



## TO BECOME A MEMBER OF THE BOARD OF DIRECTORS OF TAYPORT COMMUNITY TRUST

### COMPANY PURPOSE:-

Tayport Community Trust was established in 2008 in Tayport, in North East Fife. It operates as a voluntary organisation and is registered as a Charity (SC042558) and a Company Limited by Guarantee (SC350253). It includes representation from or involvement with many local organisations and is an active development trust. It has a range of initiatives most notably the successful procurement and running of the Harbour Café, a community catering outlet. (The café is operated through Tayport Community Enterprises, a wholly owned trading subsidiary of Tayport Community Trust.) It also operates the PLANT gardening group which has a range of Community Gardening opportunities on various sites around the town.

The intent of Tayport Community Trust is to provide a structure that contributes to a vibrant and sustainable community, with improved quality of life, and which allows the whole community the opportunity to fulfil their social aspirations.

The overall aims of Tayport Community Trust are:

- The provision and improvement of community and sports facilities in Tayport
- Increasing the strength and capacity of the Tayport community to attract additional resources
- Promoting co-operation between existing Tayport organisations to mutual advantage
- Acting as a clearing house for communication and co-ordination in promoting these objectives
- Promoting environmentally friendly and sustainable policies at every stage of our business

### ROLE PROFILE

The duties of a Directors of Tayport Community Trust:

- To ensure that the Company complies with the requirements of the law in relation to Companies House in Scotland Regulations and in the case of a Charity OSCR (the Office of the Scottish Charity Regulator)
- To ensure that the Company pursues its objects as defined in its Articles
- To ensure the Company applies its resources exclusively in pursuance of its objects
- To contribute actively to the Director's role in giving firm strategic direction to Tayport Community Trust, setting and developing policy coverage, defining goals and setting indicators and evaluating performance against agreed indicators contained within any Service Level Agreement or Service Provision Contract.
- To safeguard the good name and values of Tayport Community Trust
- To liaise with other appropriate bodies, local authorities, UK or Scottish Government departments and agencies and other bodies to further the objectives.
- To ensure the effective and efficient administration of the Company
- To ensure the financial stability of the Company
- To protect and manage the property (both physical and intellectual) of the Company and to ensure the proper investment of funds
- To appoint (if necessary) and support a Chairperson and monitor his/her performance.

In addition to the above statutory duties, each Director should use any specific skills, knowledge or experience they may have to help the Company reach sound decisions. This may involve scrutinising committee papers, leading discussions, focusing on key issues, providing information and guidance on new initiatives, or other issues in which the Director has special knowledge or expertise.



## LEGAL AND LEGISLATIVE DUTIES

**Companies House and OSCR legislation** requires each of the Director/Trustee:

- (i) to act at all times in the interests of the Company;
- (ii) to seek in good faith to ensure that the Company acts in a manner which is consistent with its purposes (as set out in its Articles);
- (iii) to act with care and diligence (defined as “the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person”);
- (iv) to ensure that the Company complies with any direction, requirement, notice or duty imposed on the Company by virtue of Scottish Company and Scottish Charity legislation;
- (v) to take such steps as are reasonably practicable to ensure that any breach by a Director/Trustee of any of the above duties (or the duties in relation to conflict of interest imposed by the legislation) is corrected by the Director/Trustee concerned and not repeated;
- (vi) to take such steps as are reasonably practicable to ensure that any Director/Trustee who has been in serious or persistent breach of his/her duties under the charities legislation is removed as a Director/Trustee.

## PERSON SPECIFICATION

It is expected that Directors/Trustees will demonstrate:

- a commitment to the Company and its objectives
- a willingness to devote the necessary time commitment and effort
- strategic vision
- good, independent judgement
- an ability to think creatively
- a willingness to express a view and take decisions
- an understanding and acceptance of the legal duties, responsibilities and liabilities of a Directors/Trustee
- an ability to work effectively as a member of a team
- characteristics including selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

## Additional skills and experience

There are a wide range of skills, experience and knowledge which could be helpful to the Board. The following is not an exhaustive list but gives some examples:

## EXAMPLE

Requirements will vary so colour coding is used to identify areas in which the board requires strengthening. Green – Low priority ,Amber – Medium priority, Red – High Priority

