

INFORMATION FOR CANDIDATES APPLYING FOR THE DIRECTOR VACANCY

The role of a Director

Duties and responsibilities of the Directors include:

- Thinking strategically to identify and assess opportunities and threats and plan accordingly
- Identifying key issues and developing appropriate policies
- Understanding and analysing financial statements, contributing to strategic financial planning and overseeing funding and accountability
- Identifying key risks to the organisation including legal and regulatory compliance

Directors should ideally have experience in not-for-profit corporate governance and knowledge of best practice in running membership organisations.

The current vacancy

There is one vacancy on the board. The initial term of office will run from appointment (April/May 2014) to the AGM on 18 October 2014 when all Directors retire together but may seek re-appointment.

Eligibility

The vacancy is open to any parish or town councillor or clerk or parish meeting chairman in Northamptonshire. The candidate's council/parish meeting must be in membership at the time of application.

Northants CALC is a company limited by guarantee and you will be a company director. You should not apply if:

- You have been convicted of an offence involving dishonesty or deception (unless the conviction is spent);
- You are an undischarged bankrupt, or have entered into certain other voluntary agreements with creditors;
- You have been disqualified from acting as a company director;

How much time is involved?

Board meetings are currently held monthly alternating from Thursday mornings to Saturday mornings. Meetings are usually 2 to 3 hours in length and combine focus sessions and business meetings. The November meeting is the annual meeting of the board when the chairman is elected. Meetings are usually held in Litchborough but can take place anywhere in Northamptonshire.

A significant level of reading is often necessary to prepare for meetings and time also needs to be set aside for travel and training. Directors may from time to time be appointed to working groups, which will involve additional meetings.

Remuneration & Expenses

Directors are not remunerated but travel expenses (for travel to meetings etc.) can be reimbursed at the HMRC Approved Mileage Rate.

Electronic Communications

Candidates putting themselves forward for selection should be familiar with using email and the internet and agree to electronic working.

Director Skills and Personal Attributes

Northants CALC is looking for high-calibre individuals that will make a real difference. Candidates should refer to the Board Composition/Diversity Policy (Appendix 2) for the core skills and personal attributes that applicants will be assessed against.

Induction and relevant training is provided to new Directors when they join the board and during their term of office as appropriate.

Individual liability

The role of a Director is an important one and Directors are responsible for the assets of the Association that are held on behalf of member councils.

It should be noted that Directors can be held personally liable for loss which they may cause as a result of personal negligence or breach of trust. The Association indemnifies Directors against any expenses or liabilities incurred through acting on behalf of the Association apart from those incurred through conscious wrongdoing or fraud.

The selection process

The application form attached at Appendix 1 must be completed and returned to Danny Moody, Chief Executive by 5:00 p.m. on **Monday 7 April 2014**.

A short list of candidates will be drawn up and these candidates will be interviewed by the Appointments Panel consisting of the Chairman, the Chief Executive and an Independent Person. The Appointments Panel will assess each candidate's relevant knowledge, skills and experience for the role. Candidates will have the opportunity to ask questions about the role and the Association.

The Appointments Panel will select the most suitable candidate and make a recommendation to the board, which will make the appointment.

If no applications are received the board will operate with reduced numbers but the selection process may be repeated prior to the AGM.

Questions

If you have any questions regarding the Director vacancy or the application process please contact Danny Moody, Chief Executive, Northants CALC on 01327 831482 or e-mail dmoody@northantscalc.gov.uk.

Appendix 1 - Application Form

Application for the position of Director of the Northamptonshire County Association of Local Councils (Northants CALC) Limited.

The details you provide will be used by the Appointments Panel in drawing up the short list of candidates.

Your name:	
Your Council/Meeting:	
Your address:	
Your telephone number:	
Your e-mail address:	
Your date of birth:	
Statement of interest (please explain the reasons why you wish to be considered for appointment as a Director):	
Previous experience (please provide details of any experience, knowledge or interest which you think may be beneficial to your application):	
Memberships (include membership of any social or community organisation, such as a local authority, committee, charity or any other organisation):	
Date:	
Signed (I declare that all the information in the above form is true and correct and I am not disqualified from becoming a Director):	

Return to: Mr Danny Moody, Chief Executive, Northants CALC Ltd, 6 Litchborough Business Park, Northampton Road, Litchborough, Northamptonshire, NN12 8JB

The completed form must be returned by 5:00 p.m. on **Monday 31 March 2014**

Appendix 2 - Northants CALC – Board Composition/Diversity Policy

Northants CALC pays close attention to the composition of the board. Directors are appointed based on their ability to carry out specified roles and functions in furtherance of the Association’s mission, not on narrowly defined demographic characteristics.

The board shall look outside the strict confines of gender, race, age, and geographical location to identify individuals whose dedication and commitment furthers the board’s commitment to its core mission, irrespective of differences in basic demographic characteristics.

The board’s membership shall be drawn from a wide range of people from different backgrounds and with different perspectives and decision-making shall reflect the views and interests of all member councils.

Recruitment shall draw on the widest possible pool of talent available and shall be carried out in a systematic and open manner. The Appointments Panel shall identify the skills and attributes required of new board members and then ensure that vacancies are advertised and promoted as widely as possible to encourage the broadest range of applications.

Whilst directors may have specific areas of interest they must make decisions in the best interests of the Association as a whole and shall not represent the interests of a particular member council or group of councils.

The board shall contain a mix of parish and town councillors and clerks from across the county and from a range of sizes of council. When making recommendations on board appointments the Appointments Panel shall give regard to the following person specification:

Director skills		
Strategy	Ability to think strategically and to identify and assess opportunities and threats and plan accordingly	
Policy development	Ability to identify key issues and develop appropriate policies	
Financial performance	Ability to understand and analyse financial statements, contribute to strategic financial planning and oversee funding and accountability	
Risk and compliance	Ability to identify key risks to the organisation including legal and regulatory compliance	
Governance	Experience in not-for-profit corporate governance and knowledge of best practice in running membership organisations	
Staffing	Ability to appoint and evaluate the performance of the Chief Executive and oversee strategic workforce planning	
Business	Experience of small business including business systems, practices and improvement	

Sector skills		
First tier	Knowledge of first tier councils and their statutory context	
Local government	Knowledge of local government structures including the relationship between tiers of local government	
National perspective	Knowledge of the policy context, position and reputation of first tier councils and the wider national legislative environment	
Personal attributes		
Integrity	Committed to understanding and fulfilling the duties and responsibilities of a director and maintaining knowledge in this regard through professional development.	
Communication	Ability to be a good listener, to contribute constructively to debate and to develop and deliver cogent points of view	
Questioning/scrutinising	Prepared to ask questions and challenge management and fellow directors in a constructive and appropriate way	
Team member	Ability to work as part of a team towards shared values and goals	
Commitment	Prepared to allocate the time to make a genuine and active contribution and to attend all board meetings and events	
Influencing	Ability to communicate the Association's message and gain stakeholder support for the board's decisions	
Innovation	Ability to develop innovative approaches and new solutions to problems	
Leadership	Ability to represent the Association appropriately, to develop a culture of professionalism and to make decisions for the Association and take responsibility for them	
Diversity Monitoring		
Size of council (electors)		
District		
Clerk or councillor		