



# Non-executive director appointment information pack

**Application deadline: Sunday 16 July 2023**

If you would like this pack in an alternative format, please contact [hr@gs1uk.org](mailto:hr@gs1uk.org). If you need any reasonable adjustments to the recruitment process, GS1 UK is committed to making these.

Date of issue: 22 May 2023

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## **Introduction from Chris Tyas OBE, chair of GS1 UK**

Dear applicant,

I am delighted that you are interested in the role of non-executive director (NED) at GS1 UK.

GS1 UK is central to bringing the physical and digital worlds together. You will have come across what we do every day; when you paid for a product scanned at a till, purchased something online, or have been given a barcoded wristband in hospital. We have underpinned the UK supply chain for over 45 years, applying the power of standards to identify, capture and share product information at every stage. Our standards are now being applied to key societal issues such as sustainability, patient safety, informing and protecting consumers when it comes to the food they eat, the treatment they receive and, in the future, the buildings they live in.

I have had the privilege of being the chair of GS1 UK for four years, supporting our members through what have been unprecedented times. As we celebrate 50 years since the barcode was created and GS1 was formed to support its global roll-out, there is recognition of how important our standards have been in transforming so many industries. As we look forward, we are seeing legislation and regulation being introduced, across the four nations, to address new industry and societal challenges and our standards will be a key enabler of the next era of transformation.

Our membership has grown as a result of new legislation, but the most significant growth has come from small businesses that have been set-up in these challenging times. Our standards help them trade seamlessly on-line, in-store, overseas and via new channels such as ticktock.

To support our 59,000 members, we have a team of 80 people, led by a strong executive team in collaboration with a committed board. You will be joining at an exciting time when the barcode turns 50 and we embark on the final year of our three-year strategic plan. The plan is ambitious aims to demonstrate the power of standards to address industry challenges. Our first year was a foundation for transformation, the second year was about delivering the tools we needed, and the third year will be about optimising the new ways of working. Simultaneously we will be crafting our next three-year strategy and we are seeking candidates that have specific experience and diversity of thinking to ensure the development of this strategy is based on genuine insights.

Using their skills and experience to help a purpose driven organisation is something our NEDs relish and this cultural alignment will be a critical part of the selection process for the new roles.

Thank you for your interest and I look forward to receiving your application.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Chris Tyas', written over a light blue circular stamp.

Chris Tyas OBE, Chair, GS1 UK

## About GS1 UK and its supervisory board (Board)

GS1 UK is one of 116 neutral and independent GS1 organisations operating worldwide.

Whether online, in store or in a hospital, the common language of GS1 global standards is helping our community of over 59,000 organisations to uniquely identify, describe and track anything, creating greater trust in data for everyone.

From product barcodes to patient wristbands, we harness the power of GS1 standards to transform the way people work and live.

Our standards are rooted in the need to be able to identify, capture and share information about every product, person, and place. In this way we can have an impact on industry through driving efficiency in the supply chain, and in wider society, through things such as patient safety programmes and deposit return schemes.

We are about to enter the third year of our [three-year strategic plan](#), which sees us putting people at the heart of everything we do. We have created a strategy that partners internal and external expertise to address the needs of our growing membership and ensures we are industry relevant.

We are a not-for-profit business, but commercial acumen is essential. Our standards evolve constantly to face future challenges such as sustainability, traceability, and an ever more digital world. As we support industry and government to solve challenges they cannot solve in isolation, we will demonstrate that GS1 UK has a significant role to play in informing and protecting people.

The Board is the ultimate decision-making body of GS1 UK, responsible for promoting the success of the organisation and ensuring its good governance. There are up to 16 members of the Board comprising the chair, vice chair, up to 11 NEDs and three executive directors. NEDs are either appointed by the Board or by GS1 UK members at our Annual General Meeting (AGM) on the recommendation of the Nominations committee.

Alongside their NED role, around half of the Board also serve as members of one of its committees.

The role of the Board is to:

- Contribute to the company's strategic development and oversee the delivery of its strategy
- Ensure the interests of members are appropriately represented
- Represent the company externally, acting as an advocate of the company and its purpose
- Promote the company through their network and the use of personal expertise and knowledge
- Provide the executive team and wider company with advice and guidance
- Use skills, knowledge, and experience to assist the Board and board committees to operate effectively and make sound decisions

The Board aims to ensure that, amongst its members, it has the range of experience and skills needed to provide leadership to GS1 UK, support the chief executive and her team, ensure effective governance, and reflect the diversity of sectors in which the organisation operates.

The UK is a leading nation in business innovation and our standards are a key part of generating the trusted data that can fuel future transformation. Over the coming years we will need to support our members to respond to changing legislation and regulation. We will also need to support them as they evolve to the changing needs of their customers.

