



Salisbury
NHS Foundation Trust

Non-Executive Director

Information for Candidates

November 2017

Dear Candidate

Thank you for your interest in the Non-executive Director post at Salisbury NHS Foundation Trust. We are seeking an outstanding individual to join our trust board next year, to strengthen the board's capabilities in the area of finance. We want to recruit people with high level leadership experience who can help shape the future of the Trust

A key challenge for anyone joining the NHS for the first time will be to blend your experience with growing knowledge of the way the Trust's clinical services function. You will need a strong empathy for the values of the NHS and a keen interest in securing the highest standards of patient care.

We are looking for an immediate start after the Council of Governors has approved the appointment in February 2018.

Melanie Shearer at GatenbySanderson is acting as our recruitment advisor – there is useful guidance on producing a CV on the firm's website. The selection and appointment will be overseen by the Trust's Council of Governors. The process will provide opportunities for you to meet myself, and the Chief Executive, Cara Charles-Barks.

If you can help take us take forward the aims and values of the Trust, I hope that you will apply for this role. I look forward to hearing from you.

Yours sincerely,

Nick Marsden

Chairman

Profile of Salisbury NHS Foundation Trust

At Salisbury District Hospital, Salisbury NHS Foundation Trust provides a range of clinical care, which includes general acute and emergency services, to approximately 225,000 people in Wiltshire, Dorset and Hampshire. Specialist services, such as burns, plastic surgery, cleft lip and palate, genetics and rehabilitation, extend to a much wider population of more than three million people. The Duke of Cornwall Spinal Treatment Centre at Salisbury District Hospital covers most of southern England with a population of approximately 11 million people. Trust staff provide outpatient clinics in other locations in Dorset and Hampshire. Specialist staff hold outreach clinics in hospitals within the Wessex area.

The Trust also has subsidiary companies Odstock Medical and Salisbury Trading Limited. OML was set up in 2006 to market worldwide its experience and knowledge of functional electrical stimulation and its own pioneering electrical devices. The Trust also transferred its laundry service to STL which provides a laundry service to Salisbury District Hospital and other NHS organisations.

We have a joint venture, Wiltshire Health & Care, with Great Western Hospitals NHS Foundation Trust and Royal United Hospitals Bath NHS Foundation Trust. Wiltshire Health & Care has recently won the contract to deliver adult community health services in Wiltshire for the next five years from July 2016.

Trust Values and Behaviours

All strategic planning is underpinned by a number of values and behaviours. These were developed in conjunction with staff and are used in their day to day work with patients, colleagues and stakeholders. There are four core values which staff should follow, which influence a further three key areas for each.

Patient Centred and Safe:

This centres on patient safety, team work and continuous improvement

Professional:

This focuses on being open and honest, efficient and acting as a good role model.

Responsive:

The expectation here is that staff will be action orientated, with a “can do” attitude and that they innovate, take personal responsibility and listen and learn

Friendly:

We would expect staff to be welcoming, treat people with respect and dignity and value others as Individuals

Background on Salisbury NHS Foundation Trust's governance arrangements

Salisbury NHS Foundation Trust (SFT) has a governance structure based on a constitution that defines how it will operate from a governance perspective. It incorporates the legal requirements that apply to all Foundation Trusts. SFT must also comply with a Code of Governance that sets out the range of requirements of Foundation Trusts.

There are three basic components of the Trust's governance structure:

- The membership
- The Council of Governors
- The Board of Directors

Members of SFT consist of staff and members of the general public who choose to apply for membership. Members elect governors and can also stand for election themselves. Members are located in a defined number of constituencies reflecting the areas generally served by the Trust that are set out in the Trust's constitution.

The Council of Governors consists of elected public governors, staff governors and appointed individuals from key stakeholders. Governors help bind the Trust to its patients, service users, staff and stakeholders. The Chairman is both chair of the Council of Governors and the Board of Directors. The Council of Governors is responsible for:

- Representing the interests of members and partner organisations in the governance of the SFT
- Holding the Board of Directors collectively to account for the performance of the SFT including ensuring that the Trust does not breach its licence (the conditions under which an FT is required to operate as set by its regulator, Monitor)
- Feeding back information about the Trust to members and stakeholder organisations

- Having an input into the Trust's forward plans
- Various roles on appointments and remuneration including appointing the chairman, Non-Executive Directors, auditors etc.

