

## CIISA Finance Board members

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](https://ciisa.org.uk).

We look forward to hearing from you.

*Dame Heather Rabbatts*

Dame Heather Rabbatts  
Founder Chair

## **Role description**

CIISA's first Finance Board 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. Board members will:

1. make timely and valuable contributions to inform the Finance Board's work to:
  - a. ensure 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. approve the distribution of funds to CIISA following consideration and agreement of CIISA's budget.
  - c. agree KPIs to enable the Finance Board to regularly review and ensure the value for money of the services delivered by CIISA.
2. support the Chair in 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. participate in other adhoc work as required.
4. promote the work of the Finance Board and the purpose and vision of CIISA as required.

### **As Finance Board Member, you will:**

1. prepare for and attend meetings of the Finance Board and any other meetings as required.
2. engage openly with other Finance Board members in constructive discussion and debate, recognising that decisions are usually made through consensus and supporting the agreed position of the Finance Board.
3. understand and value the importance of inclusivity and CIISA's commitment to anti-discrimination.
4. contribute your own professional experience to guide the development of the Finance Board in a way that is supportive, collegiate and adds value.
5. help foster and maintain positive and constructive relationships between the Finance Board, CIISA's Executive and others, including the CIISA Board
6. uphold high standards of integrity and probity that support CIISA's commitment to independence and 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:** Experience of working at a strategic level in one of CIISA's initial creative industries (Film & TV, Music and/or Theatre).
- **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:**

- Financially astute with the ability to independently analyse, interpret and evaluate financial and performance data.
- Excellent communication skills and ability to provide constructive and independent challenge and feedback.
- Team player, able to work collaboratively with colleagues on the Finance Board as well as members of CIISA's Executive Team.
- Strategic thinker with ability to analyse complex issues and promote innovative solutions.
- Commitment to the purpose and vision of CIISA.
- Willingness to commit time to support CIISA's development through this critical next phase.
- Understanding of risk, internal control and audit mechanisms would be helpful.

**Time commitment and remuneration:** Up to 6 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 some additional work anticipated between meetings particularly during the first year to agree and implement arrangements. 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](mailto: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 panel interviews will be held in mid-April involving the Chair of the Finance Board once they are appointed.

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](mailto:boardrecruitment@ciisa.org.uk).