



Queens Hall Arts

## **Board appointments (up to four posts)**

### **Information pack and application form**

- Application deadline – 9am, Weds 31 March 2021
- If, having reviewed this pack, you have any unanswered questions, please contact Katy Taylor by e-mail [katy.taylor@queenshall.co.uk](mailto:katy.taylor@queenshall.co.uk)
- If you need any reasonable adjustments to the recruitment process or anticipate adjustments needing to be made to the role or working environment, QHA is committed to make these.

Date of issue of information pack: 01/02/2021

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## **Introduction**

Dear Prospective Candidate

These are challenging times for the arts – not that that is anything new for the sector or for Queen’s Hall.

We have ambitious plans to continue to grow our audiences, our reach and the diversity of our programme. Set against that, our annual public funding has stood still for a number of years (that is to say, it has reduced in real terms).

We are, encouragingly, having some success with our plans. Our new Chief Executive and Artistic Director Katy Taylor (who joined us in 2018) has built on our previous successes and – along with a committed and professional wider staff team – is focused on growing our impact in Hexham and across Northumberland.

In recent months we have secured over £200,000 of capital investment from Arts Council England (to develop our studio space and improve our backstage area) and successfully delivered a wide-ranging Christmas programme (including the commissioning and production of our own Christmas show).

In terms of governance, we have an engaged and committed Board supported by three active committees. As part of our planned cycle of ‘refreshing’ the Board, we elected Jonny Tull as Chair and Phil Garner as Vice Chair in January 2021; we have elected appointments in place for both and recently appointed two new members to the Board.

We are looking to appoint up to four people and, through this campaign, want to ensure that we improve the diversity of our Board - so that it better reflects the communities we serve. In particular, we encourage applications from those who may not have served on a Board before; having the broadest mix of skills and experience will make a real impact on the work we do.

Volunteers, including members of the Board, play a hugely important role in our organisation. If you would like to join the team leading the development of QHA, we would welcome an application from you.

Thank you for your interest.

**Jonny Tull**

**Chair**

## **About QHA**

Queen's Hall Arts (QHA) is a company limited by guarantee and a registered charity. Since 2001 we have been running the Queen's Hall Arts Centre in Hexham and providing an arts development service across other parts of Northumberland. Our building is also home to Hexham Library, Hexham Book Festival, Hexham Community Partnership and the town's tourist information centre.

Alongside box office and other commercial income, our activities are supported by a number of stakeholders with core funding from Northumberland County Council and Arts Council England (for whom we are a National Portfolio Organisation).

You can find out more about what we do on our website: [www.queenshall.co.uk](http://www.queenshall.co.uk)

Our most recent annual report and accounts, along with other governance and regulatory information are at: <https://beta.charitycommission.gov.uk/charity-details/?subid=0&regid=1088975>

## **Governance and vacant roles**

QHA is governed by a Board, the members of which are also the trustees of the company as a charity. All Board members are non-executive directors who give their time and expertise on an unpaid basis.

The Board is responsible for setting strategy and ensuring the company has the financial and staff resources it needs to meet its objectives. It delegates the day-to-day management of the company to a Chief Executive/Artistic Director who leads the staff team and, with the support of the Board, manages stakeholder relationships.

Our Board is composed of up to 12 members, one nominated by Northumberland County Council and 11 appointed by the Board itself. The maximum term of office is seven years. At present, the full Board meets quarterly (as does each of its committees).

The current membership of the Board is at: <https://www.queenshall.co.uk/qha-trustees> A Chair and Vice Chair are appointed by the Board (each for a term of three years).

The Board has three committees and each member of the Board is expected to sit on one or two of these. They are:

- External Relations Committee
- Finance and Risk Committee
- Operations Committee

We expect to appoint four new members to take up office on 19 July 2021.

## Recruitment process and general information

<b>Key dates</b>	Applications close	9am, Wednesday 31 March 2021
	Shortlisting outcome by	Friday 16 April 2021
	Interview date	w/c 26 April & w/c 3 May 2021
	Interview outcome by	Friday 14 May 2021
	Appointments start	Monday 19 July 2021
<b>Eligibility</b>	Must be eligible for appointment as a charity trustee in England and Wales.	
<b>Remuneration</b>	Unpaid	
<b>Time commitment</b>	Four to six Board meetings a year Four to eight committee meetings a year Four to six other events a year (eg training, stakeholder events, season launches)	
<b>Making an application</b>	To apply for these roles, you must submit an application form. The form is at page 7 of this pack onwards, including instructions for completion.	
<b>Recruitment panel</b>	Panel members will be drawn from: Phil Garner (Vice Chair) Sue Martin (Chair, External Relations Committee) Kathryn Nicholson (Chair, Finance & Risk Committee) Dave Pritchard (Chair, Operations Committee) Jonny Tull (Chair)	
<b>Interview</b>	At interview, the Panel will ask questions about your experience and expertise; interviews will also give you an opportunity to ask questions about the role and its responsibilities.  It is not possible to meet requests for a change of date, other than to meet a 'reasonable adjustment' request.	
<b>Outcome</b>	The Panel will recommend candidates to the Board for appointment. All interviewed candidates will be informed of the outcome by Friday 14 May 2021.	