The Council of Governors has a Nominations Committee which is responsible for the identification and nomination of Non-Executive Directors (NEDs). The Nominations Committee, which comprises the Chairman, Chief Executive and a number of Governors, will take the lead in appointing new NEDs and will shortlist, interview and select the candidate that is best suited to meet the needs of the Board.

The Board of Directors' role is to provide active leadership of the Trust within a framework of prudent and effective controls which enables risk to be properly assessed and managed. The Board of Directors has both Executive and Non-Executive Directors with a majority of independent Non-Executive Directors. It is a unitary Board, so both Executive and Non-Executive Directors share the same liabilities and joint responsibility decisions. The Chief Executive is the nominated Accounting Officer and is responsible for the overall organisation, management and staffing of the NHS Foundation Trust, for its procedures in financial and other matters, and to offer appropriate advice to the Board on all matters of financial propriety and regularity.

Further information can be found at:

<http://www.salisbury.nhs.uk> <https://www.gov.uk/government/groups/salisbury-nhs-foundation-trust> <http://www.cqc.org.uk/provider/RNZ>

Job Description

Job Title:

Non-Executive Director

Remuneration:

£13,100

Accountable To:

Chairman

Locality:

Trust Headquarters

Hours:

4 days per month

Purpose of the Job:

The Non-Executive Director acts as an objective, critical friend and will be required to contribute to setting the strategic direction, effectively participate in the Board, ensuring effective governance and compliance and the meeting of performance targets required by the commissioners of services, NHS Improvement, the Care Quality Commission and other statutory bodies.

The Non-Executive Director will need to ensure that the Board acts in the best interests of service users, patients, the community and wider public.

Key Relationships:

Chairman, Chief Executive, Non-Executive Directors, Executive Directors, Governors.

Key Responsibilities

- Commit to working to, and encouraging within the Trust, the highest standards of probity, integrity and governance and contribute to ensuring that the Trust's internal governance arrangements conform with best practice and statutory requirements.
- Provide independent judgement and advice on issues of strategy, vision, performance, resources and standards of conduct and constructively challenge, influence and help the Executives develop proposals on such strategies.
- Bring independent judgement and experience based on high level professional and/or clinical expertise from outside the Trust and apply this to the benefit of the Trust, its stakeholders and its wider community.
- In accordance with agreed Board procedures, monitor the performance and conduct of management in meeting agreed goals and objectives and statutory responsibilities, including the preparation of annual reports and annual accounts and other statutory duties.
- Obtain comfort that performance and quality information is accurate and that clinical governance and risk management systems are robust and defensible.
- Contribute to the determination of appropriate levels of remuneration for executive directors.

- Chair board committees and take an active part in other committees established by the Board of Directors to exercise delegated responsibility.
- Establish effective relationships with Governors and report to them at Council meetings.
- As a member of Board committees, appoint, remove, support, encourage and where appropriate 'mentor' senior employees.
- Assist fellow directors in 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.
- Assist fellow directors in providing entrepreneurial leadership to the Trust within a framework of prudent and effective controls, which enable risk to be assessed and managed.
- Assist fellow directors in setting the Trust's values and standards and ensure that its obligations to its stakeholders and the wider community are understood and are fairly balanced.
- Engage positively and collaboratively in Board discussion of agenda items and act as an ambassador for the Trust in engagement with stakeholders including the local community, dealing with the media when appropriate.

Person Specification

We are seeking to appoint an individual with strategic finance experience and ideally a recognised financial qualification.

The successful candidate will have a track record of achievement as a director in a large and complex service-provision environment. Board or very senior level experience in the public and/or private sector and/or voluntary sector is an essential requirement for this role.

