

Chartered  
Insurance  
Institute  
Standards. Professionalism. Trust.

# Board & Committee Appointment Pack 2019





Our strategy on a page



Our values



Our focus



Our board and committees



Application process



Post-appointment

**The Chartered Insurance Institute (CII)**

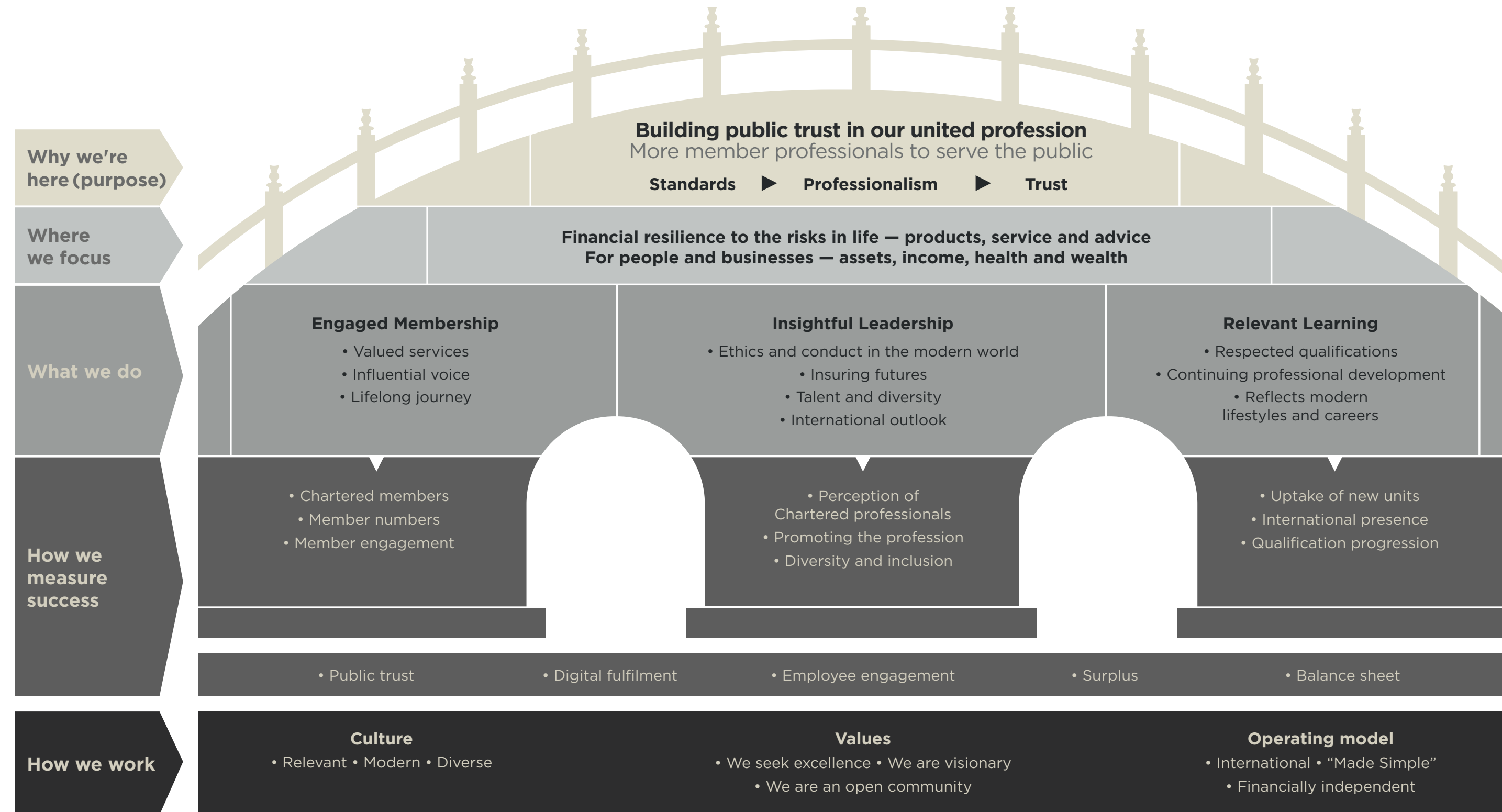
Our purpose is to build public trust in a united profession. The CII’s vision is that working together, as one united profession we will drive confidence in the power of professional standards. Our Strategic Manifesto Roadmap 2021 can be accessed using this [link](#).