## **Diversity**

QHA is committed to making appointments on merit alone using an open and transparent process. QHA's Board wants its membership to reflect the communities it serves.

We aim to offer equal opportunities for all irrespective of age, disability, gender identity, marriage or civil partnership status, parental status, race, religion and belief, sex or sexual orientation. We welcome applications from all sections of the community and value difference.

As part of our commitment to a more diverse Board, we are happy offer all candidates feedback and to offer shadowing opportunities where they would be helpful in preparing future candidates for Board roles.

## **Privacy and data protection**

We will retain your data for no longer than three years after your appointment ends or for no longer than three years from the closing date for applications in the event that you are not appointed.

## **Draft meeting schedule**

Whilst this list may be revised (and there will be other occasions where Board members attendance is needed, see time commitment above), the outline meeting structure may be helpful.

### **2021**

Monday 19 April

Tuesday 13 July

Wednesday 13 October

### **2022**

Monday 24 January

These dates are subject to ratification by the Board and may be varied to reflect the needs of its members, after these new appointments are made.

## Application form for QHA Board membership

### Instructions

1. Before completing this form, please read carefully the candidate information pack.
2. Please save pages 7 to 16 of this pack as a new document before submitting them as your application.
3. **We use a blind application process. This means that, prior to interview, the shortlisting panel will not see any of your personal data. We do this to help ensure that our Board recruitment process is as fair as possible. For the same reason, we use an application form rather than rely on CVs.**
4. This form contains five mandatory sections. Please ensure that you complete each section in full and provide all requested information.
5. Section 6 provides us with equality and diversity data. Completion is optional, although we would appreciate your help by completing it. None of the information in this section will be seen by the panel, except in aggregate (after the recruitment round is complete) for monitoring purposes.
6. Please send this form as a Word document. Sections 1, 2 and 5 will be removed before short-listing and, as a result, any applications which are not editable will not be considered further.
7. Please adhere to the word count; content beyond it will be removed before short-listing.
8. Please provide contact details that you use and check regularly.
9. If you can, please submit your completed application form by e-mail to [katy.taylor@queenshall.co.uk](mailto:katy.taylor@queenshall.co.uk).
10. You must ensure that it arrives by 9am on Wednesday 31 March 2021.
11. Only applications which are submitted on this form will be accepted.

## SECTION 1: PERSONAL DETAILS

Please complete all fields		
Title:	Surname:	Forename:
Address:		
Phone:	Email:	



### **SECTION 3: COMPETENCIES**

This section asks you to provide examples which demonstrate the competencies and experience you have to serve as a member of the QHA Board.

Please complete each field in this section with 250 words or fewer.

- 1. Please give an example which shows you have the skills and experience to contribute to the development of QHA's strategic direction, with particular reference to arts engagement**

- 2. Please give an example that demonstrates your understanding of equality and diversity issues**

**3. Please provide an example that best demonstrates your ability to listen and communicate with a range of stakeholders**

**4. Please give an example of how you have demonstrated your ability to work effectively as part of a team**

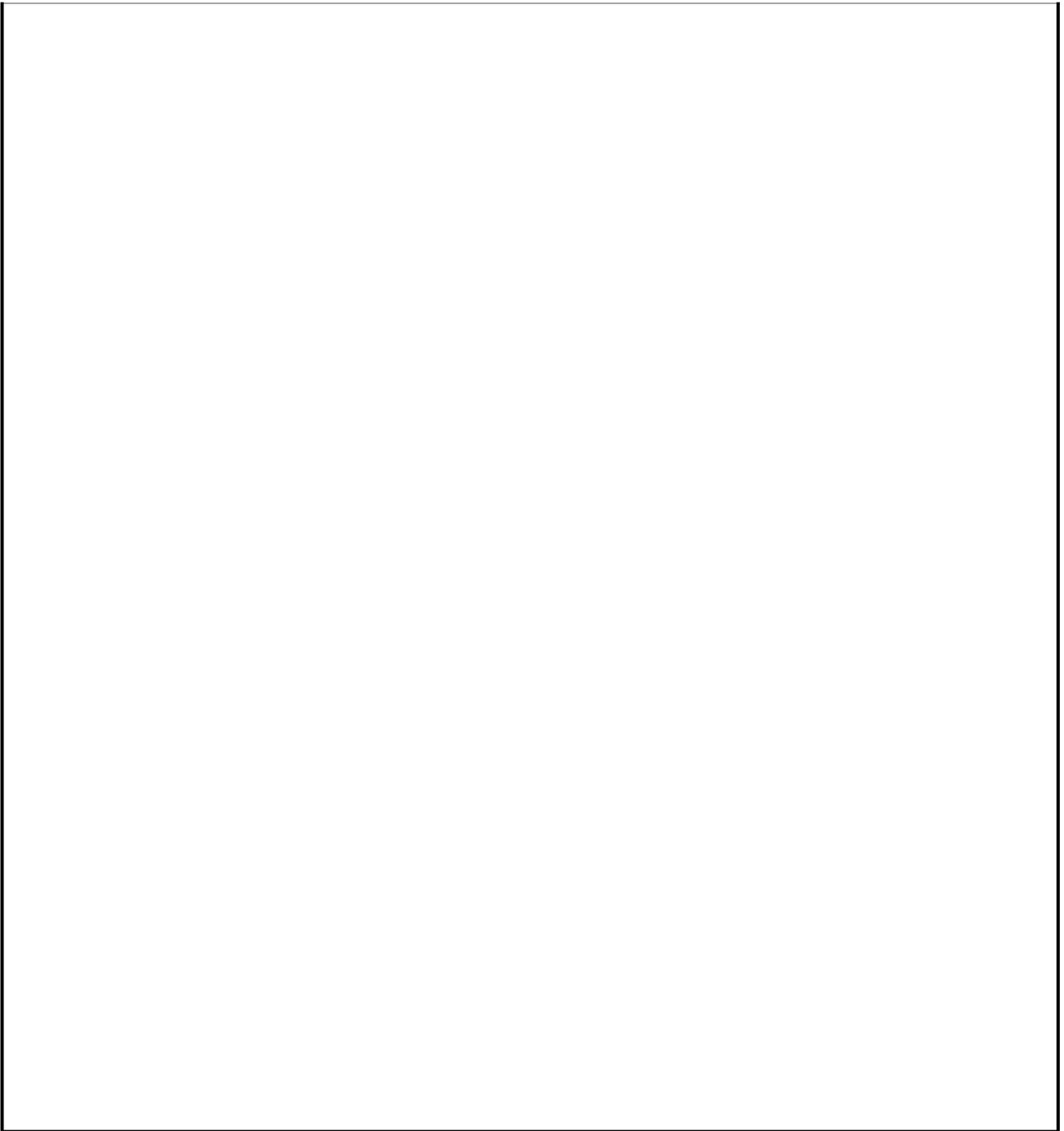
**5. Please give an example that demonstrates that you have the capacity and skill to understand the needs of the particular stakeholders of QHA**