As part of our three-year strategic plan, we identified key areas where our standards can have a significant impact, this is typically where there is an industry challenge, a legislative demand and a consumer or patient need. These areas apply for all of our key sectors and include:

- Sustainability - deposit return schemes, recycling, eco-labelling, net zero
- Digital – evolution of commerce and the supply chains, digital twins
- Informed, protected consumer – migration to 2D labelling (QR codes), Scan4Safety, building safety act
- Transparency – product data visibility, medicine and medical devices register

We are seeking to appoint three new NEDs able to demonstrate knowledge, experience, and influence in the following areas:

- Knowledge of the legislative, regulatory, and governmental influencers that are applicable to the value chain in their sector
- Broad understanding of the role of technology and data in enabling business transformation
- Desire to deliver change in the value chain through the application of data and standards to inform and protect people whilst driving supply chain and business effectiveness
- Ability to apply the value of data standards in the context of business challenges
- Enthusiasm to champion GS1 standards and their application into the wider industry context
- Commitment to support us deliver on our purpose to harness the power of standards to transform the way people work and live. In a manner that demonstrates our values of trust & integrity, collaboration, and forward thinking

In addition, the successful candidate needs to be able to demonstrate a detailed understanding of and significant experience gained in one of the following sectors:

- Construction, ideally from the product manufacturing arena
- Healthcare, from the perspective of a Trust/Hospital
- Small and medium enterprises in the retail sector

## Reflections from current NEDs

"It has been an absolute delight joining the GS1 UK Supervisory Board, and I have thoroughly enjoyed getting to understand the business, helping to deliver the strategy and meet new colleagues. I joined at the same time as the new CEO Anne and have found it fascinating working through the strategic priorities to take the business forward. GS1 UK is a complex business, with a footprint across most sectors of UK commerce and I am playing a role in helping expand that footprint further, including helping shape the introduction of new and innovative products and services."

**Melinda Johnson**  
**Commercial director**  
**The Department of Health and Social Care**

On the board since November 2020

"I thoroughly enjoy my role on the Supervisory board as a NED for GS1 UK. It's an honour to be involved in the strategic direction and governance of an organisation that cares very deeply both about the standards it drives and supports and the now 58,000 members it represents. GS1 underpins so much of what is happening in the supply chain in a variety of very important business sectors and so you know the time you give and the discussions you have as a board member play a vital role in how GS1 operate. That's a big responsibility but also a great feeling. I also continually have the opportunity to meet and converse with industry experts across key sectors, hearing specialist insights which have helped me to develop as a person and a professional."

**Andrew Cairns**  
**Founder & CEO**  
**Mammy Jamia's**  
**Commercial director**  
**Lawmed Medical Devices**

On the board since November 2013

"Being a NED and Supervisory Board member at GS1 UK is a privilege – supporting the organisation grow with purpose, ensuring we are balancing future opportunity & risk with today's urgent priorities, and representing our 54,000 members. The Board bring sector, thematic and organisational expertise, but also have the important role of stepping back, re-framing and playing the role of critical friends, to support the executive team in driving positive change, developing our colleagues and strengthening GS1 UK for members of all sizes and industries. 'Harnessing the power of standards to keep people safe and well' could be just a tagline but, in working with the GS1 UK team, I have learnt just how much impact GS1 standards have every day across the UK and the world."

**Graham Biggart**  
**Chief transformation officer**  
**Sainsbury's**

On the board since March 2018

## Job description

As a non-executive director, you are accountable to the chair for promoting the success of the organisation and ensuring its good governance. Specifically:

- Developing electronic commerce and the use of unified standards in data
- Monitoring the strategic direction of the company and the performance of the executive team within a prudent and effective governance framework

## Primary responsibilities

- **Strategy** – to challenge constructively and contribute to the strategic development of GS1 UK, ensuring the needs of its members are met
- **Monitoring performance** – to oversee the delivery of the strategy, scrutinising the performance of management in the delivery of agreed objectives within a robust fiscal and risk management environment
- **Member interests** – to ensure that the interests of members (and emerging market needs) are appropriately reflected in strategy, plans and board decision-making
- **Communication** – to represent the company externally, acting as an advocate of the company and its purpose
- **Promotion** – to promote the objectives and strategy of the company through your network and the use of personal expertise and knowledge
- **Advice and guidance** – to provide the executive team and wider company with advice and guidance on technology and other external trends
- **Effective board performance** – to use skills, knowledge, and experience to assist the Board and board committees to operate effectively and make sound decisions

## Person specification - skills, experience, and personal characteristics

- Knowledge and experience of strategic planning, delivery and of monitoring performance against strategy and objectives
- Experience of or contribution to the setting, approval and monitoring of financial strategy and budgets
- Demonstrable experience of contributing constructively to Board or senior leadership level meetings with a sound understanding of governance and performance management
- Appreciation of the differing roles and contributions made by non-executive and executive Board members
- A good understanding of how standards and technology can transform business, and lives, with a strong commitment to GS1 UK's purpose and values
- Strong communication and listening skills with the confidence to challenge constructively, recognising the importance of supporting collective decisions and of balancing challenge with assurance and support
- Creative thinker with strong independent judgement
- Relevant sector, technical or functional experience

## Recruitment process and general information

### Key dates

Applications close	Sunday 16 July 2023
Shortlist interview weeks	Weeks of 24,31 July and 7 August
Final interview weeks	Weeks of 21 and 28 August
Outcome advised by	Friday 22 September 2023
Appointment	Thursday 9 November 2023
Induction	TBA

### Eligibility

To be considered for appointment you must be a member of GS1 UK or represent an organisation which is a member. Further details on eligibility can be found on the next page.

### Remuneration

Unpaid - Travel and subsistence reimbursed in line with GS1 UK's policy. If invited to an interview you may claim travel expenses for attendance.

### Time commitment

Up to five days a year (for Board members) and two additional days (for those NEDs appointed as committee members), including meetings, meeting preparation, training, and attendance at other events. Meetings are usually held in London, as a hybrid event, at GS1 UK's office.

### Term of office

The initial appointment will be for a year up to our next AGM in November 2024. Thereafter, the appointee may be re-appointed for a further period not exceeding three years.

### Making an application

To apply, please send your CV and a covering letter to [hr@gs1uk.org](mailto:hr@gs1uk.org)

### Recruitment panel

Members of our Nominations Committee will shortlist, and interview invited candidates. Members of the Committee are:

- Chris Tyas (chair)
- Patrick Pondaven
- Melinda Johnson
- Andrew Cairns

### Interview

At interview, the panel will ask questions about your experience and expertise and to find out whether you meet the specified competencies. Those questions will require answers which include examples in support from either your professional or personal life.

Interviews will also give you an opportunity to ask questions about the role and its responsibilities.

It is currently planned that the interviews will be held in London. In the event that travel is not possible, they may be held elsewhere or virtually. The Committee will recommend a candidate to the Board for appointment.

A comprehensive induction will be arranged following appointment.



## Disqualification from appointment and other conditions

The Nominations Committee will not recommend for appointment to any role anyone who:

- Has a criminal conviction or a caution (or the equivalent in any other jurisdiction) which is unspent under the terms of the Rehabilitation of Offenders Act 1974, nor who has an unspent sanction for contempt of Court
- Is a designated person for the purposes of Part 1 of the Terrorist Asset-Freezing etc. Act 2010 or the Al Qaida (Asset Freezing) Regulations 2011
- Is an undischarged bankrupt (or subject to bankruptcy restrictions or an interim order)
- Has been dismissed, other than by reason of redundancy, from any paid employment.
- Has been removed from the membership of any professional body, having been found guilty of a disciplinary offence, or had their membership suspended
- Has had their licence to practise suspended or revoked through the fitness to practise arrangements of any regulator
- Is disqualified from being a company director (as a result of an order under the Company Directors Disqualification Act 1986 or The Company Directors Disqualification (Northern Ireland) Order 2011) or is subject to an order under section 429(2) of the Insolvency Act 1986

Applicants who are resident in other countries will be asked to provide evidence that matches, as closely as possible, that requested of those who are resident in Great Britain or Northern Ireland.

Close relationships with Supervisory or Operating Board members (details at [www.gs1uk.org/about-us/who-we-are/our-board](http://www.gs1uk.org/about-us/who-we-are/our-board)) are an interest to be declared on application, as are employment, shareholding or other similar relationships with any GS1 UK supplier, contractor or business partner. The onus is on you to declare any potential conflicts in your application. The Committee will explore, fully, any conflicts of interest at interview.

## Diversity

GS1 UK is committed to making appointments on merit alone using an open and transparent process. We aim to offer equal opportunities for all irrespective of age, disability, gender identity, marriage or civil partnership status, parental status, race, religion and belief, sex, or sexual orientation. We welcome applications from all sections of the community and value difference.

## Privacy and data protection

Details of how we will use and manage data provided by candidates can be found at [www.gs1uk.org/privacy-policy](http://www.gs1uk.org/privacy-policy)

## 2024 Board and committee meeting schedule

Board meetings are held four times a year in January, April, June, and September.

Our AGM is held in November.

In addition, there may be other occasions where Board members' attendance may be required.

Board committee meetings take place throughout the year, but a usual schedule is:

Audit & risk committee	January, June, and September
Remuneration committee	June and September
Nominations committee	June