

CASTLEFIELD RECRUITMENT



Quality in facilities management,
estates and procurement

Head of Corporate Governance

Candidate Pack

June 2026

About AGH Solutions

AGH Solutions Limited is a wholly owned subsidiary of Airedale NHS Foundation Trust

The company provides a wide range of services from traditional facilities management and estate maintenance, to capital projects, sterile services, wheelchair engineering and procurement, for clients within and beyond the NHS.

Working at the heart of Airedale General Hospital and across the wider community, we deliver a wide range of services that keep healthcare environments running safely and efficiently.

AGH Solutions plays a vital behind-the-scenes role in healthcare, ensuring that clinical teams can focus on what matters most – patient care.

From maintaining hospital infrastructure to supporting day-to-day operations like cleaning, catering and portering, the organisation is essential to creating safe, clean and well-functioning environments for patients, staff and visitors.



Job Description

Job title	AGH Solutions Ltd Head of Corporate Governance
Department/Section	Corporate Governance

The Head of Corporate Governance at AGH Solutions Ltd (AGHS) is a key leadership role within AGHS. The post holder will work closely and provide advice to the AGHS Board and senior managers on matters of corporate governance such as interpreting procedures and rules within the company's legal framework, and to ensure that professional, effective and efficient administrative secretarial support is provided to the company. . You will be responsible for supporting and promoting the highest standards in corporate governance, ensuring compliance with all legal and regulatory filings and best practice requirements.

This is an independent role managing the legal, governance and best practice requirements for AGHS reporting into the Managing Director of AGHS. Providing a high-quality and timely business management and company secretarial service to the company with appropriate reporting to the parent company and other entities. This includes advising and supporting the Board and Committees in line with the AGHS governance framework and statutory and regulatory requirements. This role is the gate keeper of AGH Solutions constitution, its rules, and regulations, ensuring that these support delivery of the vision as well as ensuring good governance practice.

You will manage and support promoting good governance across the organisation ensuring that the Board has the policies, processes, information, time and resources it needs to function effectively and efficiently in compliance with all legal, regulatory and best practice requirements.

Job Description

Key Tasks

As the Head of Corporate Governance, you will:

Provide board support for AGHS, which includes the coordination of agendas, preparation of board/committee packs, drafting of minutes, and drafting of governance related papers, and supporting the preparation of the necessary sections of the Annual Report and Accounts. As well as providing secretariat support for all other meetings, including agendas, meeting packs, actions and minutes.

- Provide support and delegate for the Managing Director as required including preparing guidance on best practice governance procedures; and lead on the governance aspects for example, succession planning, board and committee effectiveness, and terms of reference updates, for AGHS .
- Leading a team consisting of AGHS corporate functions including the Quality and Assurance Manager, Communications Assistant.
- Implement and execute all governance policies and procedures. Ensuring they are current, well developed, cascaded, communicated, and monitored.
- Ensure compliance with all statutory obligations including maintenance of statutory records and Companies House filings to ensure compliance with all requirements.
- Ensure that the company has correctly reported to its main shareholder and made timely and accurate reporting to external bodies including companies' house.
- Implementing procedures to help directors discharge their statutory duties as codified under ss171 to 177 of the Companies Act 2006 and avoid conflicts of interest.
- Manage the governance framework for the company including the annual plan of meetings to ensure that they are in a timely manner to meet the governance and company requirements.
- Draft Terms of Reference for all Board, committee(s) and appropriate management meetings to ensure their compliance and effectiveness. Ensure that they are kept under review in line with the agreed internal policy and updates are made according to external changes / requirements in a timely manner.
- Establishing a formal schedule of matters reserved for decision by the Board & a formal division of responsibilities between the Chair & the Managing Director, for agreement by the Board.
- Acting as secretary to the Board, all Committees. Board and committee papers are issued by Corporate Governance to a strict timetable and include reports from relevant stakeholders including this role as appropriate. Ensuring that Board and committee decisions are recorded clearly and accurately and that actions are followed up.

