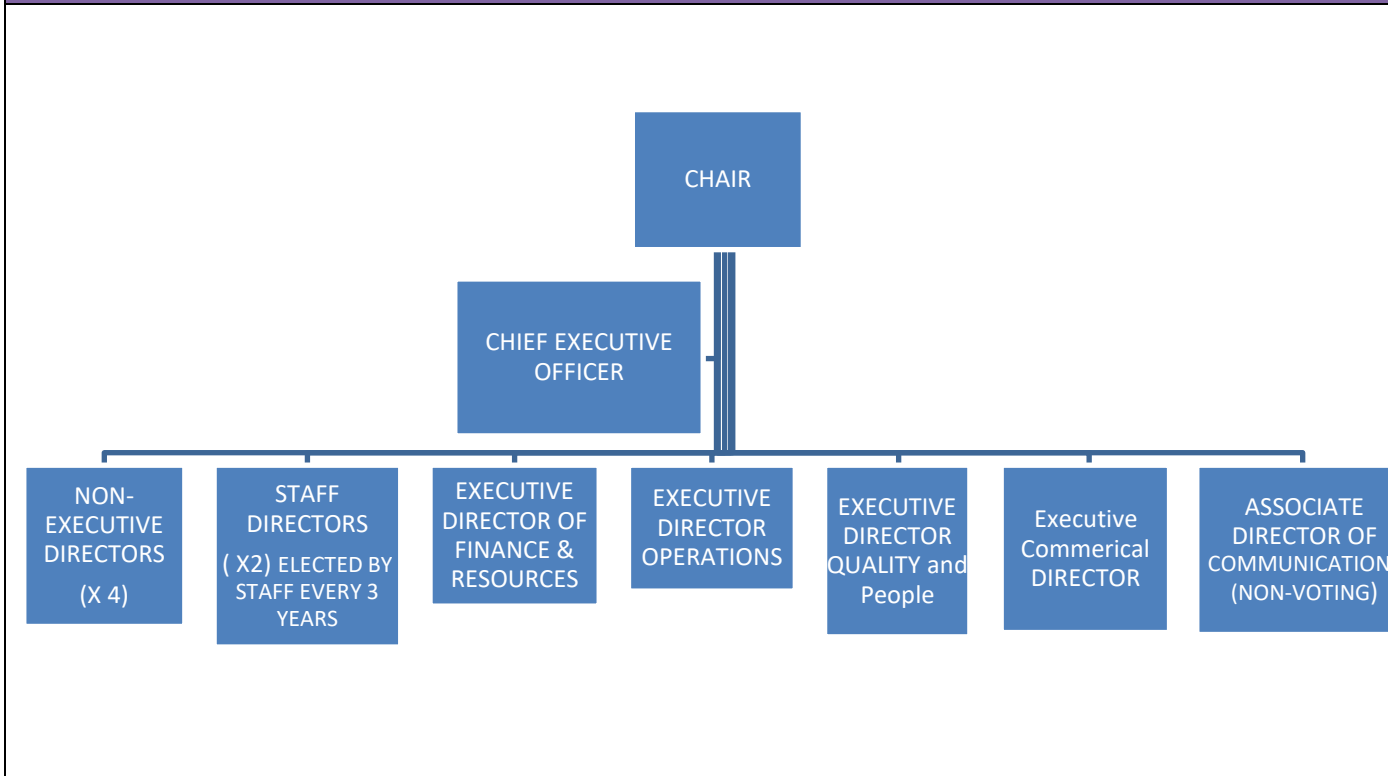




ROLE DESCRIPTION	
POST TITLE:	Non-Executive Director (NED)
BAND:	N/A
REPORTS TO:	East Coast Community Healthcare (ECCH) Chair
ACCOUNTABLE TO:	ECCH Board

