

## Role Description

Organisation:	Primary Eyecare Services
Title:	<b>Director</b>
Hours:	4 x Board Meetings per annum plus additional meetings as required
Remuneration:	£600 per board meeting (~1.5 days work involved for each)
Term:	3-year term with ability to be appointed for a further term

### Primary Eyecare Services

Primary Eyecare Services (PES) has been established to provide high quality eye care services from a large network of optical practice subcontractors across England. PES currently contracts with ~70 NHS commissioners and has a total invoiced income of ~£12million.

### Role Purpose:

As a director of Primary Eyecare Services Ltd ('the Company'), you are entrusted with the key oversight role of the Company's activities, along with your fellow directors (the Board) -and supported by observers.

The PES board of directors is made of people with a wide range of skills and experience – all supporting PES by providing governance and oversight of PES operations.

The PES board is made of 6 directors (inc the current chair and past chair). In addition, there are a number of observers who regularly attend board meetings (representing LOCSU, AOP, FODO, ABDO).

Note these are non-executive positions, PES has an established executive team who attend and report to the board.

While there are few restrictions to becoming a company director - you must be over 16, not be disqualified from being appointed as a director, or be an undischarged bankrupt – you do have a number of responsibilities and duties which you must adhere to.

### Responsibilities:

Company directors are responsible for the governance of the Company. As a Company director you must agree to promote the following:

- Inclusivity: open to all local GOS contractors that choose to participate as a subcontractor to the Company and are accredited.
- Cooperation: work closely with LOCs to achieve shared goals through the memorandum of understanding.
- Transparency:
  - Directors must declare any potential conflicts of interest (see below).
  - Directors have a fiduciary responsibility to Company

Directors must meet the key duties as stated in the Companies Act 2006:

1. A duty to act within their powers, and must act in accordance with the company's constitution.
2. A duty to promote the success of the company (including considering the interests of the company's employees, the community and environment, the company's reputation, and the company's members).
3. A duty to exercise independent judgment.
4. A duty to exercise reasonable care, skill and diligence, to a degree expected of someone with the knowledge, skills and experience of a given director.
5. A duty to avoid conflicts of interest.
6. A duty not to accept benefits from third parties – to avoid potential conflicts of interest, and accusations of bribery, for example.
7. A duty to declare interest in proposed transaction or arrangement – again, to minimise any potential conflicts of interest.

### **Financial Responsibilities**

The Company's directors are responsible for ensuring that the Company's accounts are accurate and that these accounts and any outstanding tax are submitted on time.

Although the Company's accountant will most likely undertake the preparation work, and submit the relevant forms, its directors are ultimately responsible in the eyes of the law.

Some members of the board will be asked to support various sub committees – one such example being an Audit committee.

### **Other Responsibilities**

- Ensure the Company complies with the requirements of any contract entered into, including the NHS Standard Contract. This includes ensuring all policies and templates are in place and have been signed off by the Board, including information governance requirements. This also includes signing a confidentiality agreement and abiding to the confidentiality code of conduct.
- Ensuring that the Company is adequately insured.

### **Note:**

Those who work for PES or associated parent companies (i.e. LOCSU or its parent companies) will be **ineligible** for these posts.

Post will be recruited with a view to ensuring we achieve a board with a range of skills as the core determining requirement but will also take into account a need to ensure a board that reflects the geography that PES covers and the diversity of the sector in terms of disciplines and business types.

<b>PERSON SPECIFICATION</b>			
		<i>Essential / Desirable</i>	<i>Method of Assessment</i>
<i>Qualifications</i>	Undergraduate degree or equivalent (e.g. professional qualification)	D	Application form / interview
	Qualified optometrist or Dispensing Optician	D	
	Optical Contractor or Performer	D	
<i>Experience</i>	Demonstrable experience at a senior management level – board or operational level.	E	Application form / interview
	Experience in delivering community optometry services via LOC companies with specific experience around governance	D	
	Experience of LOC company and community optometry service governance.	D	
<i>Management and leadership skills</i>	Ability to support new initiatives	E	Application form / interview
	Excellent interpersonal skills	E	
	Ability to cope effectively under pressure whilst delivering results	E	
	Demonstrate ability to work effectively as a team member assisting colleagues to deliver objectives.	E	
	Ability to express information in a clear, concise and understandable way both verbally and in writing.	E	
	Champion for Primary Eyecare Services and Optometry	E	
<i>Other</i>	Act in ways that support equality and promote diversity	E	Application form / interview