



# New board member wanted

**The Parliamentary Advisory Council for Transport Safety (PACTS)** is a leading voice in transport safety in the UK. It is celebrating its 40 year and wishes to appoint a new member to its board to enhance the skills and diversity of the board. PACTS is a company limited by guarantee and a registered charity: all board members are unpaid directors and trustees.

## Skills, knowledge and experience

Following a skills audit, PACTS is particularly interested to hear from people with expertise in one or more of the following:

- Fundraising and communications
- Human Resources
- Government
- Technology/ IT
- Law.

## Equality, Diversity & Inclusion

PACTS is strongly committed to promoting equality, diversity and inclusion and this includes working towards a Board and Committees that are representative in respect of age, disability, gender, race, sexual orientation and religious belief. Recruitment of members therefore seeks to ensure that, as well as providing relevant skills or experience, the Board and Committees are representative.

## Further information

The following information is set out here:

1. About PACTS
2. The PACTS Board terms of reference etc
3. The Board member role profile and person specification
4. Application process

## 1. About PACTS

The UK Parliamentary Advisory Council for Transport Safety (PACTS) promotes evidence-based solutions to achieve safe transport for all. Established formally in 1982, its founders were responsible for the legislation which made it compulsory to wear seat belts in cars.

PACTS provides independent advice to government, parliamentarians and PACTS members on road, rail and air safety issues. PACTS seeks to improve safety for all transport users. As most death and injury occurs on the roads, that is our main focus. PACTS is not a parliamentary body and receives no income from parliament.

The unique features of PACTS

- a multi-modal transport safety body, covering road, rail and air
- strong links with the UK Parliament
- focused on government, parliamentarians, professionals and key stakeholders
- an independent charity – no financial or sectoral interests.

PACTS is a registered charity. Its charitable objective is “To protect human life through the promotion of transport safety for the public benefit”. It has a small secretariat based in Westminster which is supported by experts, practitioners and user representatives through its technical bodies. It has an income of around £250,000 pa derived mainly from membership fees, sponsorship and research grants.

More information about PACTS can be found here:

- [About - PACTS](#)
- [Join Us - PACTS](#)

## 2. The PACTS Board

### Terms of Reference

#### Overview

- The PACTS Board is responsible for the overall leadership of the organisation. Its key purpose is to ensure compliance with delivery of the mission, vision, values and strategic objectives.
- The Board is responsible for the overall management of the organisation including the monitoring of performance the determination of strategic direction.
- All Board members share collective responsibility for decisions of the PACTS Board. Each should act only in the interests of PACTS and not on behalf of any constituency or interest group. Board members should put the interests of the organisation before their own personal or outside interests.
- The Board must satisfy itself that the organisation meets statutory and regulatory requirements and that business is being conducted in accordance with generally accepted standards of performance, probity and financial prudence.
- The Board is also responsible for setting a positive culture, and ensure effective engagement of colleagues, members and other stakeholders. The Board must ensure that it hears and responds to the voices of its colleagues and stakeholders, to influence strategy and policy development.
- The Board must provide strong leadership in addressing all forms of inequality and the active promotion of greater equality, diversity and inclusion.

#### Membership & Meetings

The PACTS Board shall consist of a minimum of five members to include:

- The chair of the Policy and Research Committee;
- The chair of the Management and Finance Committee;
- Trustees appointed in accordance with this framework.

The Executive Director will attend all Board meetings.

- The quorum shall be three (3) members.
- Full meetings will ordinarily be held four times a year with other meetings arranged as required.
- The Board shall appoint the Chair from existing Board members.

The Board's key functions shall include:

- Define and ensure compliance with the values and objectives of the organisation and ensure these are set out in each annual report.
- Make recommendations to the Annual General Meeting on the adoption of accounts, appointment of auditors, and elections to membership of the Board.
- Ensure that the Association complies with all the Regulatory body requirements including the companies act in England and across the UK.
- Determine the composition and specific terms of reference of the Committees.
- Approval of an annual financial budget.
- Reviewing annually the effectiveness of the systems of internal control.
- Approval of resolutions to be put forward by the Board at a general meeting.
- Changes to the structure, size and composition of the Board.
- Appointments to the Committees of the Board.
- Appointment or removal of any Board or Committee Member.

- Appointment or removal of the Executive director.
- Unless specifically reserved to the Board, the Executive Director has delegated authority for the management and day to day running of PACTS.
- The organisations strategy and key policy decisions and other major commitments are all subject to approval by the Board.
- The Board may delegate authority for carrying out activities to its Committees, and to any employee, but retains the responsibility for all actions taken in its name.
- Regularly reviewing the key risks to the organisation.
- Satisfy itself that the organisations affairs are conducted lawfully and in accordance with generally accepted standards of performance and probity.

### 3. Board Member Role Profile

#### The role of a Trustee

PACTS is registered as a charity and a limited company therefore every Trustee is also a Director of the company with legal responsibilities. As part of the Board, members are key to the overall leadership of the organisation and are essential in ensuring compliance with delivery of the mission, vision, values and strategic objectives of the organisation. The Board is also responsible for setting a positive culture, with a strong focus on equality, diversity and inclusion.

#### Principal responsibilities:

- Strategic – defining and approving the organisation’s strategy and values, the strategic objectives arising from these, and arriving at appropriate policy decisions to take them forward;
- Stewardship – to have responsibility for the organisation’s assets, their presentation and exploitation, and assessing risks;
- Monitoring – to oversee the effective management of the organisation and its service delivery, selecting and supporting the Executive Director, and ensuring that good human resources practice is pursued for its paid staff;
- Promotion of and advocacy for the organisation to external clients/partners/stakeholders;
- Governance – ensuring that the Board’s business is effectively conducted and that the Charity Code of Governance is followed and Charity Commission requirements are met;
- Contribute to, and share responsibility for, the Board’s decisions, including its duty to exercise reasonable care, skill and independent judgement;
- Understand and support the organisation’s mission, goals, policies, programmes, services, strength, and needs;
- Focus on strategic issues for the organisation rather than detailed management decisions;
- Support the majority decision on issues decided by the Board;
- Assist the organisation where appropriate by attracting potential income streams through personal contact with others (individuals, organisations, companies etc.);
- Attend meetings regularly, prepare for them (including reading the papers) and participate actively;
- Maintain independence and objectivity, and act with a sense of fairness and personal integrity;
- Maintain the confidentiality of confidential details of the organisation’s business and of Board meetings;
- Show appropriate respect to other trustees, staff, members and stakeholders of the organisation;
- Be fully aware of the Charity Commission Codes of Governance (Appendix 3) and use all reasonable endeavours to ensure that the business of the organisation is conducted in the way required by it;

- Avoid even the appearance of a conflict of interest and disclose any possible conflicts to the Board in a timely fashion and in accordance with the Conflicts of Interest Policy.

Other Matters:

- All Board members report directly to the Chair.
- Board members should be prepared to serve on one or more of the sub committees of the Board.

Person Specification

Experience	<ul style="list-style-type: none"> <li>• Experience of operating at a senior leadership level within an organisation (D)</li> <li>• Successful track record of achievement through their career (E)</li> <li>• Experience of charity governance and working with or as part of a Board of Trustees (D)</li> <li>• Experience of external representation, delivering presentations and managing stakeholders (D)</li> </ul>
Knowledge and skills	<ul style="list-style-type: none"> <li>• Broad knowledge and understanding of the not-for-profit sector and current issues affecting the sector (D)</li> <li>• Good understanding of charity governance issues (D)</li> <li>• Broad understanding of charity finance issues (D)</li> <li>• Knowledge of transport safety and related issues (D)</li> </ul>
Personal	<ul style="list-style-type: none"> <li>• A passion for the strategic objectives and values of PACTS (E)</li> <li>• Strong inter-personal skills and the ability to build supportive and effective working relationships (E)</li> <li>• Possesses confidence to provide challenge, asks questions appropriately and keeps to an appropriate level of detail. (E)</li> <li>• Commitment to equality, diversity and inclusion, and the ability to implement (E)</li> </ul>

E = essential

D = desirable

## 4. Application process and timetable

### Process

If you would like to apply, please send your CV with a covering letter to David G Davies, Executive Director, PACTS.

By email: [david.davies@pacts.org.uk](mailto:david.davies@pacts.org.uk)

or

by post: 78 Buckingham Gate, Westminster, London SW1E 6PE

If you would like to have an informal discussion prior to application, please email David Davies or call on 0207 222 7732.

### Timetable

- Applications open: 15 April 2022
- Applications close: 31 May 2022
- Short listing: 1-10 June
- Interviews 23 June 2022\* (provisional)
- Decision: 14 July 2022
- Notification 15<sup>th</sup> July 2022 (provisional)

\* an alternative date may be possible if required.

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0207 222 7732

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