

## **Appendix 2 – Outline job description for Non-Executive Advisors**

### **Status of Non-Executive Advisors**

The Non-Executive Directors will be appointed as self-employed consultants. They will not be Trustees or Directors of the Council.

Fees will be paid at the rate of £1,000 per day.

The role is expected to last for 12 months from July 2019 to June 2020.

They will work no more than 12 days per year.

### **The role of the Strategic Programme Board (SPB)**

The purpose of SPB will be to support the Council, providing advice and input, on the following key areas of improvement activity.

- waste management and industrial relations
- vulnerable adults and children
- financial resilience
- risk management
- good governance and cultural and organisational development
- peer support to the Chief Executive and Cabinet in leading the transformation process.

The SPB will meet quarterly to formally review reports for Cabinet, Scrutiny and Audit Committees in relation to Council improvement.

It will also review and validate voluntary reports to the Secretary of State in Autumn 2019 and Spring 2020.

### **What is expected of Non-Executive Advisors?**

Non-Executive Advisors will be expected to bring independent judgement, external perspectives and advice on issues of strategy and performance in relation to the key areas of improvement above.

They will be expected to attend each SPB to:

- ensure that the board sets challenging objectives for improving its performance across the key areas
- constructively challenge and influence the board's decisions to ensure the Council continues to improve in the key areas whilst acting in the best interest of Birmingham residents
- hold the board to account for the delivery of strategy.

Following the first SPB each Non-Executive Advisor will be expected to specify their key lines of enquiry that they intend to pursue throughout the year.

They are also expected to offer support outside the board meetings, of at least 12 days over a 12 month period. Non-Executive Advisors should act as critical friends to the Council, helping it to:

- review and assess current activity
- assist in the formulation of effective strategies
- ensure the integrity of reporting mechanisms, and financial and performance intelligence.

All Non-Executive Advisors will wish to engage elected members as part of their due diligence and opportunities will be provided to spend time with individual portfolio holders and with Cabinet as a whole.

### **Resolution of disputes**

In the event of disputes for example where Non-Executive Advisors feel that their advice is not being given due regard, the matter will be escalated to the Leader of the Council for resolution.

### **Contractual issues**

The Cabinet report that authorised the appointment of Non-Executive Advisors made reference to the following contractual issues:

- To protect the Council for any loss, liability, costs, damages or expenses arising from any breach of the contract including any negligent or reckless acts or omissions in the provision of services, a liability clause will be inserted into the contract with a cap up to a maximum of 150% of the indicative contract value (equivalent to £18,000)
- The advisor will be indemnified from future risks resulting from their advice
- The advisor will be required to have the necessary insurance in place
- Data Protection and confidentiality provisions must be adhered to
- The advisor will be required to inform the Council of any conflicts of interest that arise
- The Council retains intellectual property rights over material produced by the advisors on behalf of the Council

- The contract will be terminated if the advisor causes any reputational damage to the Council.