



LOCSU Board of Directors

Vacancy: Board Director (clinical and able to represent views of LOCs) x 4

Applicant Pack

February 2023

Introduction

The Local Optical Committee Support Unit (LOCSU) was set up to support Local Optical Committees to fulfil their statutory functions and so that GOS contractors and performers can deliver NHS eye care effectively in their areas.

The Board

LOCSU Board currently has ten members and a non-executive Chair. It has two Board Directors from each of our founder bodies: the Association of British Dispensing Opticians (ABDO), the Association of Optometrists (AOP) and the Federation of Ophthalmic (and Dispensing) Opticians (FODO) as well as four Board Directors (clinical - practicing optometrists or dispensing opticians, drawn from LOCs and able to represent LOC views). For the rest of this document these roles will simply be referred to as Board Directors (clinical).

The LOCSU Board has a vital role in the governance of the organisation; ensuring it is effectively and properly run and is meeting its overall purpose. Our Board Directors have a wide range of knowledge and experience.

We are currently looking to recruit four new Board Directors (clinical), able to bring forward views and knowledge gained from LOCs in England to inform Board discussions and decisions. These individuals will be excellent strategic thinkers, with a passion for improving opportunities and outcomes for community services. These roles will offer individuals the opportunity to use their skills and expertise at an exciting and challenging time for LOCSU and eye care within England.

Being a board member is a responsible but rewarding role. If you have the skills and experience, I do hope you will consider this leadership opportunity and apply.

Dr Joy Tweed, Chair LOCSU

Are you looking for an opportunity to apply your professional experience to strategic influence? Do you want to expand your knowledge through a portfolio career? Can you bring leadership, strategic decision making and governance skills to the world of LOCs?

You will be invaluable to the LOCSU Board as we seek to recruit four Board Directors (clinical), to ensure we fulfil our primary purpose of supporting LOCs to fulfil their statutory functions and so that GOS contractors and performers can deliver NHS eye care effectively in their areas.

What... Roles

Vacancy x 2: Board Director (clinical) 2-year term

Vacancy x 2: Board Director (clinical) 3-year term

Reimbursement - £342 day rate (7 hours)

The exact number of days required for the role will vary, depending on appointment to other committees, such as audit. However, as a guide, the role is envisaged to require around 10 days each year, with additional correspondence between meetings.

These vacancies are due to three Board Directors (clinical) having reached the end of their elected term, with the likelihood of a further vacancy in the near future.

Why...

Becoming a LOCSU Board Director is a fantastic opportunity to use your skills, share your knowledge and expertise and contribute to the future of LOCs and primary eyecare in England. Whilst giving back to the profession, you can build on your strategic decision-making at a senior level as part of a portfolio career. You will make a significant contribution to the LOCSU Board and LOCs across England, elevating the LOC voice and ensuring LOCs remain the central focus of LOCSU work through facilitation of a two-way dialogue between LOCs and LOCSU.

Who...

It is vital as a Board that we have individuals with the right expertise in leadership, relationship engagement, LOC and clinical work, along with an excellent understanding of good governance.

As a Board Director (clinical), you will be responsible along with the rest of the board for jointly:

- Holding the LOCSU executive team to account, ensuring outstanding support for all LOCs through effective and efficient performance.
- Delivering strategic leadership that ensures clarity of purpose, vision and strategic direction.
- Overseeing financial performance to ensure all LOCs receive best value for their levy.

- Upholding the highest standards of governance.
- Ensuring the LOC voice is reflected in all LOCSU Board discussions.
- Ensuring LOCs are fully engaged and aware of national LOCSU work.

A strong LOCSU Board comprises a diverse blend of individuals, with a good mix of professional expertise, capable of representing the communities they serve. We are looking to further enhance the existing strong skills mix on our Board so in addition to generic leadership skills, experience in at least one of the following areas will be beneficial:

- Financial management
- Training & development
- Communication, engagement and influencing
- LOC & practice management
- Estates, infrastructure (including IT) and sustainability
- Research, data and innovation

Insights from an array of backgrounds will ensure LOCSU make informed decisions on matters that impact LOCs, practices and the patients they serve. We consider it vital that our Board reflects our LOC membership, and we are keen to attract applicants from a wide range of backgrounds. With a strong focus on inclusion for all, we particularly welcome applications from women, people with disabilities, LGBT+ candidates and those from Black, Asian and Minority Ethnic backgrounds.

Prior board experience is not required as training and development in respect of the role and function is available, as well as support from existing Board Directors; however, a willingness to speak up, contribute and challenge as well as a desire to make a difference is a prerequisite. You will represent LOC views, but it is important to note that you will be personally appointed as a company director, responsible along with other directors for the success of LOCSU. You should be willing and able to contribute to collective and effective decision-making by the Board and to act at a strategic level.

