



## **TWO NON-EXECUTIVE DIRECTORS**

### **Quercus 7 Limited**

#### **Payment - Non-Executive Director £X**

Sevenoaks District Council covers almost 142 square miles with nearly 60% of the District being made up of Areas of Outstanding Natural Beauty. There is now an exciting opportunity to be part of Quercus 7 Limited, a generic trading company which will concentrate on property development as its main activity. This new venture is pioneering and aims to increase investment income for Sevenoaks District Council and to make Sevenoaks District Council more self-sufficient, as well as to deliver social outcomes and add financial value to the District.

We are now recruiting two non-executive directors, one of whom may be appointed as Board Chair, who will form part of the Board of Quercus 7 Limited and have responsibility for the governance of this new business opportunity. The core requirements for Board Members are strong entrepreneurial backgrounds, including risk management, and relevant professional experience in property investment and corporate governance.

Quercus 7 Limited is a new company limited by shares with Sevenoaks District Council as its sole shareholder. This is an exciting time to join the Board as the successful candidates will have responsibility for taking forward the next phase of property development projects for the benefit of Quercus 7 Limited and its shareholder, Sevenoaks District Council.

## Appendix B

We are looking to recruit a Board that is balanced and comprised of business professionals who have a track record of building commercial value and translating strategic visions into priority investment and ultimately business success.

Further details of each role are contained within the recruitment pack. For additional information, or an informal discussion about any role, please contact [insert name] on [insert contact number].



## TWO NON-EXECUTIVE DIRECTORS

Quercus 7 Limited (the 'Company')

Job Descriptions

January 2016

### Role Profiles

#### Non-Executive Director

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| <b>Role Summary:</b>  |
| To ensure the success of the Company by maintaining compliance with legal and regulatory obligations and setting and monitoring the strategic direction of the Company. Each Non-Executive Director is expected to contribute to and share responsibility for decision making at Board level. |
| <b>Main Responsibilities:</b>   |
| To approve ambitious but financially prudent business plans, budgets and accounts.  |
| To monitor organisational performance of the annual business plan, budgets and accounts and to monitor the performance and conduct of management in meeting agreed goals.   |
| To contribute to Board discussion of agenda items and to provide independent  |

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| judgement and advice on strategic aims.   |
| To ensure that Company performance is subject to appropriate and effective controls where risk can be assessed and managed.                                     |
| To ensure that the Company's affairs are conducted lawfully and in accordance with regulatory requirements.   |
| To make sure that all decisions taken by the Board are in the Company's best interests.   |
| Develop a good working relationship with other Board members.   |
| Maintain Company confidentiality.   |
| To represent the Company externally as required; acting as an ambassador for the Company.   |
| <b>Business Skills/Experience:</b>  |
| Board or senior management level experience in a property investment company.   |
| Experience engaging positively and collaboratively in Board discussions.  |
| Knowledge and understanding of complying with corporate governance.   |
| Experience of risk identification and risk management.  |
| Understanding of financial planning, monitoring financial performance and accounting.   |
| Ability to communicate and engage in discussions including listening to and considering the views of other Board members, and accepting challenge of own views. |
| Communicating with clarity; strong interpersonal skills and negotiation skills.   |
| Ability to critically evaluate information and constructively challenge the Board where required.   |