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**JOB DESCRIPTION**

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| **Role** | Non-Executive Director |
| **Responsible to** | Company Chairman |
| **Key Relationships** | Non-Executive Directors, Executive Directors, SMBCContributors’ Committee |
| **Main purpose of Job:**  |
| * The Non-Executive Directors are responsible for constructively challenging and contributing to the development of strategy for Totally Local and its subsidiary company. This includes the appraisal of profitable opportunities beyond SMBC for reinvestment into local services supporting the businesses and citizens of Stockport.
* They are responsible for scrutinising the performance of management and need to be satisfied that financial controls, governance and assurance systems are robust and transparent. This will include working to the highest standards of probity, integrity and governance.
* The Non-Executive Directors report to the SMBC Contributors’ Committee to provide assurance to the Shareholder.
* The Chairman and Non-Executive Directors are responsible for reviewing the performance of the Executive Team, determining the appropriate levels of remuneration for Executive Directors and for the appointment of independent auditors.
* Non-Executives are required to abide by the Nolan principles in public life, its Code of Conduct and the values of the organisation.
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| **Role Profile** |
| **Key Responsibilities**1. **Constructively challenge and contribute to the development of strategy.**
* Provide effective feedback, independent judgement and advice to Executive Directors on business plans and the strategic vision for the organisation. This will include holding the Executive Directors to account on strategic issues.
* Ensure appropriate controls are in place to deliver the necessary financial and human resources to meet objectives.
* Bring independent judgement and experience and apply this to the benefit of the Company, its stakeholder and the wider community.
* Contribute to the maintenance of an appropriate relationship with SMBC and its governance committee.
1. **Scrutinise the performance management of the Company and ensure that financial plans and business objectives are met.**
* Review and assess the Company’s performance across finance, operations and human resources.
* Utilise commercial expertise to review plans from a business perspective and ensure value for money and high levels of probity.
* Approve major investment plans. Monitor the performance and conduct of management in meeting agreed goals and objectives including the preparation of the annual reports, accounts and upholding other regulatory and statutory standards.
1. **Ensure financial information is accurate and that financial and risk controls and systems are robust and defensible.**
* Participate in the audit process including attendance at Audit & Risk Committee meetings, to ensure external and internal auditors have evaluated all systems and that the Company is working to appropriate standards.
* Review the risk management, governance and assurance framework of prudent and effective controls, which enable risk to be identified, assessed and managed.
* Approve the annual business plan and budget.
1. **Determine with the Chairman appropriate levels of remuneration for Executive Directors.**
* Participate in the Remuneration Committee to review performance and recommend salary proposals for the Executive Directors on an annual basis.
* Support and encourage senior Executives
* Participate in the performance appraisal of the Chairman.
* Review reports from management on any major changes in pensions and benefits for the wider workforce.
1. **Work collectively with other board members to reach decisions and uphold the values of the Company and its shareholder.**
* Uphold the culture and values of the Company and ensure that the Company promotes equality and diversity for all its staff and stakeholders. Ensure that obligations to its shareholder are understood and fairly balanced at all times.
* Engage positively and collaboratively in board discussions.
* Participate in committees or sub-committees of the board.
* Agree specific objectives with the Chairman on an annual basis
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| **Other Information**  |
| **1 Time Commitment**You will be expected to dedicate 4 days per month. Meetings are generally held during the working day. The appointment will be for a fixed period of 3 years with the option for an extension subject to satisfactory appraisal.**2 Remuneration**The remuneration for the role is £15,656 pa and taxable under Schedule E and subject to National Insurance contributions. There is the opportunity to join the NEST contributory pension scheme. Non-Executive Directors are eligible to claim expenses for travel and subsistence costs necessarily incurred on behalf of the business.**3 Equality and Diversity**Totally Local operates an Equal Opportunity policy and expects Non-Executive Directors to have a commitment to its policies in relation to employment and service delivery. |
| **Print Name** |  | **Date** |  |
| **Signature** |  |