When...

The LOCSU Board meets a minimum of four times per year (London) and Board Directors may also be involved at other times, as needed. Additional vital meetings include National LOC Forum attendance four times per year (virtual) and the National Optical Conference (two-day commitment, usually November).

The appointments will commence 1 April 2023 and will be for terms of two or three years, so as to stagger future director appointments and retain organisational memory.

Want... more information?

Existing and outgoing LOCSU Board Members will be happy to provide working insight on these roles and the opportunity they afford. Please do contact existing LOCSU Board members including:

Joy Tweed, LOCSU Chair – Jtweed@locsu.co.uk

Abi Page, LOC Rep & Remuneration Committee Chair – abi.page@icloud.com

Matt Jinkinson, LOC Rep & Audit Committee Chair – matt.jinkinson@googlemail.com

How...

Please complete the application form included in this pack and return to Jacque Fooks, LOCSU Office Manager, jacquefooks@locsu.co.uk no later than **Tuesday 7 March by 12 noon**.

Further information

Process of appointment

Appointment will be on merit, with applications short-listed following submission of a personal statement and then competencies assessed at interview.

We are interested in hearing from a wide range of candidates with a variety of experience and backgrounds. Candidates are not required to hold an officer role within their LOC; however, they are required to be a member of an LOC and have confidence they have a strong and active understanding of LOC work. A critical element of the role is to act as a vital conduit between LOCs across England and the LOCSU Board, ensuring the LOC voice is elevated and enriches LOCSU decision making.

We have provided nomination and declaration of interest forms for all interested candidates to complete. Regional Forums, facilitated by a LOCSU Optical Lead, will review the nomination to ensure there is no known just impediment preventing the nominee fulfilling the role which they apply. Regional Forums will not see the personal statement submitted.

Each candidate will be considered based on the content of their personal statement and assessed against the essential criteria and board competencies. A short-list will then be drawn up for interview, taking into account the Regional Forum validation and any concerns noted. At interview, the applicant will be assessed against the board competencies and the interview panel will seek to appoint people who can bring a diverse range of skills, interests and experience.

Key dates:

- **Monday 27 February** – advertisement for expressions of interest
- **Tuesday 7 March** – Nomination and application closing date
All nominations (**via the attached form**) must be submitted by **Tuesday 7 March by 12 noon** to Jacque Fooks, LOCSU Office Manager at jacquefooks@locsu.co.uk.
- **8 – 13 March** – Regional LOC Forum validation of nominations

- **14 – 16 March** – Sub-committee of the Board will review nominations and personal statements submitted.
- **Friday 17 March** - Shortlisted candidates will be notified via email
- **Tuesday 21 and/or Wednesday 22 March** - Shortlisted candidates will be invited to attend a virtual interview with a panel of Board members
- **Thursday 24/Friday 25 March** – Successful candidates notified.

Eligibility and essential criteria

All applicants **must be a clinical member of an LOC in England** and are expected to have an in-depth understanding of LOC working, including both the challenges and opportunities facing LOCs and optical practices.

Board Director Competencies

Please provide evidence in your personal statement of some or all the following competencies and highlight any areas in which you would welcome support and development.

Communication

- Listens and actively seeks to understand opinions of others.
- Demonstrates a high level of interpersonal skills when approaching and building effective relationships with diverse groups.
- Has the ability to communicate effectively to ensure two-way dialogue between Board, LOCs and wider stakeholders (national, regional and local bodies).

Personal Impact

- Has credibility amongst peer group.
- The confidence and skill to constructively challenge other Board members and the leadership team when appropriate to do so.
- Through actions is able to influence and inspire others.

Political Astuteness

- Understands the wide range of optical bodies and interest groups and their power bases and demonstrates the ability to manage the dynamic between them so as to provide effective leadership.

Strategic thinking

- Clear strategic thinking
- Ability to support LOCSU to evolve, optimize opportunities and produce value for its members.

Decision making

- Ability to make decisions objectively and within set timescales.
- Commitment to using an evidence-based approach when reaching decisions.

Creating a climate for innovation

- Help create a climate that is open to new ideas.
- Be prepared to challenge the status quo.
- Explore innovative ways of solving problems with colleagues.

Time commitment

LOCSU Board Meetings:

The LOCSU Board meets a minimum of four times per annum, traditionally in London. All meetings commence at 10.30am and conclude no later than 2pm to avoid the need for an overnight stay. Board papers are issued two weeks in advance of each meeting.

2023 Board meeting dates are:

- Thursday, 27th April 2023
- Thursday, 13th July 2023
- Thursday, 26th October 2023
- January 2024 – date to be confirmed.

