

Thursday, 20 November 2014

Appointment to the Board of Changeworks

Item number	7.1
Report number	
Executive/routine	Executive
Wards	All

Executive summary

The purpose of the report is to ask Council to appoint a representative to the Board of Changeworks, an Edinburgh-based environmental charity. Councillor Jim Orr resigned from the Board in March 2014 and the Council is asked to appoint a replacement.

Links

Coalition pledges	P49, P50, P53
Council outcomes	CO18, CO26
Single Outcome Agreement	SO2

Appointment to the Board of Changeworks

Recommendations

- 1.1 It is recommended that the Council appoint a replacement Board Director to the Board of Changeworks.

Background

- 2.1 The Memorandum and Articles of Association of Changeworks require that the City of Edinburgh Council must be represented on the Board, as one of the founding members of Changeworks.
- 2.2 At its meeting on 24 May 2012, the Council appointed Councillor Orr to the Board of Changeworks in accordance with Changeworks Memorandum and Articles of Association. Councillor Orr tendered his resignation from this Board with effect from 4 March 2014. The Council is asked to appoint a replacement.

Main report

- 3.1 Changeworks is an environmental charity and social enterprise that works in collaboration with public and third sector organisations, schools, communities and businesses.
- 3.2 Changeworks provides a range of services which contribute to sustainability outcomes. These include services relating to renewable energy, energy efficiency, fuel poverty, waste and recycling and transport. Changeworks also manages the Home Energy Scotland advice centres for South East Scotland and Highlands and Islands on behalf of the Scottish Government.
- 3.3 As a Board Director, the representative would work together with the other Directors, the Chair, Changeworks Chief Executive and senior staff to meet governance responsibilities and contribute to the strategic development of Changeworks.
- 3.4 The Changeworks Board is made up of 11 Directors, with two nominated by the City of Edinburgh Council and Friends of the Earth Scotland. The other nine Directors are co-opted to the Board.
- 3.5 The Board meets four times each year. The time commitment equates to an average of six days a year to cover board meetings, training and other meetings, as required. A detail role description is set out in Appendix 1.
- 3.6 Directors are unpaid, but out-of-pocket expenses are reimbursed.

Measures of success

4.1 New Board member nominated.

Financial impact

5.1 Not applicable.

Risk, policy, compliance and governance impact

6.1 Not applicable.

Equalities impact

7.1 Changeworks provides services to equalities groups through increasing awareness of energy efficiency and reducing fuel poverty and waste.

Sustainability impact

8.1 Changeworks is an environmental charity which supports the Council in meeting sustainability targets.

Consultation and engagement

9.1 Not applicable.

Background reading/external references

[Appointments to outside bodies – supplementary report – 24 May 2012, the City of Edinburgh Council](#)

www.changeworks.org.uk

John Bury

Acting Director of Services for Communities

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Links

Coalition pledges	P49 - Continue to increase recycling levels across the city and reducing the proportion of waste going to landfill P50 - Meet greenhouse gas targets, including the national target of 42% by 2020 P53 - Encourage the development of Community Energy Co-operatives
Council outcomes	CO18 - Green – We reduce the local environmental impact of our consumption and production. CO26 - The Council engages with stakeholders and works in partnership to improve services and deliver on agreed objectives.
Single Outcome Agreement	SO2 - Edinburgh's citizens experience improved health and wellbeing, with reduced inequalities in health
Appendices	Appendix 1: Role description of Changeworks Board Director

Appendix 1: Role description of Changeworks Board Director

Role Description	
Role title	Board Director
Role reference	Board Director
Salary and grade	n/a – voluntary position
Location of job	Edinburgh
Hours and terms	Approximately 6 days per year
Holiday terms	n/a

General terms and conditions	
Responsible to	Chair of the Board
Responsible for	Governance of Changeworks and its strategic development

Purpose of the job	To carry out governance, legal and strategic responsibilities effectively, alongside the Board of Directors team.
Main tasks and activities	<ol style="list-style-type: none"> 1. Carry out governance, legal and strategic responsibilities effectively 2. Attend meetings of the Board of Directors and the AGM 3. Build links between the Board and Changeworks staff 4. Engage stakeholders and represent Changeworks 5. Develop the capacity and capability of the governing body to be effective 6. Support the appraisal and guidance of the Chief Executive, as requested by the Chair

1. Carry out governance, legal and strategic responsibilities effectively

- 1.1 Review and ensure Changeworks compliance with the values and mission of Changeworks by reviewing Changeworks strategic plans
- 1.2 Monitor the organisation's performance
- 1.3 Oversee a framework of delegation and systems of internal control
- 1.4 Support effective budgeting and business planning
- 1.5 Manage risk

2. Attend meetings of the Board of Directors and the AGM

- 2.1 Board meetings are held quarterly from 3-5pm at Changeworks head offices in Edinburgh, Newhaven Road.
- 2.2 Prepare for Board meetings by reading the Agenda and attachments sent by post one week before the Board meeting.
- 2.3 Make constructive comments at the Board meetings
- 2.4 Make informed and transparent decisions on all significant matters

3. Build links between the Board and Changeworks staff

- 3.1 Attend and actively participate in at least x1 Big Team meeting (1/2 day) held twice yearly and x1 Managers meeting (1/2 day) held quarterly, each year.

4. Engage stakeholders and represent Changeworks

- 4.1 Positively promote Changeworks via contacts you have or at specific events

5. Develop the capacity and capability of the governing body to be effective

- 5.1 Participate in the recruitment of other Board members
- 5.2 Attend training and development sessions

6. Support the appraisal and guidance of the Chief Executive, as requested by the Chair

Decisions made by the postholder
Make informed and transparent decisions on all significant matters.
Key contacts
<ul style="list-style-type: none">• Teresa Bray – Chief Executive• Liz Partington – Head of Organisational Development• Ian Smith – Head of Consultancy• Sam Mills – Head of Projects• Chris Morris – Project Manager, Community and renewal energy service• Jill Fenton – Centre Manager South East Energy Saving Advice Centre Scotland• Bob Grant – Centre Manager Highlands and Island Energy Saving Advice Centre Scotland• Ken McLean – General Manager, Changeworks Recycling• Jackie McNeil – Secretariat to the Board