

Role Description

Non-Executive Chair of CLS Care Services Ltd and Borough Care Services Ltd (described below as the Group)

Purpose

To lead and inspire the Board to achieve excellent standards of governance and to ensure that the objectives of the Group are achieved; that the Group is managed and controlled appropriately and maintains its financial viability and that the Group works within the requirements of the law, regulation and any funding bodies.

Key Tasks of the Board

1. Oversee and set the long-term strategic direction of the Group.
2. Define and ensure compliance with the Group's ambition, values and objectives.
3. Ensure effective plans, policies and organisational structures exist.
4. Ensure risk and performance is monitored and managed through effective systems of internal control and delegation.
5. Appoint, support and appraise the Chief Executive, and participate in the recruitment and appointment of other members of the Executive Team.

Specific Duties and Expectations of the Chair

1. Ensure that all Board members are given opportunity to express their views, that appropriate standards of conduct are maintained, that meetings are conducted effectively and business is achieved with a sufficient level of discussion
2. Establish and maintain a constructive working relationship between the Board and its Chief Executive.
3. Ensure that the Board delegates sufficient authority to its Chair, Chief Executive and any committees to enable the business of the organisation to be carried on effectively between meetings of the Board; and also to ensure that the Board monitors the use of these delegated powers.
4. Ensure that the Board receives professional advice when it is needed, either from its own staff or from external sources.
5. Take decisions delegated to the Chair.
6. Ensure that the Board makes proper and appropriate arrangements for its own appraisal and that of Board members, including the Chair's own appraisal, and for implementing a succession plan for Board membership.

Duties and Expectations of the Chair as a Board Member

1. Participate in the management and control of the Group's business through:
 - providing strategic opinions
 - scrutinising plans, policies and objectives
 - approving financial budgets, receiving and monitoring reports and ensuring appropriate use of resources
 - reviewing performance and activity and determining appropriate action
2. Monitor the effectiveness and performance of the Chair and other Members by participating in the Board's Appraisal Scheme.
3. Devote sufficient time and energy to the Group's business, including preparing for meetings, attending Board, committee and other meetings, conferences and away days and keeping up-to-date with relevant issues by reading and attending briefing/training sessions.
4. Register all interests that might have a bearing on the Group's work and declare any potential or actual conflicts of interest as and when they arise.
5. To act in the best interests of the Group; to be a guardian of the ambition and values of Group and always represent the Group positively to internal and external audiences

Person Specification

Non-Executive Chair of CLS Care Services Ltd and Borough Care Services Ltd

1. Evidence of successful leadership.
2. Clear understanding of the roles and responsibilities of a Chair, Board and Executive preferably achieved in a non-executive setting.
3. Track record of building and developing relationships with internal and external stakeholders.
4. A good understanding of corporate governance, financial and risk management.
5. Strategic perception: seeing the “big picture”; putting individual issues / events into context; understanding possible future scenarios.
6. Analytical understanding: digging below a headline statistic or a report to identify performance measures or other dimensions of the issue to be addressed.
7. Decision making: clear about what is appropriate for a Board to be deciding; able to exercise judgement about when a decision is needed; comfortable making difficult or unpopular decisions.
8. Interacting with others: listening skills; persuasiveness and influence in a group; sensitive to others’ perspective and values; independent when required to be.
9. Achieving results: focused on and able to reconcile / tolerate tensions between business needs and social purpose.
10. A good understanding of financial management: ability to read and understand management accounts and identify issues relevant to a Board.
11. An awareness of the needs and aspirations of the older population
12. Honesty, integrity and independence
13. Flexibility: ability to attend meetings in the day or evening as required
14. IT skills: computer literate, regular user of email and internet