<ul style="list-style-type: none"> <li>• Volunteer development/management</li> </ul>	<ul style="list-style-type: none"> <li>• Financial management</li> </ul>	<ul style="list-style-type: none"> <li>• communications</li> </ul>
<ul style="list-style-type: none"> <li>• Social enterprise development</li> </ul>	<ul style="list-style-type: none"> <li>• Managing staff</li> </ul>	<ul style="list-style-type: none"> <li>• multi-agency partnership working</li> </ul>
<ul style="list-style-type: none"> <li>• Company law/Third sector Governance &amp; policy</li> </ul>	<ul style="list-style-type: none"> <li>• Fundraising</li> </ul>	<ul style="list-style-type: none"> <li>• equalities</li> </ul>
<ul style="list-style-type: none"> <li>• Public sector policy &amp; practice development</li> </ul>	<ul style="list-style-type: none"> <li>• Health &amp; safety/risk management</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic planning</li> </ul>
<ul style="list-style-type: none"> <li>• Research/ Monitoring and evaluation/Impact assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Community development/partnership/regeneration</li> </ul>	<ul style="list-style-type: none"> <li>• Promotion and marketing</li> </ul>



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## APPLICATION PACK FOR PROSPECTIVE NOMINEES

We welcome your interest in nomination for the Board of Directors/Trustees of **Tayport Community Trust**.

Please complete the following details:  
(If completing by hand, please use black ink and use block capitals)

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Preferred Contact Method: \_\_\_\_\_

Once applications have been considered, we will look to contact you as promptly as is prudent. Applications for nomination may be viewed individually and/or collectively by the Board of Directors depending on recruitment constraints such as timescale or maintaining minimum quorum.

### 1.0 Please tell us why you would like to join the Board of Directors/Trustees of Tayport Community Trust



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**2.0** Please describe any of your past experience or skills that will enable you to fulfil the role of a Director/Trustee (See Person Specification).

**3.0** In what ways would you say that you fit the person specification for a role within the Board of Directors/Trustees? Please offer examples to help illustrate this.



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**4.0** Please provide any additional information here that you think would support your application.

**5.0** Please list any other Boards or Committees of which you are presently a member.



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## 6.0 REFERENCES

Please provide contact details of two people who may be approached for references, who know you in a capacity that would enable them to comment on your suitability for membership to the Board of Directors. We will contact them only with your agreement and at an appropriate stage in the recruitment process.

1) Name:

Address:

Telephone Numbers: Home..... Work.....

Email Address: .....

In what capacity, and over what period of time, has this individual known you?

2) Name:

Address:

Telephone Numbers: Home..... Work.....

Email Address: .....

In what capacity, and over what period of time, has this individual known you?

### Declaration

*I declare that the information given on this application is complete and correct to the best of my knowledge. (If your application is submitted electronically and you are successful in joining the board, we will ask you to sign this at a future date).*

**Signed**.....

**Print Name** .....

**Date**.....



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## 7.0 EQUAL OPPORTUNITIES MONITORING FORM

In achieving the stated Company Purposes, **Tayport Community Trust** will incorporate the principles of the Equality Act 2010 and is committed to the positive promotion of equality, diversity and inclusion in all its functions. The Company will strive to eliminate intentional and unintentional unlawful discrimination against individuals or groups of any of the protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation).

In order to monitor our effectiveness of this aim, all job applicants are asked to complete this form. The information will be used for monitoring purposes only.

Please complete all sections of the questionnaire below by placing a tick (✓) or by providing information where appropriate in the classification box applying to you in each section.

### GENDER AND SEXUAL ORIENTATION

Female  Male   
Lesbian  Gay  Bisexual  Transgender  Heterosexual

### AGE

Under 21  22 - 34  35 - 49  50 - 64  65+

### DISABILITY

Do you have a recognised disability as outlined in the Equality Act 2010, that is, a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities?

Disabled  Please state what that disability is:  
Not Disabled

### ETHNIC ORIGIN

Individuals should determine with which of the undernoted categories they most closely associate themselves having regard to their ethnic or cultural background:

White – Scottish	<input type="checkbox"/>	Asian - Indian	<input type="checkbox"/>	Black-Caribbean	<input type="checkbox"/>
White – Other British	<input type="checkbox"/>	Asian – Pakistani	<input type="checkbox"/>	Black – African	<input type="checkbox"/>
White – Irish	<input type="checkbox"/>	Asian – Bangladeshi	<input type="checkbox"/>	Black – Other	<input type="checkbox"/>
White – Other	<input type="checkbox"/>	Asian – Chinese	<input type="checkbox"/>	Other	<input type="checkbox"/>
Asian – Other	<input type="checkbox"/>				



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## 8.0 DATA PROTECTION

We take our obligations under the Data Protection Act seriously. Any data about you will be held in secure conditions with access restricted to those who need it in connection with dealing with your application and the selection process.

Data may also be used for the purpose of monitoring the effectiveness of the process, but in these circumstances, all data will be kept anonymous.

***Please return this application by post, hand or email to:***

***Richard Tough  
Vice Chair  
25 Albert Street  
Tayport  
DD6 9AR***