

## Reading Buses - Appointment of Non-Executive Directors

### Draft Non-Executive Director Job Description

#### Background

Reading Transport Ltd (RTL) (trading as Reading Buses) is a wholly owned subsidiary of Reading Borough Council (RBC). It is a local authority controlled company which operates day to day on an “arms-length” basis from RBC. RTL is one of the few remaining municipal bus companies in the country and has been recognised nationally over several years winning or being shortlisted for various awards.

The company has invested heavily in environmentally sustainable vehicles and has a track record of delivering social value.

Following a period of rapid expansion over recent years, including the acquisition of two subsidiaries, closely followed by the impact of Covid 19, the Company are now focused on recovery and consolidation, ensuring the viability of RTL in the long term. As part of that recovery RTL are seeking a number of new Non-Executive Directors to join their Board.

#### Job description

As a member of the Board, Non-Executive Directors are expected to invest a suitable amount of time on a flexible basis each month, sufficient to effectively review, oversee and inform the plans and performance of the Executive Directors in their stewardship of RTL. Non-Executives should plan to allow sufficient time outside Board meetings to familiarise themselves with Board papers and other relevant background material.

Non-Executives are expected to provide objective, independent advice to help the Senior Leadership Team deliver the best possible results for the business, acting as a “critical friend” in bringing support which draws on personal experience from their own field of expertise. However, Non-Executive Directors are not expected to become involved in the day to day running of RTL.

Non-Executive Directors are also expected to ensure RTL operates to appropriate standards of Corporate Governance and keep abreast of wider developments in both the Transport Sector and commerce generally (e.g. IT, employment policies, diversity issues).

On joining the Board, Non-Executive Directors are expected to commit sufficient time to complete a comprehensive induction process. Thereafter they are expected to ensure that their knowledge of the business and sector remains up to date.

Non-Executive Directors are expected to attend monthly RTL Board meetings as required together with an annual “away day”. In normal times, Board meetings are held at RTL’s offices in central Reading.

### Term of appointment

Non-Executive Directors are appointed for an initial term of four years which may be extended by a further four years by mutual agreement.

### Remuneration

Non-Executive Directors are paid an allowance of £x,xxx for the required Board meetings, events and other activities set out above.

### Person Specification

Candidates for the role of Non-Executive Director at RTL should demonstrate a range of personal qualities including the following;

- Ability to see the “big picture”
- Knowledge of Corporate Governance
- An independent mindset
- Experience of stakeholder management
- Demonstrable energy and commitment to the role
- Specialist skills and knowledge relevant to an individual’s background (not necessarily from the Transport sector)
  - Significant Financial Experience, Accountant
  - Communications, Customer Relations
  - Human Resources including Trade Union Negotiations
  - Marketing
- Professional qualifications relevant to the individual’s background

### Selection process

It is proposed that the opportunity to apply to become a Non-Executive Director of RTL will be advertised in the Guardian and other appropriate press. All candidates wishing to apply for the role of RTL Non-Executive Director will be required to submit a CV setting out their relevant experience/ expertise and will be selected following an interview process involving current RTL Board members and Shareholder representatives.

**Proposed Timetable**

<b>Activity</b>	<b>Date</b>
Report to Policy Committee in its Capacity as Shareholder	14 <sup>th</sup> June 21
AD Legal and Democratic Services revises Articles	July/August 21
Job and Person specification and route to market agreed	July/August 21
Current Non Executive Board Members served notice	Late September 21
Advert placed	October 21
Interviews	November 21
Appointments Confirmed by Policy Committee as Shareholder	13 <sup>th</sup> December 21
Appointees take up their roles	1 <sup>st</sup> Jan 2022
Induction Process	January 22