

CORSERV

Role Profile Non-Executive Director

1. Introduction to Corserv Group

2. Role Overview

Title:	Non-Executive Director
Time Commitment:	Approximately two to three days per month. Board and Sub Committee meetings and Executive mentoring
Term of Office:	Three years
Remuneration:	£16,500 p.a. plus travelling and out of pocket expenses
Reporting responsibility:	The Chair of the Board

3. Mission and Objectives of the Corserv Solutions Ltd

Corserv Solutions Ltd is one hundred percent owned by Cornwall Council our Shareholder. We reflect that public sector ethos through our mission of “Working together to improve the lives of people in our communities”. However, we are a commercial business who aim to produce profit that can be reinvested to deliver public services within Cornwall. An especially important purpose given the challenges within Local Government Finance.

Each and every one of our teams help to improve the lives of Cornish residents and visitors, whether that’s by providing care, helping make our roads safer, ensuring people have a safe and well-maintained home or a clean and safe environment to work in.

- Cormac improves our highways and the environment so that we can travel safely and enjoy our local area. It also unlocks economic growth by designing and building infrastructure projects
- Cornwall Airport helps local residents fly to global destinations and brings visitors from far and wide to enjoy our county



- Our Community Care Services provide care for people who need extra help living at home, and give our residents continued independence
- Our Facilities Management Service provides high quality services within both residential and commercial locations across Cornwall for a variety of organisations

Our vision to improve Cornish lives shapes our work ethic and our working practices. It is the reason that we exist and how we ultimately measure our success.

Everything we do helps shape Cornwall and its economic growth. We aim to extend our reach by working on projects, or delivering services in Devon, Dorset, Somerset and beyond.

Our vision for the future includes:

- Cormac to become the provider of choice for managing and maintaining our highways, environment and transport needs
- Cornwall Airport to become the first-choice regional airport in the Southwest for airlines and passengers
- Jobline to be the recruitment agency of choice in its chosen industry sectors and location
- Facilities Management to become total facilities manager of choice in the region
- Community Care Services to grow and develop new services and invest in reablement and domiciliary care

4. Core Values

Our values shape everything that we do across our Group. From construction to care services, from travel to transport and everything else in between.

Our values guide the way we work with our business partners, within our communities and with each other.

Collaborative - working and supporting each other to serve our communities

Innovative - always looking to improve and modernise

Trusted - we are open and honest and do what we say we'll do

Positive - we are optimistic and believe in doing the right thing

Our strategic priorities reflect our values and centre around people, service excellence, collaboration, innovation and sustainability.

5. Board Overview

Board

The Board of Directors, Non-Executive Directors are ultimately and collectively responsible for all aspects of the performance of the Group and play a crucial role in bringing an independent perspective to the boardroom. Board Directors act for the

benefit of the Company and are responsible for ensuring the Company vision and values are defined and corporate objectives achieved.

The Board is ultimately responsible for setting and overseeing delivery against the company's business objectives. This includes:

- Setting strategy and the overall direction of the Company
- The monitoring of performance and delivery of key change programmes
- Ensuring that the Company has the resources to meet its legal, financial and other statutory obligations

Maintaining a positive relationship with our Shareholder, Cornwall Council, and ensuring the Group is strategically aligned with the Council's objectives

In carrying out the above, the Board delegates the day-to-day management of the Company to the Managing Director and their leadership team.

Governance Structure

The Corserv Board currently has 4 members. Due to time-served retirements and a restructuring of the Company's business it is now the right time to look for new board members.

Accounting for the Group's performance to the shareholder

All directors have a duty under section 172 of the Companies Act 2006 to act in good faith, in the way they consider would be most likely to promote the success of the company for the benefits of its members as a whole, and in doing so, have regard (amongst other matters) to:

- (a) The likely consequences of any decision in the long term,
- (b) The interests of the company's employees,
- (c) The need to foster the company's business relationships with suppliers, customers and others,
- (d) The impact of the company's operations on the community and the environment,
- (e) The desirability of the company maintaining a reputation for high standards of business conduct, and,
- (f) The need to act fairly between members of the company

6. General Information

Terms & Conditions of Employment

Full details will be made available to the successful candidate at offer stage

Salary

Salary will be £16,500 per annum to cover attendance at the Company Board on a monthly basis and to sit on or Chair one of our Committees being Audit and Risk or Remuneration and Nomination.