In particular, individuals will:

- possess excellent interpersonal, communication and influencing skills to support internal and external engagement
- senior level experience gained in a large, complex organisation
- understand the sustainability of service provision
- have knowledge, or ability to quickly gain knowledge, of health services and operational management in the NHS
- have an understanding of the political context in which the NHS and wider health care operates
- understand and appreciate of the context within which the Trust is working which informs the future agenda
- be a clear and strategic thinker with the confidence, credibility and sensitivity to engage with a wide range of audiences both inside and outside the Trust.
- demonstrate a clear understanding of executive and non-executive roles and their boundaries;
- be ambitious for the Trust and for the Board in carrying out its duties
- take part in a regular programme of walk-rounds in the hospital
- challenge professional views in a confident and assured manner;
- listen sensitively to the views of others, inside and outside the Board, and gain the trust, respect and confidence of a wide range of audiences;

- promote the highest standards of corporate governance.

Applicants would be welcomed who bring diversity to the current profile of the Non- Executive Directors and have an understanding of how that diversity can bring added value to the role.

Additional Information

Time Commitment

Non-Executive Directors at Salisbury NHS Foundation Trust must devote sufficient time to ensure satisfactory discharge of their duties. A NED is required to be flexible regarding their time and devote c4 days per month to this role, including attendance at both daytime and occasional evening meetings. This is most frequently discharged as attendance at the board meeting, committee meetings and ad hoc commitments in addition to time for reading.

2018 board meeting dates can be found here:

<http://www.salisbury.nhs.uk/AboutUs/TrustBoard/Pages/TrustBoardmeetings.aspx>

Remuneration

NEDs will receive £13, 100 per annum. Please note that remuneration will be set by the Nomination Committee on appointment and reviewed annually. Remuneration is taxable and subject to National Insurance Contributions. It is non-superannuable. The NEDs also eligible to claim allowances, at rates set by the Trust for travel and subsistence costs necessarily incurred on Trust business.

Eligibility

Non-Executive Directors must live in the Trust's constituency areas: this includes all of England. The successful candidates must register as a member of the Foundation Trust.

Term of Office

The term of office is for three years with an option for re-appointment for a further term, subject to satisfactory appraisal by the Chair and approval by the Council of Governors. Appointments may be renewed at the end of the first period of office, subject to the recommendations of the Council of Governors' Performance Committee and approval by the Council of Governors, for a

second term.

Any further period of reappointment will only be considered in exceptional circumstances.

Disqualification

A person may not become, or continue as a Director of the Trust if they meet any of the criteria listed in section 33 of the Constitution. Further details can be found here

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/293951/Salisbury_Constitution_May_2013.pdf

Fit and Proper Persons Criteria for Directors in the NHS

Trusts are required to assess that new and existing directors are and remain fit to be appointed/employed.

In addition to the usual requirements of good character, health, qualifications, skills and experience, the regulation goes further by barring individuals who are prevented from holding the office (for example, under a directors' disqualification order) and, significantly, excluding from office people who:

"have been responsible for, been privy to, contributed to or facilitated any serious misconduct or mismanagement (whether unlawful or not) in the course of carrying on a [CQC-] regulated activity, or discharging any functions relating to any office or employment with a service provider".

Further information can be found here:

<http://www.cqc.org.uk/content/regulations-service-providers-and-managers>

How to Apply

To apply for this post, please submit:

- a **comprehensive CV**
- a **detailed supporting statement** (no more than two pages) that:
 - addresses the appointment criteria as set out in the person specification
 - includes details of two referees who we would be able to contact if required

Please also ensure you have completed and submitted the equal opportunities monitoring form provided on this site. The information on the form will be treated as confidential, and used for statistical purposes only. The form will not be treated as part of your application.

The closing date for applications is **Monday 18th December 2017**.

Applications should be uploaded onto the GatenbySanderson website. The How to Apply section of the website provides clear instructions; if, however, you have any queries in relation to the application process, or you experience difficulties uploading your application, please do not hesitate to telephone the GatenbySanderson team on 020 7426 3988.

If you have any queries about any aspect of the appointment process, need additional information or wish to have an informal and confidential discussion, our advising consultant Melanie Shearer 0207 426 3971 will be pleased to talk to you. GatenbySanderson will respect the privacy of any initial approach or expression of interest in this role, whether formal or informal.

Recruitment Timetable

Process	Dates
Closing date for applications	Monday 18th December 2017.
Preliminary interviews	w/c 15 th January 2018
Final appointments panel	1 February 2018
Decision by Council of Governors	19 th February 2018