

Thursday, 25 June 2015

## Appointment to the Edinburgh and Lothians Greenspace Trust Board

Item number	7.5
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 the Edinburgh and Lothians Greenspace Trust (ELGT). Councillor Sandy Howat has resigned from the Board of ELGT and the Council is asked to appoint a replacement.

### Links

---

Coalition pledges	<a href="#">P50</a>
Council outcomes	<a href="#">CO10, CO18, CO19, CO22, CO23</a>
Single Outcome Agreement	<a href="#">SO2, SO4</a>

## Appointment to the Edinburgh and Lothians Greenspace Trust Board

### Recommendations

---

- 1.1 It is recommended that Council appoint a replacement Board Director to the Edinburgh and Lothians Greenspace Trust (ELGT) Board.

### Background

---

- 2.2 At its meeting on 14 June 2012 Planning Committee appointed Councillor Howat to the Board of ELGT. Councillor Howat has tendered his resignation as of 28 May 2015 from the Board of ELGT. The Council is asked to appoint a replacement.

### Main report

---

- 3.1 Edinburgh & Lothians Greenspace Trust (ELGT) is an independent charity which exists to improve open spaces, and engage communities with those greenspaces.
- 3.2 It delivers a wide range of greenspace improvement projects, including the creation and improvement of community gardens, biodiversity, parks, allotments, play areas and sports facilities, paths and cycleways, woodlands and business environments.
- 3.3 ELGT works with communities to get them involved in greenspace projects through environmental education, physical activity, conservation volunteering, training and skills development.
- 3.4 It works with landowners, local authorities, community groups, young people, schools, other charitable organisations, and housing associations. All projects are carried out with other organisations.
- 3.5 Services include the development of project ideas with communities, raising the necessary funding from a wide range of sources, community consultation and engagement, project management and evaluation.
- 3.6 The Board is formed of a variety of representatives, including councillors from Edinburgh, Midlothian and East Lothian. It meets four times per year to make decisions on governance and the organisation's Strategic Plan.
- 3.7 The time commitment of an ELGT Board Director equates to an average of eight days per year to cover meetings and training.
- 3.8 Board Directors are unpaid, but out of pocket expenses are reimbursed.

## Measures of success

---

4.1 New ELGT Board Director appointed.

## Financial impact

---

5.1 Not applicable.

## Risk, policy, compliance and governance impact

---

6.1 Not applicable.

## Equalities impact

---

7.1 No negative impacts have been identified.

## Sustainability impact

---

8.1 The Trust delivers environmental improvement and engagement projects, which support the Council's sustainability vision.

## Consultation and engagement

---

9.1 Not applicable.

## Background reading/external references

---

[http://www.edinburgh.gov.uk/download/meetings/id/35610/item\\_16\\_-\\_appointments\\_to\\_outside\\_bodies\\_for\\_2012\\_%E2%80%93\\_2017.](http://www.edinburgh.gov.uk/download/meetings/id/35610/item_16_-_appointments_to_outside_bodies_for_2012_%E2%80%93_2017)

## John Bury

Acting Director of Services for Communities

Contact: Gina Bellhouse, Team Manager Natural Environment Team

E-mail: [gina.bellhouse@edinburgh.gov.uk](mailto:gina.bellhouse@edinburgh.gov.uk) | Tel: 0131 469 3723

## Links

---

**Coalition pledges**

P50 Meet greenhouse gas targets, including the national target of 42% by 2020.

**Council outcomes**

CO10 Improved health and reduced inequalities

CO18 Green – We reduce the local environmental impact of our consumption and production

CO19 Attractive Places and Well Maintained – Edinburgh remains an attractive city through the development of high quality buildings and places and the delivery of high standards and maintenance of infrastructure and public realm

CO22 Moving efficiently – Edinburgh has transport system that improves connectivity and is green, healthy and accessible

CO23 Well engaged and well informed – Communities and individuals are empowered and supported to improve local outcomes and foster a sense of community

**Single Outcome Agreement**

SO2 Edinburgh's citizens experience improved health and wellbeing, with reduced inequalities in health

SO4 Edinburgh's communities are safer and have improved physical and social fabric

**Appendices**

Appendix 1: Role description of Edinburgh and Lothians Greenspace Trust Board Director

## Appendix 1: Role description of Edinburgh and Lothians Greenspace Trust Board Director

---

Description	
Role title	Board Director
Role reference	Board Director
Salary and Grade	n/a – voluntary position
Location	Swanston, Edinburgh
Hours and terms	Approx. 6 days per year
Holiday Terms	n/a

General Terms and Conditions	
Responsible to	Chair of the Board
Responsible for	Governance of ELGT 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"> <li>1. Carry out governance, legal and strategic responsibilities effectively</li> <li>2. Attend meetings of the Board of Directors and the AGM</li> <li>3. Build links between the Board and ELGT staff</li> <li>4. Engage stakeholders and represent ELGT</li> <li>5. Develop the capacity and capability of the governing body to be effective</li> <li>6. Support the appraisal and guidance of the Chief Executive, as requested by the Chair</li> </ol>

### 1. Carry out governance, legal and strategic responsibilities effectively

- 1.1 Review and ensure ELGTs compliance with the values and mission of ELGT by reviewing ELGTs 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 4-6pm at ELGTs head offices at Swanston, Edinburgh.
- 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 ELGT staff**

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

**4. Engage stakeholders and represent ELGT**

- 4.1 Positively promote ELGT 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**

**Chairman:** Carol Cawood (Retired Director of Housing Association)

**Vice - Chairman:** Donald Anderson (PPS Group)

**Directors:**

Cllr Ian Perry (City of Edinburgh Council)  
Cllr Sandy Howat (City of Edinburgh Council)  
Iain Rennick (Scottish Natural Heritage)  
Cllr Russell Imrie (Midlothian Council)  
Cllr Bob Constable (Midlothian Council)  
Cllr Norman Hampshire (East Lothian Council)  
Maida Ballarini (Forestry Commission Scotland)  
Keith McIntosh (Retired Civil Servant)  
Jeff Stoddart (Hall Farm, Farmer)  
Mark Turnbull (mtla, Landscape Architect)  
Ruth Briggs (Natural Managers, Consultant)

**Board Observers:** Grant Ballantine (Midlothian Council)  
Gina Bellhouse (City of Edinburgh Council)

**ELGT Staff:**

Charlie Cumming Chief Executive  
Ross Woodside Project Programme Manager  
Mark Sydenham Fundraising & Communications Manager  
Rebecca Horton Finance & Office Manager  
Esperanza Martin Gil Community Projects Officer  
Abby Boulton Community Projects Officer  
Ruth Wyatt Community Projects Officer (P/t)  
Rob Ford Community Gardening Development Officer (P/t)

Alison Chisholm LFGNP Partnership Manager  
Katie Johnson LFGNP Development Officer

**Company Secretary:** David Reith, Lindsays WS

**Bankers:** Adam & Co plc

**Accountants/Auditors:** AH & Co