

CEPC CHAIR

Job Description as at March 2021

Role Purpose:

To provide leadership and direction to the Board, enabling Commissioners to fulfil their responsibilities for the overall governance and strategic direction of the Commission. To work with Commissioners and the Director to develop the organisation's aims, objectives and goals in accordance with the statutes, ensuring that the Commissioners' decisions are acted upon and the organisation managed in an effective manner.

Key Responsibilities: Board Leadership

Chair and oversee the performance of the Board, ensuring its effectiveness in all aspects of its role and set a Board agenda which is primarily focussed on strategy, performance and accountability, ensuring that issues are reserved for Board decision as appropriate and in line with the governing statutes.

Ensure, in conjunction with the Director and the Audit & Risk Committee, that the Board is able to regularly review major risks and associated opportunities and to satisfy itself that systems are in place to take advantage of opportunities, manage and mitigate the risks.

Ensure that the Commissioners receive accurate, high quality and timely information and reports to enable them to effectively monitor all aspects of the organisation's operation.

Ensure that the Board fulfils its duties to ensure the sound financial health of the Commission, with systems in place to ensure financial accountability.

Ensure the Board has effective decision-making processes, is fully appraised of the Commission's strategic direction and statutory responsibilities and has the opportunity to debate and contribute to major proposals.

Ensure the Board's Committees are properly structured with appropriate terms of reference.

Chair the Finance & General Purposes Committee whose terms of reference include ensuring regular consideration of succession planning, as well as the composition of the Board and its Committees.

Facilitate the effective contribution of Commissioners and encourage open constructive communication, both in and outside the Boardroom, between Commissioners and the executive team.

Stakeholder Relationships

In conjunction with the Director ensure effective engagement with stakeholders including to understand issues and develop relationships.

Governance

Promote high standards of integrity, probity, ethics, diversity and inclusion.

Ensure the organisation operates to the highest standards of governance and that its governance arrangements are working effectively.

Develop the knowledge and capability of the Board.

Lead an evaluation of the performance of the Board, its Committees and individual Commissioners on a regular basis and act on the results by recognising the strengths and addressing the weaknesses of the Board.

Relationship with the Director

Establish and build a strong, effective and constructive working relationship with the Director, ensuring that he is held to account for achieving agreed strategic objectives.

Support the Director, whilst respecting the differing responsibilities of the roles of Chair and Director.

Ensure regular contact with the Director to develop and maintain an open and supportive relationship and to maintain an overview of the Commission's operations.

Conduct an annual performance and remuneration review for the Director in consultation with other Commissioners.

Ensure the Director has the opportunity for professional development.

Person Specification

(in addition to the requirements for any Commissioner and noted on their Job Description)

CEPC ratepayer/resident

Understanding of the organisation, its governing statutes and the environment in which the Commission operates

Ability to chair meetings and significant experience in so doing

Ability to influence others without dominating

Strong and resilient personality

Excellent communication and interpersonal skills

Able to devote of the order of half a day a week