To achieve this vision, we are working to provide insightful leadership, relevant learning and enhance our valued membership proposition. We deliver our strategy through relevant learning, engaged membership and insightful leadership.

Our manifesto and ‘strategy on a page’ define the customer value we add – to build public trust in our united profession, our vision and our goals.



# Our strategy on a page





## Our values



### **we are visionary**

We lead the way by inspiring innovation.  
We embrace the future without fear.  
We break through barriers with creativity.



### **we seek excellence**

We are ambitious in the pursuit  
of our goals.  
We take ownership of our objectives.  
We advocate simplicity.



### **we are an open community**

We engage and communicate clearly  
and effectively.  
We encourage and support individual  
opinion and dialogue.  
We champion inclusion, respect  
and trust.

# Our 2018 focus as set out in our 2018 business plan



## Engaged Membership

We engage and retain members through continuous improvements in our member value proposition and by deepening our engagements with regulators, governments and consumer groups.

We aim to enhance our membership proposition by deploying a dynamic mix of channels and content to ensure that we are accessible and relevant to members – providing support and guidance in the context of the business environment in which our members operate.



## Learning

We progress and retain individuals with relevant learning, the qualification framework and e-learning, to provide them with the right skills employers need for rewarding careers in insurance and personal finance.

We aim to ensure we maintain and enhance our learning proposition by delivering new relevant qualification and enhancing existing ones in a modern and assessible manner.



## Chartered Status

Chartered status is about reflecting the highest standards of professionalism, competence, ethics, integrity and consumer care.

In 2019, we aim to build engagement and the relevance of chartered individuals and firms as we seek to implement the output of the recent chartered consultation to build public trust in insurance and personal finance.



## International

The insurance and personal finance profession is international in outlook with many of our members and firms operating worldwide. Collaboration and engagement with our international partners, professional bodies, regulators, governments and employers enables us to share and spread best practice for the benefit of building public trust.

We aim to grow our international presence to expand best practice across the globe and to diversify our income sources.



## Insightful Leadership

To secure and justify the confidence of the public, we develop research-based thought leadership around the key challenges and opportunities in areas that directly concern the profession. The CII team will drive the thought leadership activity relevant to our profession coupled with future horizon scanning and cutting-edge content.

We aim to drive debate and insight into areas where there is both public and sector value.



## Resource & Relationships

We actively manage our resources and relationships to protect and grow our financial and non-financial assets and our reputation, as we seek to build public trust in our profession.

We aim to use our resources in an effective and efficient matter to deliver our business plan and objectives to ensure we will be increasingly modern and relevant.

To find out more about the CII visit [cii.co.uk](http://cii.co.uk)

# Our board and committees

## Royal Charter Body

As a Royal Charter Body, the CII's fundamental purpose is to build public trust in the insurance profession. The Charter was granted by King George V in 1912 on the advice of his Privy Council, one of the oldest parts of government, and confers independent legal personality on the CII and defines its objectives, constitution and powers. Charters are granted to organisations that are pre-eminent in their field and incorporated primarily to advance the public interest. The CII is governed by the **CII Charter & Bye-Laws** and **CII Board Regulations** and is overseen by our corporate governance committees.

## The Board

The Board is our governing body and its role is to promote the long-term sustainable success of the CII and to generate value so that we can meet our public interest aims established in our Royal Charter. The Board achieves this by driving strategy, ensuring we have the resources, culture and controls in place to meet our strategic objectives and ensure effective engagement with our members and wider stakeholders.

## Role of the Board

The role of the Board can be summarised as:

- promoting the long-term sustainable success of the CII, generating value for members and stakeholders and contributing to wider society
- establishing the CII's purpose, values and strategy, and satisfy itself that these and its culture are aligned
- ensuring that the necessary resources are in place for the CII to meet its objectives and measure performance against them
- establishing a framework of prudent and effective controls, which enable risk to be assessed and managed
- ensuring effective engagement with, and encouraging participation from CII's members and stakeholders
- ensuring that policies and practices (including workforce policies) are consistent with the CII's values and support its long-term sustainable success

(Adapted from the UK Corporate Governance Code July 2018, Page 4)

