



Shetland Leasing and Property Developments Ltd (SLAP) is a private limited company with a property portfolio valued in excess of £17 million. Its' main activities are investing and developing land and buildings, and actively managing its' leased property portfolio.

SLAP is a wholly owned subsidiary of the Shetland Charitable Trust. The Trust was established to benefit the inhabitants of Shetland and is overseen by a Board of Trustees.

SLAP transfers its' annual taxable profits to the Trust each year.

SLAP's corporate values are -

Professional

We will look to develop professional and long term relationships based on trust, openness and transparency

Strong

We are financially robust with strong values and operating principles

Trustworthy

We will always apply credible and transparent business practices

Beneficial

We will always work as much in our clients' interests as our community's. We will manage our assets professionally. We will talk about the benefits of investing in Shetland property and the Shetland community

1. The role of a Non-Executive Director:

Non Executive Directors (NEDs) have the same general legal responsibilities to the company as any other Director.

As members of the Board, all Executive and Non Executive Directors have the following statutory duties:

- A duty to act within powers set out in the Company's Articles and Memorandum of Association
- A duty to promote the success of the Company
- A duty to exercise independent judgement
- A duty to exercise reasonable care, skill and diligence

As members of the Board, all Directors are required to:

- Provide leadership of the Company within a framework of prudent and effective controls which enable risk to be assessed and managed
- Set the Company's strategic aims, ensure that the necessary financial and human resources are in place for the Company to meet its objectives and review management performance
- Set the Company's values and standards and ensure that its obligations to its shareholder and others are understood and met

This role description is an outline only and is not definitive or restrictive in any way. It will be regularly reviewed and may be amended in the light of changing circumstances.

2. Key Accountabilities

Strategy – NEDs should constructively challenge and develop proposals on strategy

Business Plans – NEDs are responsible for the development of a 3 year business plan in accordance with the agreed Strategy

Performance – NEDs should scrutinise the performance of management in meeting agreed goals and objectives and monitor the reporting of performance

Risk – NEDs should satisfy themselves on the integrity of financial information and that financial controls and systems of risk management are robust

People – NEDs are responsible for determining appropriate levels of remuneration of Executive Directors, and have a prime role in appointing/removing Executive Directors and in succession planning for both Executive management and NEDs

3. Time Commitment

- Participation in an induction programme to become familiar with the business and workings of the Board
- Regular attendance and preparation for Board meetings (minimum of 4 per year)
- Attendance at a Strategy session at least once a year (2 days)
- Attendance at significant Company and development events

The estimated time commitment needs from NEDs is approximately 10 days a year. Availability for meetings and conference calls at short notice is also required.

4. Duration

NEDs are appointed for an initial term of three years. The term may be renewed for a further 3 years if agreed by the Trust.

5. Remuneration

£150 per day plus expenses

6. Person Specification

(i) Essential Skills/experience

- Experience of working in a senior role
- Knowledge of the local area and local business issues
- Excellent verbal communication
- Understanding of confidentiality
- Experience in one of the following areas:
 - Finance
 - Property
 - Public Sector
 - Public Relations
 - Law
 - Management

(ii) Desirable Skills/experience

- Educated to a degree level or equivalent
- Higher professional qualification
- Experience of partnership working with various internal and external stakeholders
- Understanding of the principles of effective corporate governance
- Ability to understand financial reports
- Ability to influence others

7. Criteria for Disqualification

A person may not become or continue as a Non Executive Director of SLAP if:

- a. They are a member of the governing authority or Board of another competitor organisation;
- b. They are the spouse, partner, parent or child of a member of the Board of Directors of SLAP;
- c. They have been adjudged bankrupt or their estate has been sequestrated and in either case they have not been discharged;
- d. They have made a composition or arrangement with, or granted a trust deed for, their creditors and have not been discharged in respect of it;
- e. They are currently in the process of a court action with any of the Shetland Charitable Trust group (Shetland Leasing and Property Developments Limited (SLAP), Shetland Heat, Energy and Power Limited (SHEAP) and Viking Energy Shetland LLP), or have been in the preceding five years
- f. They have within the preceding five years been convicted in the UK of any offence and a sentence of imprisonment (whether suspended or not) for a period of three months or more (without the option of a fine) was imposed;
- g. They are the subject of a disqualification order made under the Company Directors Disqualification Act 1986;
- h. They are a person whose tenure of office as a chairperson or as a member or Director of any organisation has been terminated on grounds of inappropriate conduct, or for non-attendance at meetings, or for non-disclosure of a pecuniary interest;
- i. They have within the preceding two years been dismissed, otherwise than by reason of redundancy, from any paid employment within any organisation;
- j. They have refused without reasonable cause to fulfil any training requirement established by the Board of Directors;
- k. They have previously been removed from trusteeship of a charity by the Court of the Charity Commissioners;
- l. They are a current candidate for, or a serving member of, the House of Commons, the Scottish Parliament, the Welsh Assembly and/or the European Parliament, and any local authority

8. Application

To apply for a NED post with SLAP, please send a covering letter stating why you wish to join the Board of SLAP, confirm your answers to 7a – l, and enclose a copy of your CV to

Ruth Christie, Director of Property
Shetland Leasing and Property Developments Limited
First Floor West, The Gutters' Hut
North Ness Business Park
Lerwick, Shetland
ZE1 0LZ

Marked "Private"