



# **Brief for Nominees**

## **Scrutiny Body Members**

# Welcome from the National Chair

Dear Nominee

I am delighted that you are interested in joining our FSB Scrutiny Body.

As you know, the Federation of Small Businesses (FSB) is a 'not-for-profit' organisation, formed nearly 50 years ago in 1974, and has been making the case to the Government and political decision-makers at all levels on the issues that matter to our members – small businesses and the self-employed.

Through our campaigning and lobbying work, we bring the day-to-day impacts you are facing, and propose solutions to help, to the attention of those in power. This gives you a powerful collective voice to those who make decisions across the UK. Our research is impactful through, for example, our '**Big Voice**' community survey which creates a true grassroots picture and enables our members to have their say and share their experience.

Most recently, FSB has been instrumental in securing help from the new UK Government for small businesses, including reversing all four elements of the recent National Insurance hike, as well as a significant package of help on energy costs that will make a real difference.

Since FSB's inception, we also developed and extended the membership offer to include an essential set of products and services, designed to assist with the difficult problems that small businesses face in today's economy, including 24/7 legal advice, free access to legal documents, tax investigation and jury service cover, workplace pensions, action for late payments and more recently solutions for Making Tax Digital and employee wellbeing. The services for members constantly evolve to provide solutions and support relevant to the current business challenges.

With communications activities around both FSB's lobbying and the practical solutions for members, FSB goes from strength to strength and is featured daily across all media, from headline slots on national and regional television, radio, online and print media, to engagement and advocacy through social media.

Now is an exciting time in FSB's evolution, and a great time to get involved.

FSB's Board of Directors is legally responsible for FSB through an oversight role. The Board oversees and promotes the strategy and purpose of FSB and ensures that its values, activity, and culture align with that purpose. The Board is responsible for the long-term sustainable success of FSB by identifying opportunities to create and preserve value; and establishing oversight to identify and mitigate risks.

Our independent Scrutiny Body of up to 12 members is responsible for the assessment of the Board's performance and effectiveness, acting in FSB's best interests as a critical friend to the Board. Having been established earlier this year, we are looking to strengthen the Scrutiny Body further with our new appointments in 2023 and we are particularly keen to hear from you if you have experience in risk management and audit as well as scrutiny and collaborative decisionmaking at a strategic level.

We are proud to be a grassroots membership organisation representing small businesses and the self-employed across the UK, in every nation, region and local community. Our volunteers are pivotal to this, and we look forward to receiving your nomination.



**Martin McTague**  
National Chair  
Federation of Small Businesses

# The Scrutiny Body Member office

---

## Overall purpose of the Scrutiny Body

FSB's Scrutiny Body is an independent, volunteer, scrutiny body acting in the best interests of FSB as a critical friend to the Board. On behalf of FSB members, the Scrutiny Body is responsible for the assessment of the Board's performance and effectiveness. Its overall purpose is to obtain assurance on behalf of the members that the strategic direction of FSB is in line with the principles and objectives set out in FSB's constitution.

## Volunteer context and expectations of the Scrutiny Body

It is recognised that members who volunteer for national level leadership offices have their own businesses to run. FSB staff are sensitive to this, and our structure is designed to support and reflect these competing demands on volunteers' time. FSB staff advise, support and facilitate the delivery of the work of the Scrutiny Body.

The expectations of the Scrutiny Body members are:

- To perform an important role in governance in ensuring that the Board follows the strategic direction and principles of FSB as set out in its constitution
- To assess the Board's performance and effectiveness with trust in the process and confidentiality encouraging honest and candid information and constructive challenge
- To collectively provide insight, skills, experience and knowledge at a national and strategic level
- To receive reports from the Directors at the meetings of the Scrutiny Body
- To consider any relevant matter referred to the Scrutiny Body by the Directors
- Prior to the Annual General Meeting to receive the income and expenditure account and balance sheet and the report by the Directors to members of FSB
- To review the aims and objectives of FSB as required and to make recommendations to the Board for the strategic direction of FSB
- To nominate and elect the members of the Disputes and Disciplinary Committee as and when required
- For the Board to specifically consult with the Scrutiny Body on specific matters
- To carry out the additional activities within the Scrutiny Body's remit as set out in its terms of reference from time to time
- To attend and participate in meetings of the Scrutiny Body
- To participate in any induction, training and evaluation identified

## Who we are looking for

---

The skills, experience and knowledge sought for these appointments are:

- An understanding of issues facing small businesses and the self-employed
- An understanding and interest in the issues FSB seeks to address/represent
- An understanding of FSB's mission and corporate objectives
- Ability to facilitate timely decision-making, and to be capable of communication via digital technology (video conferencing, virtual collaboration) having a strong understanding of social media applications
- Ability to empathise with, and advocate for, members
- Well-developed interpersonal and communication skills
- Business and financial acumen
- Ability to effectively mediate and resolve issues
- Collaborative decision making at a strategic level and scrutiny
- Experience in risk management and audit; IT; HR/people; larger businesses (e.g. more than 250 employees) could add further value to your contribution and therefore your application
- Ability to successfully complete the requisite conflict of interest and fit and proper person checks.

