



# Could you help lead the NHS in your area?

**The Leeds Teaching Hospitals NHS  
Trust**

**Associate Non-executive Director x2**

**Candidate information pack**

**Reference: N2210**



**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 women, people from the local black and minority ethnic communities, and disabled people who we know are under-represented in chair and non-executive roles.**

**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.**

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## 1. The opportunity

There are vacancies for two Associate Non-executive Directors (NED) at The Leeds Teaching Hospitals NHS Trust (LTHT). This is an exceptional opportunity to share your talents and expertise to make a positive difference to the lives of people served by the Trust.

The Associate NED role is used successfully in the NHS to support Board succession strategy and achieving a balance of Board level skills. Although Associate NEDs take full part in all aspects of Board work including as members of board sub committees the only difference from a full NED being, they do not participate in any formal vote at Board.

The successful candidates for the Associate role will be appointed by the Trust but may also be considered for appointment as a NED of the Board in future, should a vacancy arise, and they have the appropriate skills.

## 2. The person specification

### Essential criteria

You will need to have a genuine commitment to patients and the promotion of excellent health care services. It is likely that you will have senior level experience gained in a complex situations and organisations.

Leeds and its surrounding areas have a rich background of cultures and LTHT is committed to ensuring their organisation reflects this at all levels. For either role LTHT wants to seek people who have experience of engaging with the diverse social, economic and cultural groups served by the Trust, particularly the black, Asian and minority ethnic communities. This may have been gained through links with the voluntary or not for profit sectors, community involvement or business initiatives.

Whatever your background, LTHT is interested in your ability to add to the existing board members' life experience and bring personal insights into one or more of the following:

- The experience of gender and women's issues
- Younger People
- Those who are open about their faith
- The lives of people from socially deprived backgrounds
- Those who live with a disability
- Those who are openly L/G/B/T/Q+

Other areas the Trust is looking to increase the skills of organisation and board are:

**Role one:** experience of the design and implementation of transformational change at scale, delivering improvements in service quality and delivery

**Role two:** experience of the adoption of innovations at pace

You will need to be able to demonstrate you can use your experience to:

- work alongside other non-executives and executive colleagues as an equal member of the board
- bring independence, external perspectives, skills and challenge to strategy development
- hold the executive to account by providing purposeful, constructive scrutiny and challenge
- shape and actively support a healthy culture for the trust

All non-executive directors must **champion the standards of public life** – by upholding the highest standards of conduct and displaying the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

As a future NHS leader, the successful candidate will be able to demonstrate the range of behaviours required to contribute effectively in this board level role. These are outlined in the NHS Leadership Academy's [Healthcare Leadership Model](#).

Applicants should either have strong connections with the Leeds area or the ability to travel to Leeds to meet the time commitment below.

- On average this role will require the equivalent to 2 to 3 days a month, however the time commitment may vary and a flexible approach should be taken.
- The remuneration payable for this role is £11,500 per annum. Thereafter the remuneration will be applied in line with the framework for chairs and NEDs. On this basis the successful candidate will receive an increase on 1 April 2021 to £13,000 (standard rate for all NEDs) per annum.

Given the significant public profile and responsibility members of NHS Boards hold, it is vital that those appointed inspire confidence of the public, patients and NHS staff at all times. NHS England / NHS Improvement makes a number of specific background checks to ensure that those we appoint are “fit and proper” people to hold these important roles. More information can be found on our [website](#).

### 3. About The Leeds Teaching Hospitals NHS Trust

LTHT contribute to life in the Leeds city region, not only by employing over 18,000 people in a range of different roles, but by supporting the health and well-being of the region and playing a leading role in research, education and innovation. The Trust treats around one and a half million patients a year.

LTHT expertise and specialist services allow the Trust to care for people from all over the country and on some occasions all over the world, but they are also the provider of district general hospital services for the people of Leeds. There are seven hospitals within the Trust; Leeds General Infirmary, St James’s University Hospital, Seacroft Hospital, Wharfedale Hospital, Chapel Allerton Hospital, Leeds Children’s Hospital and Leeds Dental Institute.

#### Vision and Values

LTHT is committed to delivering the highest quality and safest treatment and care to every patient, every time.

Their vision is to be the best in the United Kingdom for specialist and integrated care - not only for patients in Leeds, but also for those from the wider Yorkshire and Humber region and beyond.

To achieve this vision, the Trust set out their five-year strategy for the Trust. Their staff helped to define the values and behaviours that they all work to and that form the foundations of their culture, their ethos and how they will work for the benefit of patients for years to come. This is known as The Leeds Way.

<b>Our vision</b>	To be the best for specialist and integrated care				
<b>Our values</b>	Patient-centred Fair Collaborative Accountable Empowered				
<b>Our goals</b>	<b>Patients</b> The best for patient safety, quality and experience	<b>Our people</b> The best place to work	<b>Research, education and innovation</b> A centre of excellence for specialist services, research, education and innovation	<b>Integrated care</b> Hospitals that offer seamless, integrated care	<b>Finance</b> Financially sustainable
<b>Our objectives</b>  i.e How we will achieve our goals	<p>Drive quality improvement for patients to become the safest healthcare organisation in the country.</p> <p>Involve patients in their treatment and use their feedback on services they receive.</p> <p>Deliver all the mandatory standards in line with the NHS Constitution and all regulatory requirements including improvement of care, capacity and demand management.</p>	<p>Develop a highly engaged, high performing workforce and positive patient centred culture delivering great care for patients.</p>	<p>Ensure the Trust is a leading provider of specialist services.</p> <p>Deliver commissioners’ activity and improved patient pathways by widespread deployment of improvement techniques, removing waste and increasing productivity.</p> <p>Be an outstanding research and education organisation.</p>	<p>Improve care and services through integration and collaboration across networks and partners.</p>	<p>Improve financial margins to support the delivery of high quality care.</p> <p>Seek out mutual business development growth opportunities to benefit the Trust, its patients and the Leeds City Region.</p>

# Our values: The Leeds Way

Our staff worked together to develop our values. This is known as 'The Leeds Way'. It defines who we are, what we believe and how we will work to deliver the best outcomes for our patients.

