



Information Pack for Applicants

Non-Executive Director Recruitment

May 2019

Contents

Letter from the Trust Chair.....	2
Welcome to Humber	3
The Trust Board.....	5
About the Role	6
Job Description	7
Person Specification	10
How to Apply.....	13



Letter from the Trust Chair

Dear Candidate

Thank you for expressing an interest in the position of Non-Executive Director of Humber Teaching NHS Foundation Trust.

Like all NHS Trusts, and indeed public services in general, we are operating in a time of challenge and change. We are working within a system in which patient demand and complexity is rising, financial pressures are increasing and our commissioning, partnership, inspection and regulation frameworks are changing.

We have been going through exciting change and the pace continues. Rated Good by the CQC, we've reshaped the organisation, introduced our PROUD Organisational Development programme and put a renewed focus on quality improvement, clinical governance and safety. Despite the challenges, the Trust also met its financial target in 2018/19.

We are seeking to appoint a skilled, enthusiastic and committed Non-Executive Director to join our Trust Board. This information pack outlines the specific skills and experience required for the post.

Further information about the Trust is included in this information pack and on the Trust's website www.humber.nhs.uk.

This is an opportunity to play a key role on the Board of a large, complex, vibrant and exciting foundation trust and I hope that you will consider applying for this position.

Yours faithfully

Sharon Mays
Chair

Welcome to Humber

As a multi-speciality health and social care teaching provider, we provide a wide range of services, including community and inpatient mental health services, learning disability services, community services, healthy lifestyle support and addictions services and a growing number of primary care services in Hull, the East Riding of Yorkshire, Scarborough and Ryedale and the Whitby area, employing approximately 2,500 staff across over 120 sites.

We have approximately 16,000 members who we encourage to get involved, have their say, elect governors and make a difference to how local services are provided. The views of Trust members are represented by our Council of Governors.

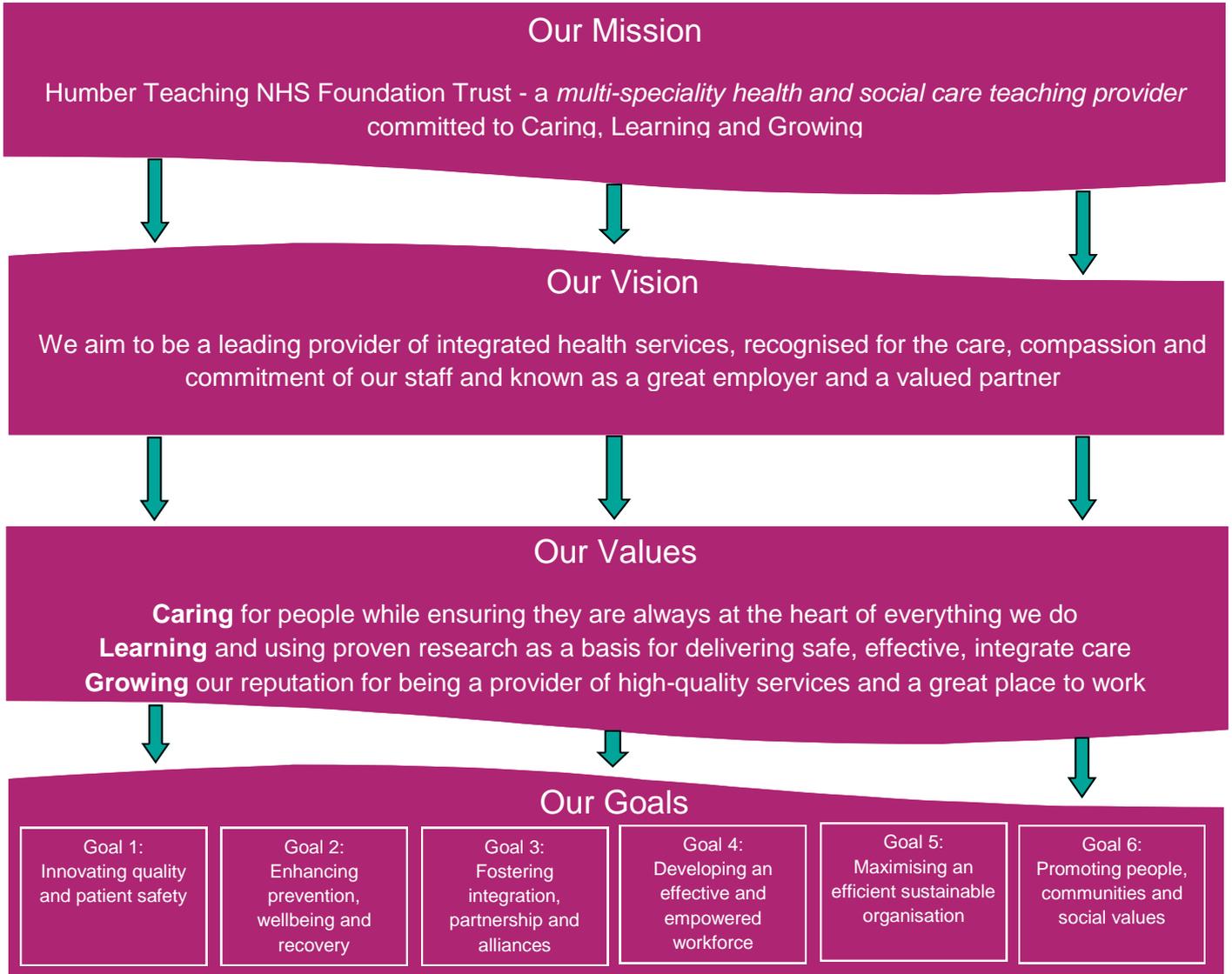
We also have more than 120 volunteers who are passionate about working in our services.

