

### Process for appointment of ASDV Shareholder Committee co-opt members

#### 1. Process

It is proposed that the appointment of the ASDV co-opt members follows the normal recruitment process adopted by Cheshire East Council.

This involves:-

- Booking local advertising via Cheshire East Council's media buying contract with TMP worldwide.
- Inviting interested candidates to apply by submitting a comprehensive CV together with a supporting statement which outlines their motivation for applying for the role, and how they meet the person specification outlined in the Job Description (Below) – this will be kept to no more than 2 sides of A4 in length.
- As per normal recruitment practice, interested candidates will also be asked to nominate two referees (both should ideally be current/past employers) and complete an Equal Opportunities monitoring form .
- Shortlisting of potential applicants by a task and finish Recruitment Panel, proposed to comprise the Chairman, and 1 other nominated member, supported by the Executive Director of Place.
- Interviews of shortlisted candidates by the established Recruitment Panel, to select the new members.

#### 2. Local Advertising of Appointments

The positions will be advertised in the Recruitment Sections of the media outlets, namely:-

- Crewe Chronicle
- Wilmslow Express
- Macclesfield Express

Additionally, the adverts will also be listed on the Cheshire East Council website.

#### 3. Job Description and Person Specification

##### Role - Shareholder Committee Member

##### 1. Context

Cheshire East Council is seeking to appoint 2 x co-opt members to its Alternative Service Delivery Vehicle (ASDV) Shareholder Committee. The purpose of the appointments is to supplement the commercial and governance expertise of the Committee, with co-opt members joining 5 Elected Members of the Council, who were appointed in line with the rules of the council's constitution.

The Shareholder Committee is established to give advice and direction to the Cabinet Member/s who hold legal responsibility for making ASDV shareholder decisions. It meets Quarterly as a minimum.

ASDV's are a range of organisations that the Council has created to deliver services to residents, businesses and service users. They include companies, charities and co-operatives. The Council currently has five ASDVS being: ANSA Environmental Services, Orbitas Bereavement services, Transport Services Solutions Ltd, Tatton Park Enterprises Limited and Everybody Sport & Recreation. ESAR is outside the remit of the Shareholder Committee as it reports directly to Council's Cabinet.

## **2. Role Description**

The Key Accountabilities of the Members are:

1. To take corporate, team and personal responsibility as a Board member.
2. To offer constructive criticism and challenge and any other contributions to Board discussions and decisions to be made by the Cabinet Member (s).
3. To contribute positively to the development of the Business Plans and in relation to any other material and significant issues facing each Company.
4. To set challenging targets aimed at improving performance and delivering excellence, and against which the performance of the business can be measured and monitored.
5. To communicate effectively with Stakeholders and ensure that their objectives are met and provide a wider community perspective on the operating environment of the Companies through regular communication with other stakeholders
6. To ensure that the Companies are operated in a safe, legal, efficient and environmentally sustainable manner.
7. To participate in appropriate training on Board duties and accountabilities and to familiarise themselves with the Companies' operations.
8. Ensure that the obligations to members and other stakeholders are understood and met.
9. Promote equality of opportunity and embrace diversity in the way the organisation goes about its work.
10. To fulfil a time commitment of approximately 6 days per year as required and maintain a good attendance record at meetings.

### **3. Skills and Experience**

Whilst Committee Members are expected to have the following skills and experience, some training and development will be made available:

1. Knowledge and understanding of the development and monitoring of organisational or business strategy.
2. Understanding of the processes of planning financial control, performance management and assurance that deliver Company objectives.
3. Credibility with internal and external stakeholders.
4. Ability to understand complex strategic issues, to analyse and to resolve difficult problems.
5. Able to work as an effective member of the Board, all of whose members are equally and jointly responsible for its decisions.
6. Cognisant of the need for accountability to the Shareholders and able to bring engagement with the Shareholders and the broader stakeholder community.
7. Some knowledge and understanding of delivering commercial ventures within the current Local Government system in the UK.