Additional fixed meetings:

National LOC Forums

National LOC Forums will meet four times per year. As this is a new Forum in 2023, dates have not yet been agreed. They are likely to be evening virtual meetings, one month in advance of LOCSU Board meetings, to enable Regional LOC input into LOCSU Board discussions. It is envisaged the meeting will last approximately two hours.

LOCSU Strategy Planning Day

This will be a half day commitment in December each year. 2023 dates are not yet set; tentative exploration of a convenient date early December.

LOCSU Audit and Remuneration Committee

It is important that Board Directors (clinical) are actively involved in these Committees to ensure LOC oversight of LOCSU governance. The LOCSU Audit Committee meets twice per year (traditionally March and October); the LOCSU Remuneration Committee meets once per year (traditionally February). Both Committees meet in London and require one Board Director (clinical) who will be selected by the LOCSU Board in the first meeting of the new financial year (April).

National Optical Conference

This is a two-day commitment in November of each year.

Additional ad-hoc meetings:

Board directors (clinical) appointed to the LOCSU Board may be called on from time to time to provide LOC views to inform project work, engage with LOC Regional Forums upon request, and support LOC 'online drop-in sessions' on key issues.

Additional time commitment:

It is important that all LOCSU Board Members ensure they are well informed when representing LOCSU at all meetings and that they actively engage with LOCs across England. To this end, it is anticipated that all Board Directors will be well read and seek briefings where appropriate. All Board Members may be requested to undertake appropriate training from time to time to maintain excellent standards of governance within the Board.

Reimbursement

LOCSU operate a fair payment policy and seek to reimburse Board Directors (clinical) for their valuable time given they undertake the role on behalf of all England LOCs.

Reimbursement is currently set at £342 per day. All Board meetings are paid as a full day rate to reflect the preparatory reading requirements. Other meetings will be reimbursed at a pro-rata rate (to be confirmed). Reimbursements are made on a claim basis and, as the role holds Officer status, all reimbursements are paid through LOCSU PAYE and are subject to appropriate taxation.

Office Use only	Date rec'd	Time rec'd	Initials	No.



LOCSU

LOCSU BOARD NOMINATION FORM 2023

This nomination form will be reviewed by Regional Forums, facilitated by a LOCSU Optical Lead, to ensure there is no known just impediment preventing the nominee fulfilling the role which they apply. Please also attach a personal statement which will be assessed by a sub-committee of the Board.

Nomination Form: Candidate's Details	
Candidate's surname	
Other names in full	
Commonly used forenames (if any)	
Email	
LOC	
Status	
Preferred length of term	2 years / 3 years (delete as appropriate). This will be discussed and confirmed at interview.

Signed: _____

Date: _____

Please return your form to: Jacque Fooks, LOCSU, 2 Woodbridge Street, London EC1R 0DG or jacquefooks@locsu.co.uk. Tel: 020 7549 2051.

Forms must be returned with a completed declaration of interest form and your personal statement.

Nominee's Personal Statement: Please provide as a separate attachment a personal statement as to how you meet the essential criteria and the board competencies listed earlier. This statement will only be seen by the shortlisting panel and will be evaluated against the essential criteria and board competencies.

DECLARATION OF INTERESTS FORM - LOCSU BOARD DIRECTORS



Name: _____

Director Other LOCSU Staff

Each LOCSU Board Director and senior LOCSU staff must:

- (1) declare each relevant interest in the appropriate section of Part 1 of the form.
- (2) complete, sign and date Part 2 of the form whether or not any interests are declared in Part 1.

This form is to be completed on appointment to the LOCSU Board and annually thereafter.

PART 1: To be completed by those with interests to declare.
(Please use an additional sheet if required.)

Employment and other activities

Ownership of any related company, business or consultancy

Shareholdings in any related undertaking

Offices and membership of other bodies

Offers or receipt of gifts and benefits in kind

Other

PART 2: To be completed by all LOCSU Directors, invited observers and senior members of LOCSU staff

In accordance with my duty on the disclosure of members' interests under By-law 6 of the Disclosure of Interests By-laws 2012, I declare (*please tick appropriate box*):

- the interest(s) listed above I have no interests that I am required to declare

Signed: _____

Date: _____

Office Use Only:

Regional LOC Forum Candidate Validation		
		Notes
Candidate's Name		
LOC		
Declaration of interest		
Ongoing performance/probity action		

* _____ Regional Forum facilitated by _____ on _____, considered this candidate and is not aware of any just impediment that will prevent them fulfilling the role of LOCSU Board Director (clinical).

Signed.....

*This form will be completed by the Optical Lead facilitating the respective Regional Forum based on LOC provided.

Regional Forums are requested to confirm that the candidate is a member of the LOC, the declaration of interest presents no direct conflict that could impact ability to act as a LOCSU Board Director and that there is no known outstanding probity or performance issues.