

**Information Pack**

**Trustee**

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# Background Information

**Welcome**

Thank you for your interest in joining Oldham Coliseum Theatre as a Trustee. I hope that the information in this pack will help you understand the work the Charity does and the work and responsibilities the Trustees have. We are looking for up to six new Trustees to join the existing Board of Trustees. The right candidate must share the Board’s passion for the Theatre and its aim to remain the leading cultural centre in Oldham.

Being a Trustee is a challenging but extremely rewarding role and one where you can make a real difference to the Theatre and to Oldham and the surrounding areas.

The exact nature of the role is described within this pack. For an informal discussion about the position, please contact Susan Wildman via email (susanwildman@coliseum.org.uk).

If you would like join the Board of Trustees then we would be delighted to receive your application.

The closing date for receipt of applications is midday on Friday 16th September 2022.

Interviews will take place the week commencing 26th September 2022.

# Oldham Coliseum Theatre - Who we are

**HISTORY, BACKGROUND AND WORK WE DO**

The history of Oldham Coliseum Theatre has its roots in the Oldham of Victorian England, making it one of the oldest theatres in Britain still in operation today. The theatre is also widely considered as the true home of traditional pantomime.  The theatre produces a new festive pantomime each year attracting audiences of over 35,000 from across the North West of England, as well as further afield.

The Coliseum dates back to 1885 when it began life as the Grand American Circus and Hippodrome.  The theatre was situated in the heart of Oldham’s town centre, at the height of the cotton industry.  This made Oldham famous all over the world – it boasted the largest number of cotton spindles in the world and was producing eight billion yards of cloth a year at the industry’s peak in 1912.   The theatre – known then as the Colosseum – was surrounded by almost a dozen other theatres entertaining the town’s booming population.  In the 21st century, the award winning Coliseum is now the only surviving professional producing theatre in the town.

The Coliseum’s stage has seen countless performers over the years from comedy greats Charlie Chaplin and Stan Laurel to movie stars such as Ralph Fiennes and Minnie Driver at the beginnings of their careers. Many early cast members of Manchester’s most famous television export, and the world’s longest running soap opera, Coronation Street, first broadcast in December 1960, were drawn from the Coliseum’s repertory company.

Oldham Coliseum Theatre is one of the most established and well attended venues in the North West where it produces a variety of in-house shows each year. It is also a receiving house for touring productions, visiting companies and special one-night events.

Oldham Coliseum Theatre received a c£2 million facelift in 2012, with a much needed renovation to improve seating, heating and ventilation, and its front of house facilities so the venue could meet the expectations of contemporary theatre-goers and meet Health and Safety standards.

The Main Auditorium, with its three levels of Stalls, Circle and Upper Circle, has a capacity of 524 seats.  The theatre also has a Studio with a more intimate capacity of 50 seats. The in house and touring productions seen in the Main House each year offer a balanced programme of drama – from both established and new writers – to comedy and musicals, as well as the theatre’s annual pantomime.

# Trustee Role Description and Person Specification

**Code of Trustee Role**

**Code of Governance Summary**

Adopted from Nolan Committee’s Seven Principles of Public Life

Selflessness

Integrity

Objectivity

Accountability

Openness

Honesty

Leadership

All Trustees should commit to the Nolan Principles in their role as a Trustee of the Charity.

All Trustees have a duty to declare any conflict of interest in fulfilling their role.

**CURRENT STRUCTURE**

The Charity has a staff team, led by the Executive Team. The Executive Team is the Artistic Director and the Chief Executive Officer, who has overall responsibility for leading the Theatre and all operational matters. The CEO is also the Charity’s appointed Company Secretary.

Chair of Trustees – Jan O’Connor

Vice Chair – Martin Roche

**CONTACT INFORMATION**

Susan Wildman, Chief Executive Officer, Oldham Coliseum Theatre, Fairbottom Street, Oldham OL1 3SW

TEL NO 0161 624 2829

E-mail: susanwildman@coliseum.org.uk

**Application Process**

Our application process is based on the role description and person specification, which are contained in this information pack.

It is very important that you read these documents to decide how you meet the requirements we feel are needed, to enable someone to meet the role profile. Please submit your CV and a supporting statement explaining why you think you meet our role descriptions and person specification as well as why you wish to become a Trustee of the charity.

Please submit your application via email: recruitment@coliseum.org.uk

Interviews will be held as part of the recruitment process, these will be in person.

**References**

 We reserve the right to take up references. Any offer of appointment is subject to the receipt of satisfactory references.

**Trustee Role Profile:** **Oldham Coliseum Theatre**

**Remuneration**:

The role of Trustee is not accompanied by any financial remuneration, although reasonable expenses may be claimed if accompanied by receipts.

