

ROLE DESCRIPTION

TITLE: NON-EXECUTIVE DIRECTOR

OVERALL PURPOSE

Non-executive directors are responsible for providing oversight, governance and leadership to the NHS Foundation Trust ("Trust") in the pursuit of its strategic priorities and vision.

Non-executive directors scrutinise the performance of the management in meeting agreed goals and objectives for quality, safety and financial performance and monitor the reporting of this 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 effective and robust.

Non-executive directors are responsible for determining appropriate levels of remuneration of executive directors and have a prime role in succession planning and appointing and, where necessary, removing executive directors.

MAIN DUTIES AND RESPONSIBILITIES:

STRATEGY

- Establishing clear objectives to deliver the Trust's agreed plans and strategy to meet the Terms of Authorisation and to deliver against agreed quality, safety and financial objectives and regularly review performance against those objectives
- Ensuring that strategies, decisions and actions approved by the board of directors are implemented effectively by the Chief Executive and the senior management team
- Holding the chief executive to account for the effective management and delivery of the Trust's strategic aims and objectives
- Ensuring the Trust's long term sustainability
- Analysing and contributing to the strategic development of long term healthcare plans for the local community and wider system
- Leading in internal and external discussions on the strategic development of the Trust and attending Health community meetings and events
- