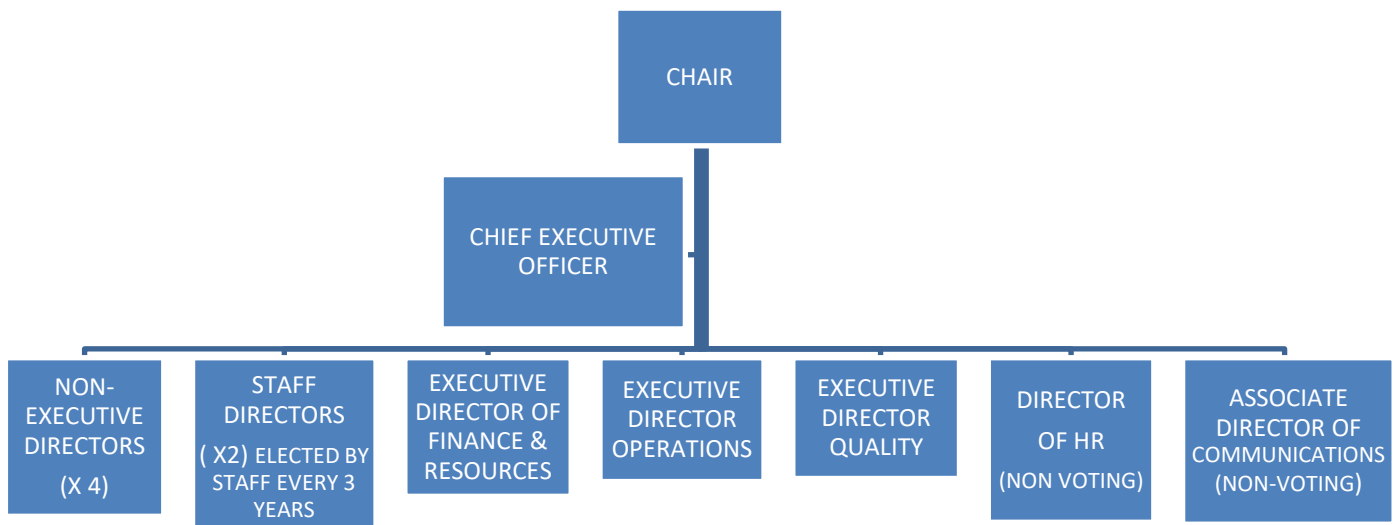




ROLE DESCRIPTION

POST TITLE:	Non-Executive Director (NED)
BAND:	N/A
REPORTS TO:	ECCH Chair
ACCOUNTABLE TO:	ECCH Board

BOARD STRUCTURE



KEY WORKING RELATIONSHIPS

- Chair, Non-Executive Directors, Staff Directors, Executive Team, ECCH Shareholders and all staff.
- Integrated Care System partners and all health and care organisations for the localities ECCH serves
- NHS England, Care Quality Commission, NHS Litigation Authority, National Patient Safety Agency
- Patients, Carers and Public
- Professional Organisations, Trade Unions/Professional Bodies
- Local business community
- Higher Education institutions
- Health Watch England, Department of Health, Monitor
- Third Sector Organisations.

ROLE SUMMARY

Our Non-Executive Directors primarily work alongside the East Coast Community Healthcare CIC (ECCH) Chairperson, Chief Executive, Staff Directors and Executive Directors as members of the ECCH Board.

A primary focus of the role is to advise on the development of strategy and oversee the governance and performance of the organisation and its subsidiary companies.

As a staff-owned organisation, we are passionate about ensuring our employees and shareholders have a voice and involvement in setting the direction of the organisation. We have a strong commitment to promoting equality, diversity and inclusion and our Non-Executive Directors work closely with the Board to promote and facilitate the voice and inclusiveness of our staff, patients and the communities we serve.

ROLE DETAILS

Along with the Chair and other Board Directors, the Non-Executive Directors have responsibility for:-

- **Strategy**- contributing to the overall strategic direction and development of ECCH and its subsidiary companies.
- **Governance** - ensure that ECCH complies with any statutory and administrative requirements and that high standards of corporate governance are maintained.
- **Communities** - to work with Board members to maximise the visibility and impact that the established social enterprise has with patients and all communities it serves to drive the improvement of health and well-being in its widest context.
- **Performance** – monitoring and constructively challenging all aspects of performance of the Board against agreed strategic objectives and targets and taking action to optimise performance of ECCH.
- **Partnering**- to champion the work and maximise the positive contribution of ECCH as a key partner and provider in the developing Integrated Care System (Norfolk and Waveney) by proactive connection building and networking.
- **Specialist knowledge and expertise** - sharing this with the Board and Executive Team to augment the talent pool and enhance resources.
- **Partnering/growth**- to act as an ambassador for ECCH and its subsidiaries in the public arena, attending networking and publicity events as required.
- **People** - to work with Board members to promote and contribute to ECCH's proactive cultural development and provide independent views on appointments and remuneration for relevant posts.
- **Representation** - to act as an ambassador for ECCH and its subsidiaries in the public arena, attending networking and publicity events as required
- Sit on the Board of one or more of ECCH's subsidiary companies.
- Sit on one or more sub-committees of the ECCH Board.
- Carry out independent visits to ECCH locations.

PERSONAL RESPONSIBILITIES

This appointment is subject to the requirements of the Fit and Proper Person Requirements for Board level appointments. (General duties of Directors in accordance with the requirements of the Companies Act 2006).

- Duty to act within powers
- Duty to promote the success of the organisation
- Duty to exercise independent judgment
- Duty to exercise reasonable care, skill and diligence
- Duty to avoid conflicts of interest
- Duty not to accept benefits from third parties
- Duty to declare interest in proposed transaction or arrangement

PERSON SPECIFICATION

POST TITLE:	Non-Executive Director (NED)	
BAND:	N/A	
QUALIFICATIONS		
ESSENTIAL	DESIRABLE	EVIDENCED BY
<ul style="list-style-type: none"> • Whilst formal qualification in a specific field is not essential, the expectation is that the role holder will have acquired a level of qualification or equivalent experience during their career that is consistent with working at board or senior executive level in a strategic role • Compliance with the requirements set out in the Fit & Proper Persons Test Regulations and the recommendations in the Kark Review. 	<ul style="list-style-type: none"> • Degree level qualification or higher in a relevant field (see knowledge/experience) • Leadership/management qualification level 7 or above 	<ul style="list-style-type: none"> • CV • Qualification Certificates checked at interview
WORK RELATED KNOWLEDGE & EXPERIENCE		
ESSENTIAL	DESIRABLE	EVIDENCED BY
<ul style="list-style-type: none"> • Proven track record of successful delivery and achievement at senior executive / board level in a complex organisation. As a minimum in any one of the following fields:- <ul style="list-style-type: none"> ○ Commercial organisation ○ Transformation and change ○ Legal ○ Financial ○ Audit ○ Clinical organisation ○ Human Resources ○ Organisation design/development • Evidence of significant contribution and influencing improved performance, quality and innovation at a senior level • Able to evidence strategic thinking mind-set and ability to reach balanced and independent judgement • Experience of strategy development ability to quickly analyse complex issues and turn 	<ul style="list-style-type: none"> • Previous experience as a non-executive board level role • Previous experience of working at a senior level in a social enterprise (CIC) • Knowledge of the emerging themes/environment for health and social care services • Some level of knowledge of the health and care sector and of social enterprise business models 	<ul style="list-style-type: none"> • CV • Evidence gathered during selection process

<p>them into clear, strategic plans.</p> <ul style="list-style-type: none"> • Experience of chairing meetings in a formal governance structure environment • Proven track record of successful delivery and achievement at senior executive / board level in a complex organisation. As a minimum in any one of the fields listed as essential under Qualifications • Evidence of significant contribution and influencing improved performance, quality, innovation, governance plus service growth & expansion at a senior level • Able to evidence strategic thinking mind set and ability to reach balanced and independent judgement • Experience of strategy development ability to quickly analyse complex issues and fully contribute to the strategic planning process • Experience of chairing meetings in a formal governance structure environment 		
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SKILLS AND APTITUDE		
ESSENTIAL	DESIRABLE	EVIDENCED BY
<ul style="list-style-type: none"> • Excellent communication skills (verbal, presentation, online formats, written • Evidenced ability to assimilate and analyse complex information, turning these into clear plans • Ability to form positive, collaborative relationships with all stakeholders 		<ul style="list-style-type: none"> • CV • Evidence gathered during selection process

<ul style="list-style-type: none"> • Evidenced excellent influencing skills (ideally working at a senior/board level) • Ability to challenge constructively, giving clear rationale and suggestions to influence positive change and continuous improvement • Influencing skills • Excellent team working and collaboration skills • Strategic thinking & ability to reach consistent, balanced independent judgements 		
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VALUES AND PERSONAL ATTRIBUTES

ESSENTIAL	DESIRABLE	EVIDENCED BY
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<ul style="list-style-type: none"> • A commitment to upholding ECCH's culture in terms of our vision, values and Signature Behaviours • Commitment to demonstrate and champion our values of Care, Compassion and Innovation with staff, patients, partners and in the communities ECCH serves • Passion for transforming lives through delivery of improved health and wellbeing outcomes (staff, patients, community) • Willingness and ability to visit and work across different ECCH sites and travel as required • Personal commitment to the ethos and values of a social enterprise • A commitment to diversity & inclusion • Political astuteness and insight 	<ul style="list-style-type: none"> • Live and/or work in the areas ECCH has services (local/regional knowledge) 	<ul style="list-style-type: none"> • Evidence gathered during selection process
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| <ul style="list-style-type: none">• An ability to listen and understand policy issues and the concerns of stakeholders and service users• Enthusiasm, energy and a dynamic approach to gain buy-in from stakeholders and bring about action | | |
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FIT AND PROPER PERSONS REQUIREMENT

Please note, if you are appointed you will be required to follow the general duties of Directors in accordance with the requirements of the Companies Act 2006

- Duty to act within powers
- Duty to promote the success of the organisation
- Duty to exercise independent judgment
- Duty to exercise reasonable care, skill and diligence
- Duty to avoid conflicts of interest
- Duty not to accept benefits from third parties
- Duty to declare interest in proposed transaction or arrangement

This appointment is subject to the requirements of the Fit and Proper Person Requirements for Board level appointments. Please see below for details



Appendix 2 (Fit and Proper Person Test Policy)

PRE-EMPLOYMENT AND ANNUAL DECLARATION: Fit and Proper Persons Requirements – Self-Declaration Form

As part of the assurance against the new Fit and Proper Persons Requirements for Directors/Board members, you are required to answer the following questions.

Appendix 1: Fit and Proper Persons – Supporting Information must be read before completing this declaration.

	Please state YES or NO
Have you got the qualifications, competency, skills and experience which are necessary for the position for which you are applying?	
Are you able by reason of health (after reasonable adjustments are made) to properly perform tasks which are intrinsic to the office or position for which you are applying?	
Have you been responsible for, been privy to, contributed to or facilitated any serious misconduct or mismanagement (whether lawful or not) in the course of carrying on a regulated activity or providing a service elsewhere which, if provided in England would be a regulated activity?	
Have you been subject of any of the following? <ul style="list-style-type: none"> undischarged bankruptcy or being a person whose estate has had sequestration awarded in respect of it and who has not been discharged; subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or an order to like effect made in Scotland or Northern Ireland; a moratorium period under a debt relief order applies under Part VIIA (debt relief orders) of the Insolvency Act 1986; a composition or arrangement with, or granted a trust deed for, creditors and not been discharged in respect of it; included in the children’s barred list or the adults’ barred list maintained under section 2 of the Safeguarding Vulnerable Groups Act 2006, or in any corresponding list maintained under an equivalent enactment in force in Scotland or Northern Ireland; prohibited from holding the relevant office or position, or in the case of an individual from carrying on the regulated activity, by or under any enactment. 	
Have you been convicted in the United Kingdom of any offence or been convicted elsewhere of any offence which, if committed in any part of the United Kingdom, would constitute an offence?	
Have you been erased, removed or struck-off a register of professionals maintained by a regulator of health care or social work professionals?	
Have you ever been found not to be a fit and proper person for the purposes of Regulation 5, of the draft Social Care Act 2008 (Regulated Activities)? Namely the requirements to: <ul style="list-style-type: none"> Be of good character; Have the qualifications, competence, skills and experience necessary for the relevant position; Be capable of undertaking the relevant position, after any reasonable adjustments under the Equality Act 2010; Not have been responsible for any misconduct or mismanagement in the course of any employment with a CQC registered provider; Not be prohibited from holding the relevant position under any other law e.g. under the Companies Act or the Charities Act. 	

I acknowledge the extracts from the Regulated Activities Regulations above.

I confirm that I do not fit within the definition of an “unfit person” as detailed in Section 9 of Appendix 1: Fit and Proper Persons – Supporting Information.

I confirm that there are no other grounds under which I would be ineligible to take up or continue in post.

I undertake to notify ECCH immediately if I no longer satisfy the criteria to be a “fit and proper person” or any grounds under which I would be ineligible to continue in post come to my attention.

Name:

Position:

Signed:

Date: