CJP, Police Scotland and HTSI and employs three members of staff who usually work from the custody suite in Inverness to support active referrals for people coming in through custody and ongoing support for connecting to services after they have left.

Café 1668 was a social enterprise café that transferred to HTSI following a restructure and merger with TSI delivery in Inverness. The Café is currently going through a rebranding and review of its longer term purpose but is focusing on supporting people who need somewhere to drop in to for guidance on support, food and other essential items.

Health Walks (North and rural), we are currently hosting a post to support development around health walks in the north and rural areas of Highland. The post will work with volunteer walk leaders as well as promoting the concepts and benefits of health walks more generally.

Resilience Development is a new strand of activity that we are looking to grow into a new resilience network to combine health check processes and resilience planning across various categories of resilience needs within communities.

Frequently Asked Questions

How much time do I need to commit?

As a minimum we would ask that you are able to attend the quarterly Board meetings. Each Board meeting is about 2 hours long. Additionally there will be emails and other items to respond to on an ad hoc basis in between meetings. Ideally we would like someone who has on average about half a day, or 3/4 hours, per month to give; to help undertake sub group activity too but that would be flexible and discussed as part of stage two of the recruitment process.

Do I need to be working or volunteering for a Third Sector Organisation to be a Board Member?

No. You will need to demonstrate a commitment to the Third Sector through volunteering your time with the HTSI as a minimum. Though most people are involved in a variety of activities and organisations within their communities or further afield and that experience is useful to the Board of HTSI.

Do I get paid for being on the Board?

No, it is voluntary. Being led by a voluntary board is important for the HTSI and consistent with the approach within the wider Third Sector. All reasonable expenses, however, will be covered and we appreciate that some people will be traveling distances across Highland to attend so we are open to discussing what expenses need to be met, best ask if you aren't sure.

I don't have any experience of sitting on a Board, is that a disadvantage?

Absolutely not. We are looking for skill in a variety of areas, you do not need to be experienced as a Board member and we are fully supportive of people joining the Board and learning as they go, an induction will be provided to everyone successfully appointed to the HTSI Board—don't worry! very limited and means that those working away regularly or studying temporarily outside of Highland can also continue to take part.



Frequently Asked Questions

I'm interested in volunteering to develop my own skills and career prospects, is that okay?

Yes! As long as you are committed to fulfilling your role we would be delighted to support your own personal development. There will be opportunities for training and learning as you progress as a Director so we feel confident that we can offer you a chance to grow your own skills and career prospects.

I work in the Public Sector and I'd like to learn more about the Third Sector, is that okay?

Yes! Again as long as you are committed to fulfilling your role we would be delighted to have you. Research has shown that volunteering is good for growing your confidence, skills and knowledge so it's a win win.

I'm concerned I live too far away to travel to meetings?

Taking on board learning from the pandemic we have moved our Board meeting online permanently. Focusing on face to face meetings for an annual development day, attendance at events if and when needed. Necessary travel is therefore very limited and means that those working away regularly or studying temporarily outside of Highland can also continue to take part.

Can I be a staff member or Board Trustee of a member organisation as well as being a Board member of HTSI?

Yes. You will have to declare your potential interest however and we would expect that you also do the same with the member organisations too. At times when items come up on the agenda for discussion where you could have, or be perceived to have, an interest you will have to declare that at the meeting in addition to the standing declaration all Board members make annually. If you are likely to be voting for that organisation at an HTSI AGM you will also be asked to notify us so that this can be properly recorded and considered if appropriate in terms of conflicts of interest.







The Highland Third Sector Interface is a Scottish Registered Charity SC043521
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