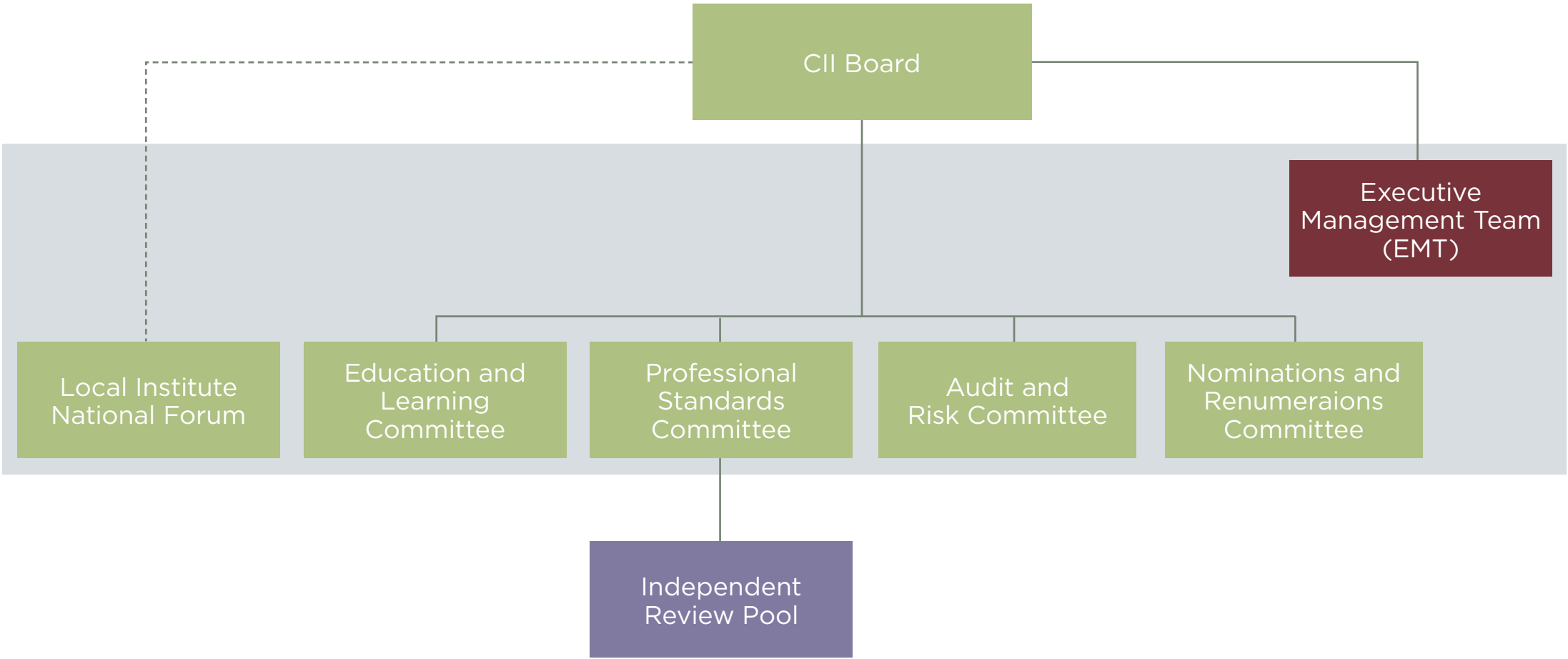
## Duties of Board Members/Committee Members

- General duty to act within powers
- Duty to promote success of the company
- Duty to exercise independent judgement
- Duty to exercise reasonable care, skill and diligence
- Duty to avoid conflicts of interest
- Duty not to accept benefit from third parties
- Duty to declare an interest in a proposed transaction

The Executive Management Team (EMT), headed by the Chief Executive, has the operational responsibility for delivering the CII's strategy; running the business day-to-day; dealing with shorter term operational matters of financial and market management; monitoring performance throughout the CII Group; taking decisions consistent with the Board's strategies, and the Bye-Laws. It includes planning the ongoing operation along with organising, co-ordinating, motivating and leadership.

# Our board and committees - continued

## Our Governance Structure



● \*NB The EMT feeds into the Board, Committees and Local Institute National Forum

## Audit and Risk Committee

Monitors and reviews the CII’s financial statements, financial controls, audit function and risk framework and makes recommendations and escalates issues of concern to the CII Board.