Job Description

- Ensuring the Board and its committees are properly constituted in accordance with regulation and best practice guidance.
- Under the direction of the Managing Director ensuring good information flows within the Board and its committees and between senior management and the non-executive Directors.
- Supporting the Board and Nomination Committee in board succession planning and managing the process for the appointment of new directors to the Board.
- Under the Direction of the Chair, facilitating director induction.
- Assisting the Chair with the plans for professional development of the directors.
- Supporting the process for the Board to undertake formal annual evaluations of its own performance and that of its committees and individual directors.
- Establishing procedures for directors to take independent professional and legal advice at the company's expense if required.
- Ensure the company compliance with the Board Declaration and Management of Interests Policy, the Gifts and Hospitality Policy and Expenses Policy, and other such policies and requirements.
- Ensuring regular review of key company documentation such as SFI's, SO's, Scheme of Delegation, Articles of Association, OHFA and Service Contracts, KPI's, SLA's and SSA's.
- Management of company documentation and record keeping e.g. CCN's and storage
- Manage, co-ordinate and/or contribute to the production of all appropriate reports, forward plans, self-certifications and submissions to relevant regulatory bodies and ensure that they are filed and published and where appropriate made available for public inspection. This includes notices of appointment, including the removal and resignation of Directors.
- Provide induction training and maintain learning and development plans for AGHS board directors, and directors' duties/induction training to staff that we appoint on all governance requirements.
- Undertake regular horizon scanning, to assess and interpret corporate governance and/or policy information from regulatory bodies and other subsidiaries etc. to understand the implications for the company and determine and/or recommend the most appropriate course of action.
- Ensure that the company website and intranet provided accurate and up to date information. Overseeing company messaging, information and communication.

Job Description

Key Relationships

1. AGHS Board Directors and Chair
2. AGHS Leadership Team
3. AGHS Corporate team
4. Shareholder representatives:
5. Shareholder liaison:
 - a. Ensuring the Board stays connected with the main shareholder opinion on a continuing basis.
 - b. Regular liaison with the shareholder's Governance team/function
 - c. Arranging for major shareholders to be offered the opportunity to meet new directors.
6. Managing and convening meetings in line with statutory and regulatory requirements, ensuring that a record of member resolutions is kept.
7. Sharing responsibility with other specialist functions to ensure the Board is aware of shareholder and stakeholder views on matters relating to corporate responsibility issues.
8. Auditors

Risk

1. Responsible for company risk management supported by Q&A manager.
2. Development and management of companies Board Assurance Framework (BAF)
3. Assisting the Board in an annual review of the effectiveness of the Company's risk management and internal control systems including financial, operational and compliance controls

Responsible for:	The implementation, management and evidence of achieving effective compliance of all legal and regulatory requirements for the company. Line management of corporate team.
Reporting to:	The Managing Director of AGH Solutions Ltd.

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Person Specification

Criteria	Essential	Desirable
Qualifications	• Qualified or working towards (Chartered Governance Institute) or equivalent qualification. • Masters level qualification or relevant experience • Evidence of personal professional development	• Management qualification
Skills/Competencies	• Excellent organisational and administrative skills, including meticulous attention to detail. • Proficient in interpreting and managing large scale data. • The ability to work under pressure and to deadlines. • Excellent working knowledge of IT packages such as Excel, PowerPoint, Microsoft Office.	
Knowledge & Experience	• Considerable experience of working in a Secretariat or Governance team in the private sector for Ltd company. • Experience of working in a regulated sector. Experience of working at Board level in a large complex organisation. • Proficient level of governance and company secretarial knowledge, preferably with subsidiary governance experience, including oversight over group governance requirements. • Experience providing governance and company secretarial support for routine corporate transactions, such as capital reductions and share allotments as well as providing board and committee support to multiple meetings in parallel. • Experience of providing high-quality customer-focused corporate governance support to Boards and/or Committees to include preparing agendas in line with business priorities and governance requirements; drafting, commissioning, reviewing, and editing papers and reports; briefing paper authors and attendees; preparing high-quality minutes; circulating and tracking actions arising from meetings. • Monitoring conflicts of interests.	• Experience of successfully delivering the Annual General Meetings or other large public/member events • General Meetings or other large public/member events • Subsidiary experience • Experience working in a Professional Services environment • Experience of managing a portfolio of entities

Person Specification

	• Delivering improved ways of working. • A solid understanding of the administrative support required within a Company Secretarial team. • A detailed understanding of the role and requirements of the Companies Act and of best practice in Corporate Governance as well as the wider legal and Governance for private companies. (preferably also subsidiaries) • Awareness of legal, regulatory and governance trends and developments. • Prior experience of acting as the Secretary to a Board / Committee. • Maintaining quality & corporate standards during times of change. • Providing advice on governance matters that has positively impacted on an organisation's effectiveness. • A history of building client or stakeholder relationships, which will help to develop the Governance Services for AGH. • Attention to detail and track record of producing high quality work. • A Resilient and proactive approach with the ability to take ownership/responsibility for own work and work of others. • Effective business, financial and risk management skills, and the ability to think/act strategically and commercially whilst protecting the reputation of the company.	
Special Attributes	• Excellent attention to detail including proof reading skills. • Be able to identify and recommend improvements to existing processes, to align with developments in governance practice and improve effectiveness and efficiency.	
Personal Qualities	• Excellent oral and written communication skills, the ability to engage effectively with employees at all levels with highly developed interpersonal skills. • You will be able to quickly build effective relationships to work confidently with, and provide trusted and reliable advice and support to, key stakeholders including Board.	

Person Specification

	• You will understand the needs of the business and have strong communication skills with a 'can do' attitude and appetite for solving problems. You will be able to work to tight deadlines, deal with the unexpected and have excellent attention to detail. • You will keep up to date with governance developments and be proactive in proposing changes to AGH Solutions procedures and working arrangements to ensure we meet requirements as well as continually improving the way we work. • Take full responsibility and accountability for your own tasks, while seeking advice and assistance when necessary. • Be a collaborative team player with a flexible approach. • A high degree of personal and professional integrity	
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Benefits

We are delighted to offer a wide range of benefits to employees including:

- Cycle to Work
- Travel Scheme
- Childcare Vouchers with Salary Sacrifice
- Onsite Nursery
- Buying and Selling Annual Leave
- Car Leasing
- Employee Health and Wellbeing
- Counselling Service
- Financial packages including Vivup and Wagestream
- Staff Networks, Enable, Rainbow, Gender, Race Equality Ecoaware & Admin Network

Pension

You will be automatically enrolled in the Company Pension scheme which is NEST (National Employment Savings Trust) if you meet the auto-enrolment criteria of earning a minimum of £10,000 per annum.

Sick Pay

Sick Pay Sick pay entitlement to be paid from the first day of sickness absence	Length of Service	Period of full pay (2026/27)*	Period on half pay (2026/27)*
	0-1 years	SSP	---
	1-2 years	8 weeks	8 weeks
	2+ years	11 weeks	11 weeks
	5+ years	19 weeks	19 weeks

Annual Leave

Annual Leave	Length of Service	Annual Leave Entitlement
	Entry	27 days + bank holidays
	5 years +	29 days + bank holidays
	10 years +	33 days + bank holidays

Benefits

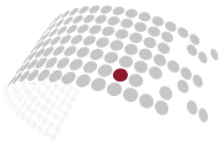
Parental Leave

Maternity Pay	Paternity Leave
Fully aligned with NHS AFC	Fully aligned with NHS AFC

Death in Service

Death in Service	To be introduced and fully aligned with NHS AFC by April 2026
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Get in Touch

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