In April 2018 we became 'Humber Teaching NHS Foundation Trust', a change that demonstrates the importance of research and development, learning and teaching.

We work in partnership across the Humber, Coast and Vale Sustainability and Transformation Partnership area to support the delivery of integrated care services to approximately 1.4 million people.

The Trust turnover for 2018/19 was circa £125.5million.





The Trust Board

The Board consists of five Executive Directors, five Non-Executive Directors and the Trust Chair.

The work of the Board is supported by the following Board sub committees, all chaired by Non-Executive Directors:

- Quality Committee
- Finance & Investment Committee
- Audit Committee
- Workforce & Organisational Development Committee
- Charitable Funds Committee

The Trust's Constitution sets out the framework in which the Trust works. As a Non-Executive Director, the successful candidate will be a voting member of the Board.

The Council of Governors

We have 25 Governors made up of Public Governors, Service User and Carer Governors, Nominated Governors and Staff Governors. More than half of the Council of Governors are elected by local people. Nominated Governors include representatives of local partner organisations.

The Council of Governors is responsible for appointing Non-Executive Directors.

About the Role

Induction Programme and Policies and Procedures

The successful candidate will take part in an induction programme on joining the Board.

All Non-Executive Directors are required to adhere to the Trust's policies and procedures and will be bound by the Board Code of Conduct and must also meet the fitness test of the fit and proper persons requirements. (Regulation 5 of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014).

Tenure

The expected term of appointment is 3 years.

Remuneration

The current salary for this post is £12,504 per annum.

Non-Executive Directors are eligible to claim travel and subsistence allowances incurred on Trust business, in accordance with Trust policies.

Remuneration is taxable and subject to National Insurance contributions. It is not pensionable.

Equal Opportunities

We value and promote diversity and are committed to equality of opportunity for all and appointments made on merit. We believe that the best boards are those that reflect the communities they serve.

We particularly welcome applications from those people who we know are under-represented in chair and non-executive roles. We aim to reflect in the composition of our board the communities of the patients that we serve.

Our recruitment processes are conducted in accordance with the Code of Governance to ensure that they are made on merit after a fair and open process so that the best people, from the widest possible pool of candidates, are appointed.

Please see the job description and person specification below for more information about the role.

Job Description

Accountability:

Non-Executive Directors are accountable to the Trust Chair and the Council of Governors.

Role summary:

- Non-Executive Directors are full and equal members of the Board, which considers key strategic and managerial issues to ensure that the Trust meets its obligations set out in the terms of authorisation and the Constitution.
- Non-Executive Directors act as ambassadors for the Trust and must ensure that the highest standards of probity, integrity and governance are maintained.
- Non-Executive Directors provide expert advice and challenge to the Board, drawing on the benefit of their experience.
- In supporting their statutory function for holding the Trust to account through Non-Executive Directors, the Non-Executive Directors regularly report to the Council of Governors.

Non-Executive Directors use their skills and experience to contribute across three key areas of responsibility: formulating strategy; ensuring accountability; shaping organisational culture:

Responsibilities

1 Formulating strategy

- Contribute to setting the Trust's strategic aims, ensuring that the necessary financial and human resources are in place for the Trust to meet its objectives and that performance is effectively monitored and reviewed.
- Ensure that a compelling vision for the future is articulated and underpinned by clear objectives, to deliver the agreed plans.
- Ensure the effective implementation of the Board's decisions.
- Ensure that Governors have the opportunity to be involved in the strategic development of the Trust.
- Participate in debating and shaping strategic decisions and ensure appropriate consultation with internal and external stakeholders takes place.