## Patient-centred

- Consistently deliver high quality, safe care.
- Organise around the patient and their carers and focus on meeting their individual needs.
- Act with compassion, sensitivity and kindness towards patients, carers and relatives.

## Fair

- We will treat others how we would wish to be treated.
- Strive to maintain the respect and dignity of each patient, being particularly attentive to the needs of vulnerable groups.

## Collaborative

- Recognise we are all one team with a common purpose.
- Include all relevant patients and staff in our discussions and decisions.
- Work in partnership with patients, their families, and other providers—they will feel in control of their health and care needs.

## Accountable

- Act with integrity and always be true to our word.
- Be honest with patients, colleagues and our communities at all times.
- Disclose results and accept responsibility for our actions.

## Empowered

- Empower colleagues and patients to make decisions.
- Expect colleagues to help build and maintain staff satisfaction and morale—more can be achieved when staff are happy and proud to come to work.
- Celebrate staff who innovate and who go the extra mile for their patients and colleagues.

More information is available at [www.lthtfuture.com](http://www.lthtfuture.com) and on the [Trust's website](#), including:

- Annual Report 2019/20
- Corporate Brochure
- 5 Year Strategy (the dates in October will be working towards setting the strategy for the next 5-10 years)
- Leeds Children's Hospital
- Research & Innovation Strategy
- Building the Leeds Way

An interview with Dr Linda Pollard, Chair of the Trust, talking about these roles is available to view at [www.lthtfuture.com](http://www.lthtfuture.com). So too are the documents listed below, which can also be viewed by selecting the following links in blue:

- The Trust Corporate Objectives can be found as appendix 1 to the [Chief Executives report](#) (Public Board meeting 26 March 2020)
- Care & Quality – the latest [Quality Account 2018/19](#)
- Finance & Efficiency - [Latest Finance report to Board](#) (Public Board meeting 30 July 2020)

- Priority Areas - We aspire to move to an outstanding rating by the CQC, we are currently as good.

Finally, links to YouTube clips about the following topics are available via [www.lthfuture.com](http://www.lthfuture.com) or by following the links below:

- [Ensuring Sustainable Finances](#)
- [Listening and Learning](#)
- [Meet Our Non-Executive Directors](#)

## Appendix 1: More information

For information about the Trust, such as business plans, annual reports, and services, visit their [website](#).

Follow the links for more information about:

- [Becoming a non-executive director](#)
- [About the non-executive role](#)
- [Advice on applying for the role](#) such as:
  - Building your application
  - Sources of information and useful reading
  - Eligibility and disqualification criteria
  - Terms and conditions of chair and non-executive director appointments

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## Appendix 2: Making an application

If you wish to be considered for these roles please provide:

- a CV that includes your address and contact details, highlighting and explaining any gaps in your employment history
- a supporting statement that highlights your motivation for applying and your understanding of the NHS and the role. You should outline your personal responsibility and achievement within previous roles and how your experience matches the person specification
- the names, positions, organisations and contact details for three referees. Your referees should be individuals in a line management capacity, and cover your most recent employer, any regulated health or social care activity or where roles involved children or vulnerable adults. Your references may be taken prior to interview and may be shared with the selection panel
- please complete and return the monitoring information form which accompanies this pack and is available for download
- tell us about any dates when you will not be available

## Appendix 3: Key dates

- **closing date for receipt of applications: 10 September 2020 at 11am.**  
Please forward your completed application to [NHSI.Chairsandneds@nhs.net](mailto:NHSI.Chairsandneds@nhs.net)
- **Preliminary interviews (GatenbySanderson): 16, 18 and 21 September 2020**
- **Panel shortlisting: 22 September 2020**
- **interview date: 30 September 2020** via Microsoft Teams
- **LTHT Board Strategy sessions (two days): 15 and 16 October 2020**  
(successful candidates will be included in this critical session).
- **proposed start date: October/November 2020**

## Getting in touch

- **The Trust** – For an informal and confidential discussion with Linda Pollard, the Chair of the Trust, please contact Joy Murphy on 0113 206 4326 or email [joy.murphy1@nhs.net](mailto:joy.murphy1@nhs.net)
- **GatenbySanderson** are helping us to identify potential candidates, for a confidential discussion about this post, please contact Robin Staveley or Julia St Clair on 0113 205 6090 or [robin.staveley@gatenbysanderson.com](mailto:robin.staveley@gatenbysanderson.com)
- **NHS England / NHS Improvement** – for general enquiries contact Miriam Walker on 0300 123 2059 or by emailing [miriam.walker@nhs.net](mailto:miriam.walker@nhs.net)

**NHS England / NHS Improvement**

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