**Location:**

Currently in person, meeting at the Theatre but following on the last two years we are now offering a hybrid meeting option of in person or by zoom

**Time Commitment:**

Board meets monthly on the first Wednesday of the month. This is for specific focus meetings and formal board meetings which are alternated every other month. Meetings are early evening and last 2-2.5 hours.

In addition extraordinary meetings are called to deal with specific pieces of work.

Trustees are expected to share skills and experience by serving in one of the sub committees which support the work of the Executive and Board of Trustees. These additional meetings are held monthly or bi-monthly depending on the work requirements.

Trustees are expected to prepare for meetings by reading supporting papers and responding to deadlines outside of the meeting timetable, where required.

Away days or specific work days are held when developing key strategic plans. These are held no more than once a year.

**Trustee Role Description**

Trustees are collectively responsible for the overall management, governance and strategic direction of the theatre, and for developing their aims and objectives in accordance with the governing documents and legal and regulatory guidelines. The role of a Trustee is to ensure that Oldham Coliseum Theatre fulfils its duties to its beneficiaries and stakeholders.

**The statutory duties of a trustee are to**:

 • Ensure the charity complies with its trust deeds, charities law and any other relevant legislation and regulations.

• Ensure the charity pursues its objectives as defined in its governing documents.

• Ensure that the charity applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'worthwhile' those activities may be.

• To contribute actively to the Board of Trustees' role in giving firm strategic direction to the charity, setting overall policy, defining goals and setting objectives and evaluating performance against agreed objectives.

• To safeguard the good name and values of Oldham Coliseum Theatre.

• To ensure the effective and efficient operation of Oldham Coliseum Theatre including having appropriate policies and procedures in place.

• To ensure the financial stability of Oldham Coliseum Theatre.

• To protect and manage the assets of the charity including its investments and to ensure the proper investment of its funds.

In addition, with other trustees to hold the charity “in trust” for current and future beneficiaries by:

• Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.

• Being responsible for the performance of the charity and for their “corporate” behaviour; ensuring that the charity complies with all legal and regulatory requirements.

• Acting as guardians of the charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application.

• Ensuring that the charity’s governance is of the highest possible standard. As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience they have to help the board make good decisions. This may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives, evaluation or other issues in which the trustee has specific expertise.

**Person Specification**

Individuals are sought who have a strong empathy with the charitable objectives. Experience, skills, and expertise in working with people in the theatre and cultural sectors combined with an in-depth understanding of our work and ambitions are particularly sought.

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation’s aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All trustees should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.

|  |  |  |
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|  | **Essential** | **Desirable** |
| **Experience:** |  |  |
| * A proven track record of sound judgement and effective decision making
 | **X** |  |
| * A history of impartiality, fairness and the ability to respect confidences
 | **X** |  |
| * A track record of commitment to promoting equality and diversity
 | **X** |  |
| * Successful experience of operating within a board in a charitable, public sector or commercial organisation
 |  | **X** |
| * Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
 |  | **X** |
|  |  |  |
| **Knowledge, skills and understanding:** |  |  |
| * Commitment to the organisation and a willingness to devote the necessary time and effort
 | **X** |  |
| * Prepared to make unpopular recommendations to the board and a willingness to speak your mind
 | **X** |  |
| * Good, independent judgement and strategic vision
 | **X** |  |
| * An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
 | **X** |  |
| * An ability to work effectively as a member of a team being respectful of other people’s viewpoints
 | **X** |  |
| * An understanding of the respective roles of the Chair, Trustees and Secretary
 |  | **X** |
| * Be able to act reasonably and responsibly when undertaking trustee duties and performing tasks
 | **X** |  |
| * To be committed to learning and developing skills within the role, and in support of fellow trustees; undertaking training as and when required
 | **X** |  |
| * Willingness to be available to the Secretary for advice and enquiries on an ad hoc basis
 | **X** |  |

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| **Minimum Time Commitment** |
| * Trustees are expected to attend an induction training session with the CEO and Chair prior to their first board meeting
* Trustees are expected to attend all board and focus meetings
* Trustee meetings are held on the first Wednesday of every month and typically start at 6pm
* Trustees meetings last approximately 2-2.5 hours and are currently taking place either in person or on zoom. It is expected there will be a hybrid model of meeting for the next 12 months when it is hoped all meetings will resume in person for all attendees
* Trustees must read in advance and prepare from reports and papers shared before each meeting. All papers will be sent out electronically
* In addition sub committees are established to help support the work of the organisation and it is expected Trustees will participate in working within this framework to share their skills and experience and help ensure the organisation fulfils all its Governance requirements
* Away days or strategic planning days are held to further develop and meet the Governance needs of the charity and Trustees are expected to attend and contribute to these. These are held no more than once a year
* Trustees are expected to undertake additional training to help develop and fulfil their role as Trustee. This will be agreed with the Chair through initial and ongoing personal development
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# Trustee Code of Conduct

As a Trustee of Oldham Coliseum Theatre I promise to abide by the fundamental values that underpin all activities of this organisation. These are as follows:

**Our values**

**Accountability**

Everything Oldham Coliseum Theatre does will be able to stand the test of scrutiny by the public, the media, the Charity Commission, stakeholders, funders, parliament and the courts.