#### **SECTION 4: EXPERIENCE**

**Please give details of any other recent relevant experience that will help us assess your suitability for this role. This experience may be obtained, for example, through your employment, voluntary or charity work.**

**We are particularly interested in hearing from applicants about the core skills and experience that they would bring that would help the further development of QHA.**

**Please use no more than 400 words.**



## **SECTION 5: DECLARATION**

By submitting this application, I certify and declare that:

- (i) all of the information in this application is honest and accurate, to the best of my knowledge and belief.
- (ii) I do not know of any conflict or potential conflict of interest, which would prevent my appointment as a member of QHA's Board.
- (iii) I confirm that I am eligible for appointment as a charity trustee.
- (iv) I am aware of the information set out in the candidate pack, in particular interview dates.

## SECTION 6: EQUALITY AND DIVERSITY DATA

QHA aims to treat all applications fairly and in accordance with the provisions of the Equality Act 2010.

Completing this form will help us build an accurate picture of the make-up of applicants for governance roles, in encouraging equality and diversity.

Filling in this form is voluntary; it does not form part of your application. If you wish to complete it, please do. It will be removed before your application is considered by the panel.

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### Gender

Man

Woman  Intersex  Non-binary  Prefer not to say  If you prefer to use your own term, please specify here .....

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### Are you

**married or in a civil partnership?** Yes  No  Prefer not to say

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### Age

16-24

25-29  30-34  35-39  40-44  45-49  50-54   
 55-59  60-64  65+  Prefer not to say

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### What is

#### your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

#### White

English  Welsh  Scottish  Northern Irish  Irish   
British  Gypsy or Irish Traveller  Prefer not to say

Any other white background, please write in:

#### Mixed/multiple ethnic groups

White and Black Caribbean  White and Black African  White and Asian   
Prefer not to say  Any other mixed background, please write in:

#### Asian/Asian British

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say   
Any other Asian background, please write in:

#### Black/ African/ Caribbean/ Black British

African  Caribbean  Prefer not to say

Any other Black/African/Caribbean background, please write in:

#### Other ethnic group

Arab  Prefer not to say  Any other ethnic group, please write in:

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**Do you consider yourself to have a disability or health condition?**

Yes  No  Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please type in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please point this out when you submit your application.

**What  
is**

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**your sexual orientation?**

Heterosexual  Gay  Lesbian  Bisexual   
Prefer not to say  If you prefer to use your own term, please specify here

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**What**

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**is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish   
Muslim  Sikh  Prefer not to say  If other religion or belief, please write in:

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**What is your current working pattern?**

Full-time  Part-time  Prefer not to say

**What**

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**is your flexible working arrangement?**

None/retired  Flexi-time  Staggered hours  Term-time hours   
Annualised hours  Job-share  Flexible working/shifts  Compressed  
hours   
Homeworking  Prefer not to say  If other, please write in:

**Do  
you**

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**have caring responsibilities? If yes, please tick all that apply**

None  Primary carer of a child/children (under 18)   
Primary carer of disabled child/children   
Primary carer of disabled adult (18 and over)  Primary carer of older person   
Secondary carer (another person carries out the main caring role)   
Prefer not to say