The search for a new Non-Executive Director

Applicant information pack
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1. Introduction

The Rotherham NHS Foundation Trust’s Council of Governors is looking to appoint an exceptional Non-Executive director (NED) to replace an experienced NED who is looking to retire, having served seven years in post. This is an exceptional opportunity to share your talents and expertise to make a positive difference to the lives of those in our community.

Joining us at a particularly key stage of our journey, successful candidates will be highly motivated and will demonstrate a commitment to enhancing health and care services, and will have the highest standards of personal integrity.

Our new NED will need an appreciation of the diversity of our stakeholder landscape, be an inspirational leader and bring challenge, support, innovation and passion to the team.

We are keen to hear from outstanding individuals with Board level expertise and significant personal experience. Successful candidates will be highly motivated and will demonstrate a commitment to enhancing health and care services, and will have the highest standards of personal integrity.

**We are particularly interested to hear from those with expertise or background in a clinical or medical profession.**

The successful applicant for this exciting and challenging role, must have experience of working at board level, and preferably, will have experience of undertaking previous NED roles.

We value and promote diversity and are committed to equality of opportunity for all. We particularly welcome applications from women, people from the local minority ethnic communities, and those with disabilities.
2. The application process

The Council of Governors of The Rotherham NHS Foundation Trust is responsible for the appointment of the Non-Executive Directors (NEDs). The Council has established a Nomination Committee to oversee the appointment process for all new NEDs.

Following the selection process, we will invite the successful candidate to join us for a recruitment day where candidates will have the opportunity to meet Governors, fellow Trust NEDs and Executive Directors before embarking upon a formal interview.

Martin Havenhand, the Trust Chairman, will Chair the formal interview panel made up of Governors, although the decision of the panel for the appointment will be made only by Governors. Recommendations for appointment will go through the formal governance process, culminating with a Council of Governors’ meeting.

Agreement will be reached with the successful candidate as to when their term of office will commence although this will be preferably before the end of the current calendar year, allowing for a ‘hand-over’ / induction process to be completed. All necessary references and DBS checks will be completed prior to the successful applicant formally taking up post.
3. **Role of the NHS Board**

NHS boards play a key role in shaping the strategy, vision and purpose of an organisation. They hold the organisation to account for the delivery of strategy and ensure value for money. They are also responsible for assuring that risks to the organisation and the public are managed and mitigated effectively. Led by an independent Chair and composed of a mixture of both executive and independent Non-Executive members, the unitary Board has a collective responsibility for the performance of the organisation.

The purpose of NHS boards is to govern effectively, and in so doing, build patient, public and stakeholder confidence that their health and healthcare is in safe hands. This fundamental accountability to the public and stakeholders is delivered by building confidence:

- in the quality and safety of health services;
- that resources are invested in a way that delivers optimal health outcomes;
- in the accessibility and responsiveness of health services;
- that patients and the public can help to shape health services to meet their needs; and
- that public money is spent in a way that is fair, efficient, effective and economic.
4. **The Seven Principles of Public Life**

The principles of public life apply to anyone who works as a public office-holder and therefore, will apply to the successful candidate for this role:

**Selflessness** - holders of public office should act solely in terms of the public interest

**Integrity** - holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships

**Objectivity** - holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias

**Accountability** - holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this

**Openness** - holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing

**Honesty** - holders of public office should be truthful

**Leadership** - holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour whenever it occurs.
# 5. TRFT NED role and responsibilities

**Accountable to:** Trust Chairman (Council of Governors)

**Overall purpose:**
The Non-Executive Directors are responsible for providing appropriate oversight, governance and leadership to the NHS Foundation Trust in the pursuit of its strategies to provide effective, safe and high quality healthcare services. Non-Executive Directors should scrutinise the performance of the management in meeting agreed goals and objectives, and monitor the reporting of performance. They should satisfy themselves as to the integrity of financial, clinical and other information, and that financial and clinical quality controls and systems of risk management are robust and defensible. They are responsible for determining appropriate levels of remuneration of executive directors and have a prime role in appointing executive directors, and in succession planning.

**Main Duties and Responsibilities:**

**Strategy**
- Establishing clear objectives to deliver the agreed plans and strategy to meet the licence conditions and regularly review performance against those objectives;
- ensuring the effective implementation of board of director decisions by the chief executive and the senior management team;
- holding the chief executive to account for the effective management and delivery of the organisation's strategic aims and objectives;
- ensuring the long-term sustainability of the Foundation Trust;
- analyzing and contributing positively to the strategic development of long term healthcare plans for the community;
- leading in the discussions on the strategic development of the Foundation Trust;
- providing vision to the Foundation Trust to capitalise on the freedoms it enjoys as a result of its status;
- contributing to constructive debate regarding the strategic development of the NHS Foundation Trust and any other material and significant issues facing the organisation.
• building and maintaining close relations between the Foundation Trust’s constituencies and stakeholder groups to promote the effective operation of the Trust’s activities;
• ensuring the board of directors sets challenging objectives for improving performance; and
• ensuring that strategies and actions approved by the board of directors are implemented effectively by the chief executive and the senior management team.

Compliance
• Ensuring that the Foundation Trust complies with its licence, the constitution and any other applicable legislation and / or regulations;
• maintaining mandatory services and retaining protected property as defined in the licence;
• maintaining the financial viability, using resources effectively, controlling and reporting on financial affairs in accordance with the requirements set out by the regulator, NHS Improvement;
• ensuring the best use of financial and other resources in order to maximise effective treatment of patients;
• ensuring that financial controls and systems of risk management are robust and that the board is kept fully informed through timely and relevant information;
• participating in the appointment of the chief executive and other senior staff;
• Working with clinical commissioning groups to ensure the effective delivery of services commissioned through contracted arrangements;
• with the assistance of the Trust secretary, promoting the highest standards of corporate and clinical governance in compliance with The NHS Foundation Trust Code of Governance, other regulatory requirements and best practice;
• upholding the values of the Foundation Trust by example, and ensuring that the organisation promotes equality and diversity for all its patients, staff and other stakeholders;
• promoting equality of opportunity and human rights in the treatment of all staff and patients;
• ensuring the NHS Foundation Trust meets its commitment to patients and
targets for treatment; and
• establishing and maintaining the highest standards of clinical and
environmental hygiene to assure robust infection control standards.