**Integrity and honesty**

These will be the hallmarks of all conduct when dealing with colleagues within Oldham Coliseum Theatre and equally when dealing with individuals and institutions outside it.

**Transparency**

Oldham Coliseum Theatre strives to maintain an atmosphere of openness throughout the organisation to promote confidence of the public, stakeholders, the charity’s administrators, charity regulators and parliament.

Additionally, I agree to the following points:

**Law, mission, policies**

I will act within the governing document of Oldham Coliseum Theatre and abide by the policies and procedures of the organisation.

I will not break the law or go against charity regulations in any aspect of my role of trustee.

I will support the objects of Oldham Coliseum Theatre and act as their guardian and champion.

I will develop and maintain an up-to-date knowledge of Oldham Coliseum Theatre and its environment.

**Conflicts of interest**

I will always strive to act in the best interests of the organisation as a whole and not as a representative of any group, considering what is best for Oldham Coliseum Theatre and its present and future beneficiaries.

I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.

I will submit to the judgment of the board and do as it requires regarding potential conflicts of interest.

**Person to person**

I will not break the law, go against charity regulations or act in disregard of organisational policies in my relationships with fellow trustees, the charity’s administrators, service recipients, contractors or anyone I come into contact within my role as trustee.

I will strive to establish respectful, collegial and courteous relationships.

**Protecting the organisation’s reputation**

I will not make public comments about the organisation unless authorised to do so.

Any public comments I make about Oldham Coliseum Theatre will be considered and in line with organisational policy, whether I make them as an individual or as a trustee.

When I am speaking as a trustee of this organisation, my comments will reflect current organisational policy even when these do not agree with my personal views.

When speaking as a private citizen I will strive to uphold the reputation of the organisation and those who work in it.

I will respect organisational, board and individual confidentiality.

**Personal gain**

I will not personally gain materially or financially from my role as trustee, unless specifically authorised to do so, nor will I permit others to do so as a result of my actions or negligence.

I will use organisational resources responsibly. I will document expenses and seek reimbursement according to procedure.

I will not accept gifts or hospitality without the prior consent of the chair.

**In the boardroom**

I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by Oldham Coliseum Theatre.

I accept my responsibility to ensure that Oldham Coliseum Theatre is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

I will abide by board governance procedures and practices.

I will strive to attend all board meetings, giving apologies ahead of time to the Chair or CEO if unable to attend.

I will study the agenda, reports and other information sent me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.

I will honour the authority of the chair and respect his or her role as meeting leader.

I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.

I will accept a majority board vote on an issue as decisive and final.

I will maintain confidentiality about what goes on in all board meetings unless authorised by the chair or board to speak of it.

**Enhancing governance**

I will participate in induction, training and development activities for trustees.

I will continually seek ways to improve board governance practice.

I will strive to identify good candidates for trusteeship and appoint new trustees on the basis of merit.

I will support the chair in his/her efforts to improve his/her leadership skills.

I will support the charity’s Executive Team and Staff team in their operational role.

**Leaving the** **board**

I understand that substantial breach of any part of this code may result in my removal from the trustee board.

Should procedures be put in motion that may result in my being asked to resign from the board, I will be given the opportunity to be heard. In the event that I am asked to resign from the board, I will accept the majority decision of the board and resign at the earliest opportunity.

Should I resign from the board I will inform the chair in advance in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview.

Signed:

Name:

Date:

# Trustee Eligibility Form

**As a Trustee and director, Oldham Coliseum Theatre needs to submit your details to Companies House. Please provide the information as shown below.**

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| --- |
| **To confirm your ‘consent to act’ as director, please complete the following information:** |
| Date of appointment |  |
| Date of birth |  |
| Title |  |
| Forename |  |
| Other forename (s) |  |
| Surname |  |
| Country/State of residence |  |
| Nationality  |  |
| Business occupation |  |
| Former forename |  |
| Former surname |  |
| Residential address (This will not appear on the public record) |  |

**Please complete 3 categories and enter 3 characters in each**

|  |  |
| --- | --- |
| Town of birth |  |
| Telephone number |  |
| National Insurance Number |  |
| Passport number |  |
| Mother’s maiden name |  |
| Eye colour |  |
| Father’s first name  |  |