

CIISA Finance Board Chair

The Creative Industries Independent Standards Authority, CIISA, is a new body being established to uphold and improve standards of behaviour across the creative industries, including preventing and tackling all forms of bullying and harassment of a discriminatory nature.

A number of serious allegations being made in the public domain relating to the creative industries have highlighted the urgent need for an independent standards authority for the sector. Since 2022 we have been working with a small team to develop the proposition for CIISA and foster extensive support from stakeholders across the creative industries.

Our vision is to help create consistently safer and inclusive workplaces for creative industry professionals, to be a single place of accountability where behaviours of concern can be reported and investigated, and to build capability to prevent and tackle bullying and harassment and bullying and harassment of a discriminatory nature.

With detailed plans and seed funding in place, we now need to implement the governance arrangements which will enable CIISA to ready itself for the next phase of its co-creation: its first funding call and the launch of initial services for the Film & TV, Music and Theatre sectors at the end of 2024.

CIISA is being established with a two-company model to provide separation between the body collecting the voluntary financial contributions from the sectors that will fund CIISA's work, and the body undertaking its work to help ensure that CIISA is independent of its funders and can investigate without fear or favour. We are therefore seeking to appoint the Chair and first four non-executive members of the new CIISA Finance Board. This body will be responsible for collecting funds, distributing it to CIISA and ensuring that CIISA delivers value for money.

Our first Finance Board members will be strategic leaders in the creative industries from across the UK who together have extensive experience and understanding of all of the Film & TV, Music and Theatre sectors, credibility and rigour to oversee industry funds, and the energy and commitment to help realise our vision.

The pack provides more information about the role and how to apply. You can find out more about CIISA on our website at ciisa.org.uk.

We look forward to hearing from you.

Dame Heather Rabbatts

Dame Heather Rabbatts
Founder Chair

CIISA Finance Board

The purpose of the CIISA Finance Board is to oversee CIISA's funding arrangements: collecting the voluntary contributions from the sectors, overseeing its distribution to CIISA and ensuring that CIISA delivers value for money. The Finance Board is expected to meet up to 3 times per year.

The Finance Board will comprise strategic leaders working in the creative industries from across the UK. We are appointing the Chair and first four non-executive members now to support the next phase of CIISA's development. Applicants will be working in one of CIISA's initial sectors: Film & TV, Music and Theatre. Further non-executive appointments to the Finance Board are anticipated from 2025.

Initial appointments will be for a three-year term which will be subject to review after the first year.

CIISA Finance Board is a company limited by guarantee and the Board members will be its directors.

Role description for CIISA Finance Board Chair

CIISA's first Finance Board Chair will be instrumental in establishing robust and effective arrangements for the collection and distribution of the funding that will enable CIISA to deliver its purpose and vision. The Chair will:

1. lead the Finance Board in:
 - a. ensuring that appropriate arrangements are in place for the collection of the voluntary financial levy from the sectors, and that these arrangements are regularly reviewed to ensure that they remain effective.
 - b. approving the distribution of funds to CIISA following consideration and agreement of CIISA's budget.
 - c. agreeing KPIs to enable the Finance Board to regularly review and ensure the value for money of the services delivered by CIISA.
2. ensuring that the Finance Board is functioning effectively and that it has the information, internal controls and other resources/mechanisms it needs to fulfil its role and its responsibilities as a separate company limited by guarantee.
3. build and maintain constructive, supportive and appropriately challenging working relationships with the CIISA Chief Executive and members of the Executive Team.
4. build and maintain an effective relationship with the Chair of the CIISA Board.
5. engaging with the creative industries to represent CIISA Finance Board and promote the purpose and vision of CIISA as required.
6. ensuring that arrangements are in place for Finance Board member succession.

As Finance Board Chair, you will:

1. chair meetings of the Finance Board, ensuring they are run effectively and inclusively in line with the agreed agenda.
2. maintain a strategic focus, facilitate and encourage views from all Finance Board members in order to hear a range of views, debate and reach decisions through consensus where possible, effectively summarising decisions or direction taken by the Finance Board.
3. understand and value the importance of inclusivity and CIISA's commitment to anti-discrimination.
4. help foster and maintain positive and constructive relationships between the Finance Board, CIISA's Board and the Executive.
5. contribute your own professional experience to guide the establishment and development of the Finance Board in a way that is supportive, collegiate and adds value.
6. uphold high standards of integrity and probity that support CIISA's commitment to independence and build a Finance Board culture that is consistent with CIISA's purpose and vision.
7. attend any agreed training and development activity.

Person specification

The CIISA Board seeks to be as representative as possible of the sectors it serves. We therefore welcome candidates of any age, race, sex, sexual orientation, religion or belief, and candidates with disabilities. Applications are encouraged from candidates living/working in any of the UK's four nations.

Eligibility:

- **Experience:** The Chair must be a strategic leader working in one of CIISA's initial creative industries (Film & TV, Music and/or Theatre). They must have experience of chairing a cross-industry group, eg committee, board, working group, and personal stature and credibility beyond their own organisation.
- **Independence and credibility:**
 - o While Finance Board members are appointed to bring knowledge and experience of the creative industries, they must be able to work together to make decisions in the best interest of the overall creative industries and not in their own interest or those of their respective organisation or sector. Successful candidates will be required to declare all interests on appointment, and to keep this up to date.
 - o Before applying, candidates must consider carefully to ensure that they do not have:
 - any interests that could prejudice the work of the Finance Board or CIISA.
 - any possible reputational or other issues arising from past action or public statements etc.

- any political roles held or political campaigns supported (either currently or in the past).

Essential skills/other experience:

- Experience of being an inclusive leader and chairing a diverse group.
- Financially astute with the ability to independently analyse, interpret and evaluate financial and performance data.
- Understanding of risk, internal control and assurance mechanisms.
- Exceptional facilitation skills to foster open and inclusive debates and effective discussions and decisions.
- Strategic thinker with ability to analyse complex issues and promote innovative solutions.
- Highly developed interpersonal and communications skills with personal credibility to promote the Finance Board and CIISA as required.
- Ability to devote sufficient time to support the establishment and development of the Finance Board during this critical next phase.

Time commitment and remuneration: Up to 10 days per year (this is expected to reduce after the first year); the Finance Board is expected to meet formally up to 3 times a year, with additional work anticipated between meetings particularly in the first year to implement and oversee arrangements and deal with matters as they arise. The role is unpaid.

Recruitment process

To apply, please send your CV and short covering letter (max one side A4) setting out how you meet the above criteria and what you would bring to the role to boardrecruitment@ciisa.org.uk by midday on Friday 15 March. Please also complete and return the diversity monitoring form.

Candidates will be shortlisted against the person spec. It is anticipated that interviews will be held during w/c 25 March. Please indicate on your application if you will not be available on any dates that week (except Friday 29 March, Good Friday). The successful candidate will be involved in the interviews for the other Finance Board members which we hope to hold in mid-April.

The recruitment process is being overseen and administered by an independent governance consultant, Victoria Finney.

For further information or if you have any questions, please contact Victoria at boardrecruitment@ciisa.org.uk.