### 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		
<b>POST TITLE:</b>	Non-Executive Director (NED)	
<b>BAND:</b>	N/A	
QUALIFICATIONS		
ESSENTIAL	DESIRABLE	EVIDENCED BY
<ul style="list-style-type: none"> <li>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</li> <li>Compliance with the requirements set out in the Fit &amp; Proper Persons Test Regulations and the recommendations in the Kark Review.</li> </ul>	<ul style="list-style-type: none"> <li>Degree level qualification or higher in a relevant field (see knowledge/experience)</li> <li>Leadership/management qualification level 7 or above</li> </ul>	<ul style="list-style-type: none"> <li>CV</li> <li>Qualification Certificates checked at interview</li> </ul>
WORK RELATED KNOWLEDGE & EXPERIENCE		
ESSENTIAL	DESIRABLE	EVIDENCED BY
<ul style="list-style-type: none"> <li>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"> <li>Commercial organisation</li> <li>Transformation and change</li> <li>Legal</li> <li>Financial</li> <li>Clinical organisation</li> <li>Human Resources</li> <li>Organisation design/development</li> </ul> </li> <li>Evidence of significant contribution and influencing improved performance, quality and innovation at a senior level</li> <li>Able to evidence strategic thinking mind-set and ability to reach balanced and independent judgement</li> <li>Experience of strategy development ability to quickly</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience as a non-executive board level role</li> <li>Previous experience of working at a senior level in a social enterprise (CIC)</li> <li>Knowledge of the emerging themes/environment for health and social care services</li> <li>Some level of knowledge of the health and care sector and of social enterprise business models</li> </ul>	<ul style="list-style-type: none"> <li>CV</li> <li>Evidence gathered during selection process</li> </ul>

<p>analyse complex issues and turn them into clear, strategic plans.</p> <ul style="list-style-type: none"> <li>• Experience of chairing meetings in a formal governance structure environment</li> <li>• 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</li> <li>• Evidence of significant contribution and influencing improved performance, quality, innovation, governance plus service growth &amp; expansion at a senior level</li> <li>• Able to evidence strategic thinking mind set and ability to reach balanced and independent judgement</li> <li>• Experience of strategy development ability to quickly analyse complex issues and fully contribute to the strategic planning process</li> <li>• Experience of chairing meetings in a formal governance structure environment</li> </ul>		
<b>SKILLS AND APTITUDE</b>		
<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>EVIDENCED BY</b>
<ul style="list-style-type: none"> <li>• Excellent communication skills (verbal, presentation, online formats, written)</li> <li>• Evidenced ability to assimilate and analyse complex information, turning these into clear plans</li> </ul>		<ul style="list-style-type: none"> <li>• CV</li> <li>• Evidence gathered during selection process</li> </ul>

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

**VALUES AND PERSONAL ATTRIBUTES**

<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>EVIDENCED BY</b>
<ul style="list-style-type: none"> <li>• A commitment to upholding ECCH's culture in terms of our vision, values and Signature Behaviours</li> <li>• Commitment to demonstrate and champion our values of Care, Compassion and Innovation with staff, patients, partners and in the communities ECCH serves</li> <li>• Passion for transforming lives through delivery of improved health and wellbeing outcomes (staff, patients, community)</li> <li>• Willingness and ability to visit and work across different ECCH sites and travel as required</li> <li>• Personal commitment to the ethos and values of a social enterprise</li> </ul>	<ul style="list-style-type: none"> <li>• Live and/or work in the areas ECCH has services (local/regional knowledge)</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence gathered during selection process</li> </ul>

- A commitment to diversity & inclusion
- Political astuteness and insight
- 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

**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**

## Fit and Proper Person Test Annual and New Starter Self-attestation

### East Coast Community Healthcare CIC



I declare that I am a fit and proper person to carry out my role. I:

- am of good character.
- have the qualifications, competence, skills and experience which are necessary for me to carry out my duties.
- where applicable, have not been erased, removed or struck-off a register of professionals maintained by a regulator of healthcare or social work professionals.
- am capable by reason of health of properly performing tasks which are intrinsic to the position.
- am not prohibited from holding office (eg directors disqualification order).
- within the last five years:
  - I have not been convicted of a criminal offence and sentenced to imprisonment of three months or more;
  - been un-discharged bankrupt nor have been subject to bankruptcy restrictions, or have made arrangement/compositions with creditors and has not discharged;
  - nor is on any 'barred' list.
- have not been responsible for, contributed to or facilitated any serious misconduct or mismanagement (whether unlawful 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.

The legislation states: if you are required to hold a registration with a relevant professional body to carry out your role, you must hold such registration and must have the entitlement to use any professional titles associated with this registration. Where you no longer meet the requirement to hold the registration, any if you are a healthcare professional, social worker or other professional registered with a healthcare or social care regulator, you must inform the regulator in question.

Should my circumstances change, and I can no longer comply with the Fit and Proper Person Test (as described above), I acknowledge that it is my duty to inform the chair.

Name and job title/role:	
Professional registrations held (ref no):	
Date of DBS check/re-check (ref no):	
Date of last appraisal, by whom:	
Signature of board member:	
Date of signature of board member:	
<b>For chair to complete</b>	
Signature of chair to confirm receipt:	
Date of signature of chair:	