2 Ensuring accountability

- Commit to working to, and encouraging within the Trust, the highest standards of probity, integrity, corporate and clinical governance and contribute to ensuring that the Trust's internal governance arrangements conform to NHS Foundation Trust best practice and statutory requirements.
- Monitor the performance of the Trust and ensure that appropriate action is taken to remedy problems as they arise.
- Work with Governors to hold the Board of Directors to account.
- Seek assurance where remedial action has been required to address performance concerns.
- Provide rigorous but effective challenge as a Board member.
- Ensure that the Trust complies with its Terms of Authorisation, its Constitution, within its statutory powers and any other applicable legislation and regulations.
- Ensure that there is a clear organisational structure that clarifies responsibility for delivering quality performance from the Board to the point of care and back to the Board.
- Ensure the Trust meets its commitments to patients and achieves targets for delivery of care and the quality of care provided.
- Ensure that financial controls and systems of risk management are robust, in accordance with schemes of delegation, and that the Board receives accurate, timely and up to date information to discharge its' financial and risk management stewardship responsibilities.
- Participate in the appointment and remuneration of the Chief Executive and other senior staff via the Trust's Remuneration and Nomination Committee.
- Actively participate as a member of the Trust Board's sub-committees as appropriate.

3 Shaping organisational culture

- Through appropriate behaviours, ensure that the Trust's culture reflects its' values and those in the NHS Constitution.
- Demonstrate through action, a commitment to: quality of care; patient safety; openness and transparency; ambition; responsiveness.
- Challenge discrimination, promote equity of access and quality of services and respect and protect human rights.
- Exemplify the seven principles of public life: selflessness; integrity; objectivity; accountability; openness; honesty and leadership.

Time commitment

This is currently 4 days per month (on average). This may be during the working day or in the evening. All members of the Board are required to attend the monthly meetings of the Board.

Eligibility

Non-Executive Directors must reside in or have strong connections to the Yorkshire and Humber region and must not be disqualified from being a Non-Executive Director.

Please note that to be eligible for this post you must be a member of the Trust.

Please contact the Membership Office on 01482 389132 to check your eligibility prior to application. If this is not done, you may be informed at a later date that your application is not eligible to be considered.



Person Specification

	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> • Experience in a large, complex organisation at Board level, or equivalent • Evidence of strategic thinking and strategy development • Track record of success • Understanding of, and commitment to, NHS values of accountability, probity, openness, equality and diversity • Understanding of the role of a Non-Executive Director and the relationship with Governors • Understanding of the needs of patients, carers and the wider community 	<ul style="list-style-type: none"> • Experience of working in human resources and/or organisational development, or experience of working in the third sector, or experience of working in communications and marketing. • Experience of working with multiple partners at a strategic level • Experience of leading and delivering complex organisational change • Understanding of risk and governance systems • Understanding of business planning, financial and legal issues • Experience of developing and growing new income streams • Experience of building and maintaining partnerships

Skills and abilities	<ul style="list-style-type: none">• Enthusiastic about health and wellbeing• Excellent communication and listening skills• Able to probe and challenge constructively• Able to hold others to account for their performance• Commercially and politically astute• Ability to understand complex issues and information and to make pragmatic and difficult decisions• Ability to champion the patient and carer voice in the Trust's financial and strategic context	<ul style="list-style-type: none">• Ability to analyse performance and financial reports
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<p>Personal qualities</p>	<ul style="list-style-type: none"> • A strong commitment to the Trust and its values • A strong commitment to continuous improvement and the delivery of high quality services • Team player • Committed to working productively and differently with partners • A strong ambassador, able to build and maintain good relationships with partners 	<ul style="list-style-type: none"> • Understanding of organisational culture and ability to promote change
<p>Other</p>	<ul style="list-style-type: none"> • The appointed candidate must either be, or become a member of the Trust and reside in the Yorkshire and Humber region • Be prepared to undertake varied roles and chair meetings 	<ul style="list-style-type: none"> • Understanding of public, patient and stakeholder expectations of the NHS

How to Apply

Candidates can apply for this role online via NHS jobs. Please [click here](#) to start your online application form.

Applications must be submitted no later than 12.00pm on 31st May 2019.

Please note that all applications will be acknowledged.

Successful candidates will be invited to take part in an interview on Friday 21 June 2019.

Key Dates

- **Closing Date for Applications:** 12.00pm, 31st May 2019
- **Date of interview:** 21st June 2019

Contact Information

If you would like to know more about the role or the process for selection and appointment, please contact Trust Chair, Sharon Mays, for a confidential discussion:

Sharon Mays
Trust Chair
Trust Headquarters
Willerby
HU10 6ED
Tel: 01482 389132
Email: sharonmays@nhs.net

Thankyou for your interest in this role, we look forward to receiving your application.