**Board activities**

Participating fully in the work of the board, contributing to the corporate
responsibility of the board of directors:
• attending, and possibly chairing, committees and other ad hoc meetings of
the trust board;
• working corporately with the Non-Executive and executive directors for the
NHS foundation Trust;
• liaising and co-operating with the council of governors, and having due
regard for their opinions, as appropriate;
• participating in any board induction, ongoing training and evaluation
identified for the individual and as part of the board or committee;
• working with the lead Non-Executive director or senior independent director
on the annual performance evaluation of the chair, in line with the process
agreed by the council of governors and reporting back to the council of
governors appropriately; and
• undergoing an individual and board performance appraisal, and attending
any additional training highlighted as a result of the evaluation process.

**Miscellaneous**

• Uphold the highest standards of integrity and probity, adhering to the 7 Nolan
Principles;
• Ensuring that the Foundation Trust promotes equality and diversity for all of
its patients, staff colleagues and other stakeholders;
• Safeguarding the good name and reputation of the Trust; and
• Acting as a member of the Corporate Trustee of Charitable Funds, as
applicable.

**Person specification**

Each Non-Executive director will display a range of the following personal
attributes, or a willingness to acquire those skills:
• high level of understanding and interest in healthcare issues;
• a commitment to NHS values and principles of NHS Foundation Trusts;
• board level experience in a large/complex/changing organisation;
• highly developed interpersonal and communication skills;
• proven leadership skills;
• ability to understand complex strategic issues, analyse and resolve difficult problems;
• sound, independent judgment, common sense and diplomacy;
• politically astute, with the ability to grasp relevant issues and understand relationships between interested parties;
• clear understanding and acceptance of the legal duties, liabilities and responsibilities of Non-Executive Directors;
• sound knowledge of corporate governance; and
• sufficient time and commitment to fulfil the role.

**Time Commitment**
Non-Executives normally devote up to 4 days a month to their Board responsibilities. This is likely to include some daytime meetings and evening commitments.

**Eligibility**
Non-Executive Directors must be registered members of the Foundation Trust before appointment.

**Remuneration**
Annual remuneration for the role is £16,665 paid monthly in arrears.
6. The Rotherham NHS Foundation Trust

The Rotherham NHS Foundation Trust (TRFT) was established in 2005, and was formerly the Rotherham General Hospital NHS Trust. As an NHS Foundation Trust, we are regulated by the sector regulator, NHS Improvement and our standards of health care are overseen by the Care Quality Commission.

In 2011, the Trust acquired Rotherham Community Health Services to become one of a small number of combined acute and community Trusts nationally, with the aim to be a leading healthcare provider to patients in the hospital, community and home settings.

The health of people in Rotherham is varied compared with the England average. Deprivation is higher than average and about 22.8% (11,300) children live in poverty. Life expectancy for both men and women is lower than the England average. Life expectancy is 9 years lower for men and 7 years lower for women in the most deprived areas of Rotherham compared with the least deprived areas. Black and minority ethic residents make up 6.5% of the population, within which the largest group are those identifying as Asian / Asian British (4.1%) of total population. Rotherham is in the most deprived quintile within the Index of Multiple Deprivation.

The Trust has circa 4,000 members of staff providing a comprehensive range of services to the population of Rotherham, as well as specialist services across the South Yorkshire region and nationally.

The UK Government’s Five Year Forward View challenges the traditional divide between primary care, community services and hospitals. It highlights the importance of managing systems rather than organisations, and recognises the importance of out-of-hospital care and the need to integrate services around the needs of the patient.

Against this environment, the Trust’s Vision is to be an outstanding Trust, delivering excellent care at home, in our community and in hospital. Our Mission is to improve the health and wellbeing of the population we serve, building a healthier future together.
The Trust’s Vision and Mission reflect the Trust’s ambition to work with patients, the public and partners to make a positive difference to health and wellbeing of the people of Rotherham and the wider catchments which the Trust serves, and seeks to continue to serve, in the provision of high quality services.

Services are provided in a range of settings, with an emphasis on home, then community, highlighted ahead of hospital, in recognition of the need to encourage health promotion, self-care and early intervention to avoid hospital admission where possible.

The Trust is a member of the South Yorkshire & Bassetlaw Working Together Accountable Care System (ACS), one of the first wave of such systems in the country. This brings together Health and Social Care partners across South Yorkshire, Bassetlaw and North Derbyshire, with the aim of providing sustainable health services for not only Rotherham, but the wider population.
7. Additional Sources of Information

The Trust’s website, www.therotherhamft.nhs.uk, contains detailed information about the organisation’s structures services and operational performance which anyone interested in the position may wish to review before applying.

Areas that may be of particular interest include:
Corporate Committees and Meetings tab:
Our public board papers from 2015 onwards
Our Council of Governors papers from 2008 onwards
Key Corporate Documents tab:
Operational Plans
Annual Report and Accounts
Committee Terms of Reference

In addition, there are a number of sources which provide useful background information about the NHS and its regulators.

- NHS Choices
- NHS Improvement
- Care Quality Commission
- NHS Providers
- NHS England Constitution for England (the principles and values of the NHS in England)
- Department of Health (for national NHS policy).