

SHAREHOLDER COMMITTEE

23 OCTOBER 2018

APPOINTMENT OF NON-EXECUTIVE DIRECTOR

1.0 Purpose of Report

1.1 To consider and approve the appointment of Mark Stevenson to the post of Non-Executive Director and the Terms and Conditions of the Non-Executive Director to Arkwood Developments Ltd.

2.0 Background Information

2.1 The governance agreement between Newark & Sherwood District Council and Arkwood Developments Ltd. includes the ratification of the appointment of Directors to the Company by the Shareholders Committee.

3.0 Proposals

3.1 Arkwood Developments have carried out a recruitment campaign to identify a suitable candidate for the position of Non- Executive Director. A Non – Executive Director acts as a Chair of the Board of Directors, offering guidance, support, expertise and an objective perspective to the Board on the key matters of strategy, operational management, organisational structure and development, commercial and financial affairs, and risk management.

3.2 The appointment of a Non-Executive Director is not that of a direct employee. Therefore the post is appointed to in terms of ‘engagement on a contract for services’ and is for a 2 year fixed term period.

3.3 Attached as **Appendix A** are the proposed Terms and Conditions for the Non- Executive Director. It is proposed that the remuneration for this post is £12, 000 per annum with the requirement to work at least 15 days per annum.

3.4 Attached as **Appendix B** is the full role profile for the post.

3.5 A two stage interview process was conducted, with the final selection process taking place on Friday 12 October 2018. Representatives from the Board of Arkwood and Shareholder’s Committee were present at the final interview.

3.6 It is proposed that Mark Stevenson is appointed to the role of Non-Executive Director. Attached as **Appendix C** is the proposed appointee’s Curriculum Vitae which is an exempt paper.

4.0 Equalities Implications

4.1 The terms and conditions attached have been developed with regard to equalities legislation to ensure compliance. The appointment of a Non-Executive Director is not that of a direct employee. Therefore the post is appointed to in terms of ‘engagement on a contract for services’ and is for a 2 year fixed term period.

5.0 Financial Implications

5.1 The remuneration for the post has been set at £12,000 per annum and will initially be met from set up costs. In subsequent years, all costs will be met as per the funding mix as agreed at Policy & Finance Committee in January 2018.

6.0 RECOMMENDATIONS that:

- (a) the appointment of Mark Stevenson to the post of Non-Executive Director to Arkwood Developments Ltd be approved; and**
- (b) the terms and conditions of the Non-Executive Director of Arkwood Developments Ltd. be approved.**

Reason for Recommendations

To approve the appointment of Mark Stevenson to the post of Non-Executive Director and to approve the terms and conditions of the Non-Executive Director to Arkwood Developments Ltd.

Background Papers

Nil

For further information please contact Natalie Cook on Ext 5275

Kirsty Cole
Deputy Chief Executive