## Professional Standards Committee

Promotes and supports professionalism including competence and ethical behaviour across CII membership in order to engender public trust.

## Nominations and Remuneration Committee

Ensures that the processes used to appoint Board and Committee members are fair, open and transparent, recommends the Institute’s remuneration policy to the Board and approves the individual remuneration packages for the Chief Executive and the Chief Operating Officer.

## Education and Learning Committee

Ensures the relevance, accessibility and quality of the CII’s learning and assessment products whilst maintaining processes which are transparent, fair to candidates and compliant with our regulators’ requirements.

# Application process

## Applying for the Vacant Board/Committee Roles

All applicants are required to apply by submitting a CV and cover letter specifying how their skills and experience fit with the requirements of the role; these should be sent to **[governanceroles@cii.co.uk](mailto:governanceroles@cii.co.uk)**. Applicants are asked to complete an anonymous equality monitoring form **[click here](#)**. The CII will analyse the equality monitoring forms at the end of the closing date for the role to establish the diversity of applicants and success of different advertising/application channels.

We value very highly the benefits of having different points of view and experiences. Accordingly, we hope to receive applications from a wide range of talented people irrespective of their religion or belief, gender, age, gender identity or expression, disability, sexual orientation, ethnic origin, political belief, relationship status or caring responsibilities. We are committed to promoting equality and diversity and to building a workforce reflective of society and our membership.

The timetable for any specific vacancy, including closing dates for the submission of applications as well as dates for the shortlisting and interviewing of candidates and the final appointment dates can be found on the job specific word document available for download on our website **[click here](#)**.

## Role Profile

The role profile provides you with the relevant information outlining the role and responsibilities for the position which is currently vacant. It can be downloaded from our website **[click here](#)**.

## A Lay Member Role

There will be some vacancies where we are looking for an individual who is not and never has been a member, affiliate or employee of CII. The purpose of a lay member is to provide an independent, impartial contribution to the Board or Committee.

## Data Protection and GDPR

Your personal information will be held in accordance with the Data Protection Act 2018 and General Data Protection Regulations. You will not receive unsolicited paper or electronic mail as a result of sending us any personal information. No personal information will be passed on to third parties for any commercial purpose. Your information will be shared internally for the purposes of the recruitment exercise. This includes with members of the selection and interview panel.

If your application is unsuccessful, we will hold your data on file for one year after the end of the relevant recruitment process. If your application for the Board or Committee role you are applying for is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your tenure. The periods for which your data will be held will be provided to you in a new privacy notice.



# Post-appointment

## Appointment and Tenure of Office

Members are usually appointed to the Board or each Committee for a three-year term. Reappointment can be made at the end of the first term for another three years, subject to consistently high performance and the needs of CII. In exceptional circumstances, a member's appointment may be extended for one additional year.

## Committee Commitment

There are four meetings per year which are up to three hours in duration. In addition several days for refresher training and preparation.

Preparation for meetings are approximately one and a half hours per meeting.

## Remuneration

We pay lay committee members an allowance of £800 for attendance at each committee meeting. All Board and Committee members are eligible to claim expenses, at rates set centrally, for travel and subsistence costs necessarily incurred on CII business. They will be reimbursed directly and must make their own arrangements for any payment of tax or National Insurance contributions.

## Training

We will provide appropriate training. Each successful candidate must attend an induction day and the annual training day on dates to be arranged, as soon as possible after appointment. The appointee will be invited to observe a Board or Committee meeting before taking up their duty as a Board or a Committee member.

## What can you expect from us at the CII?

You will receive an appointment letter, role profile, competency and behaviour framework and our welcome brochure providing you with a high-level overview of the CII including a section on our people.

You will be invited to an induction within three months of joining our Board or Committee (see below for the induction programme).

You will receive an invitation for annual development which Board and Committee members are required to complete.

## Induction Programme and Annual Refresher: one day event

- CII's strategic plan – CII executive team
- CII in numbers – Finance Director
- CII governance
- GDPR – CII legal team
- Diversity & Inclusion: Unconscious bias and inclusive leadership

## What can we expect from you as a Board or Committee member?

- Be engaged, speak up when you have a contribution to make, we value your insight
- Live our values of...we are visionary, we seek excellence and we are an open community
- Stay informed and read our papers
- Attend our meetings, network events, induction days, refresher days etc.

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