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**Non-executive board member**

**Application information pack**

## Information about the role

### Period of Appointment

The appointment will be for a period of two years with the option of reappointment up to a maximum of 6 years, subject to a satisfactory performance assessment and meeting the continuing requirements of AiB.

### Time Commitment

Non-executive board members are expected to attend the quarterly meetings of the Advisory Board and quarterly meetings of the Audit and Risk Committee or the Policy and Cases Committee. There may be additional ad-hoc meetings.

As an Advisory Board member, the minimum time expectation will be four days per annum. This will increase to approximately eight to ten days per annum for membership of the Audit Committee or Policy and Cases Committee.

Meetings take place both virtually over Microsoft Teams and in person at the AiB office in Kilwinning, North Ayrshire. On occasion alternative Scottish Government offices may be used.

### Remuneration

Posts are non-salaried and non-pensionable, but currently attract a daily rate of £261 for attending meetings and related work. Reasonable travel and subsistence expenses and any dependent carer expenses will also be reimbursed.

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## The role of the board member

### General Duties – Advisory Board

Non-executive board members are members of AiB’s Advisory Board and play a key role in:

• helping to shape the organisation’s strategic vision

• contributing to and participating in the effective running of the Advisory Board

• using external experience to provide constructive and effective challenge in Advisory Board discussions and decision-making

• providing independent advice on corporate level management issues and proposed solutions

• supporting the promotion of AiB’s reputation with our key stakeholders and customers

As an executive agency of the Scottish Government, non-executive board members are appointed on merit by the Chief Executive and are not ministerial public appointments.

### General Duties – Audit Committee

AiB’s Audit Committee is designed to support, through a process of constructive challenge and review, the Chief Executive, in their capacity as Accountable Officer (AO), particularly in relation to their responsibilities for issues of risk, control and governance. This includes reviewing the reliability, integrity and comprehensiveness of assurances in meeting the AO’s assurance needs.

The Audit Committee will advise the AO on:

• the strategic processes for risk, control and governance

• the processes and procedures for ensuring that material business risks are properly identified and managed and that appropriate systems of monitoring and control are in place

• material breaches of risk limits whether caused by control weakness or breakdown, dishonesty, fraud or negligence, ensuring that management action in response is commensurate to the breach reported

• the planned activity and results of both internal and external audit

• the adequacy of management response to relevant issues identified by audit activity or by Parliamentary Committees

• assurances relating to corporate governance requirements e.g. certificates of assurance and issues relating to the AO’s signing of a governance statement the adequacy of fraud and whistle blowing procedures and the key issues emerging on a regular basis

### General Duties – Policy and Cases Committee

AiB’s Policy and Cases Committee provides the Chief Executive with advice on challenging cases and policy issues which may:

• be complex

• be potentially high profile

• have a reputational risk

• require consideration of a change to legislation

• have a public interest where pursuit would be at public expense not recoverable from anticipated case income and/or set a case precedent

Advice given by the Committee does not constitute legal advice. If legal advice is required, it will be provided through the Scottish Government Legal Department or one of AiB’s legal agents.

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## Person Specification

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|  | **Essential** | **Desirable** |
| **Experience** | Specialist knowledge and experience at a strategic level with a background in any of the following sectors:   * Creditor organisations engaging with individuals with problem debt – ideally with an in depth knowledge of Scottish insolvency legislation; or * Academic research into insolvency matters; or   + Accounting and corporate governance with CCAB or equivalent qualification | Stakeholder relationship management and corporate communications  Previous or current experience in a non-executive role |
| **Knowledge** | Knowledge of business and strategic planning, corporate governance and accountability  Knowledge of digital development and cyber risk | Knowledge of Scottish bankruptcy and related legislation  Membership of a relevant professional body |
| **Skills** | Highly developed interpersonal skills, including communication, influencing, motivating and negotiating, including the ability to provide constructive challenge | A demonstrated approach and commitment to personal learning and development |