# Terms of Appointment

---

## Remuneration

This office is voluntary and does not entitle the office holder to any payment for any activity other than agreed expenses for which FSB chooses to pay from time to time. FSB may pay consultancy, but it should not be considered to be a salary and it does not imply an employment relationship. You have no contractual right to such payment nor is it a fixed payment. Any consultancy paid by FSB to an office holder is entirely discretionary.

## Eligibility

This is a volunteer office and any FSB member may express an interest as long as they:

- Produce evidence of owning and running a current ongoing small business as determined by FSB;
- Can demonstrate a commitment to FSB. (NB: membership of FSB of three years would be a desirable, although not essential, to demonstrate such commitment);
- Receive at least one form of reference, preferably from an FSB member;
- Are a fully paid up member entitled to vote;
- Do not hold a self-employed service contract with FSB or its subsidiaries ;
- Are not a service provider to FSB or its subsidiaries.

## Appointment term and structure of Scrutiny Body meetings

The appointment is offered on a term of between one and three years. Members of the Scrutiny Body are expected to devote such time as is necessary including attendances at four meetings a year.

# How to Apply

To make a formal expression of interest, FSB will need the following to be completed and uploaded to Starfish's portal at <https://starfishsearch.com/jobs/fsb-scrutiny-board-members/>:

- A completed nomination form, provided. ([click here to download](#))
- A completed declaration of interest form, provided. ([click here to download](#))
- Our conflict of interest policy is also enclosed [here](#) for guidance when completing the conflict of interest form.
- A 'fit and proper person' form, provided. ([click here to download](#))

*FSB carries out verification checks, and politically exposed persons (PEP) and sanctions checks where appropriate.*

If you have specific queries about the roles or appointments process, we ask that you email these to our advising consultant, Roger Ruane Consultancy Services via [fsbselection@fsb.org.uk](mailto:fsbselection@fsb.org.uk), in the first instance. A confidential discussion about the opportunities with FSB directly can also be arranged.

Closing date: **Monday 14th November 2022**

We would also be grateful if you would complete the Equality and Diversity monitoring form provided if you wish to do so. This form is optional for monitoring purposes only and is not treated as part of your application; you can email the form back to us at [fsbselection@fsb.org.uk](mailto:fsbselection@fsb.org.uk) when you apply and our team will collect it.

## Selection stage

## Anticipated timescale

Role promoted via FSB's First Voice and email	From Monday 17th October 2022
Closing date for nominations	Monday 14th November 2022
Selection Panel shortlisting	By Friday 25th November 2022
Selection Panel interviews	From 28th November 2022
Board meeting to consider Selection Panel recommendations	Mid-December 2022
Nominees notified of outcome	Mid December 2022

## Equality, Diversity and Inclusion

FSB is committed to and values diversity and inclusion in everything we do. The strength of FSB rests on the diversity of our self-employed and small business owners who reflect the whole of the UK business population, both as members and volunteers. With this, we want to ensure all small business owners and the self-employed, from whichever communities they belong, feel welcome and a part of FSB.

We do not condone discrimination of any kind and we aspire to have a diverse and inclusive environment, where everyone is able to bring their whole self to any volunteering role they undertake. We would therefore welcome applicants from all backgrounds.

We are committed to ensure our selection processes are barrier free. Please let us know by contacting [accessibility@fsb.org.uk](mailto:accessibility@fsb.org.uk) if you need any adjustments or changes to be made to the selection process because of a disability or long-term health condition.

## Find out more

Further information can be found at <https://www.fsb.org.uk/> and the FSB's Annual Report and Accounts are available at <https://www.fsb.org.uk/resource-report/annual-report-2020-21.html>

## About FSB

As experts in business, FSB offers members a wide range of vital business services, including advice, financial expertise, support and a powerful voice in Government. Its aim is to help smaller businesses achieve their ambitions.

More information is available at [www.fsb.org.uk](http://www.fsb.org.uk)

If you require this document in an alternative format please email [accessability@fsb.org.uk](mailto:accessability@fsb.org.uk)