Right to Work

If you are shortlisted for interview, you will be asked to provide original documentation pertaining to your entitlement to work in the UK in line with a list of acceptable documents which will be provided during the interview process.

7. Job Description & Person Specification

The Role:

As a Non-Executive Director, your role will be to develop and shape the corporate agenda, ensuring that the best interests of residents and local communities are at the heart of what we do.

Critically you will bring commercial expertise from your years within industry to help us drive our commercial growth agenda and achieve best in class margins within our divisions.

You will provide guidance, strategic advice and constructive challenge, holding Executive Directors to account for the performance of the Group in meeting agreed goals and objectives. Driving a culture of performance, innovation, and excellence you will be an ambassador for Corserv, working in partnership with the external stakeholders.

A key aspect of the role will be the support and mentoring you will bring between meetings to the Executive Team using your wide industry knowledge and experience to assist with developing external pipeline and bid activity.

Main Responsibilities:

- Working closely with the Chair and other members of the Board, have a strong commitment to the principles of the Group and its shareholder and provide strategic direction, leadership and challenge at the Board of Directors.
- Support the business in working in a public sector environment whilst driving commercial growth and long-term sustainable profit to the shareholder
- Make an active contribution to the success of the business through the provision of strategic and commercial insights, and independent, constructive challenge.

- Provide independent and impartial counsel to the Chairman and the Shareholder as required.
- Scrutinise and monitor the company's performance in meeting agreed goals and objectives. In particular to ensure that change programmes are delivered to time and budget and commercial growth is on target.
- Ensure that high levels of accountability, best practice, and corporate governance are delivered.
- Regularly refresh your skills in relation to our business environment and regulations within which we operate.
- Ensure that the people policies align to business strategy/growth plans and ensure that employees are heard at Board

Other Duties

The duties listed are not exhaustive and may be varied, therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by the Chair, including:

- Carrying out duties as appropriate including occasional travel to offices and sites as required.
- Demonstrating personal commitment to the Corserv Group Social Value and Sustainability Strategy.

Person Specification			
Category	Requirement	Essential or Desirable	Assessment Method Application Form (A/F), Interview (I), Test (T)
Qualifications/ Knowledge/ Training	Significant experience at Executive Level within a Commercial/Care Setting	Essential	AF/I
	Clear knowledge of CQC Regulations and Standards		
	Demonstrable Knowledge and genuine interest of health/social care, culture and innovation	Essential	AF/I
	OR		

	<p>Significant experience at Executive Level within a Commercial setting</p> <p>Demonstrable success on delivering sustainable commercial growth</p>	<p>Essential</p> <p>Essential</p>	<p>AF/I</p> <p>AF/I</p>
Experience	Board experience gained in a health or social care related or commercial environment	Essential	AF/I
Skills/Abilities	<p>A willingness to listen and engage in creative discussions with the ability to communicate complex ideas in simple language</p> <p>Ability to work collectively as a strong team player who is prepared to challenge appropriately, whilst remaining supportive of the management team</p> <p>Strong business acumen, alongside a clear focus on people and values aligned to Corserv culture</p> <p>Strong financial acumen</p> <p>Excellent interpersonal skills</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>I</p> <p>I</p> <p>AF/I</p> <p>AF/I</p> <p>I</p>
Other Requirements	<p>Genuine commitment to residents and the promotion of excellent services.</p> <p>Full UK Driving Licence to fulfil any required travel within the role</p> <p>Prepared to undertake a DBS check</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>I</p> <p>AF</p> <p>I</p>
General			
Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.			

It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.

The individual is required at all times to comply with the provisions of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.

We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.

If you are passionate about making a difference and helping us grow our Company in order to add value back to the People of Cornwall, with the relevant skills and experience, then we are keen to receive an application from you.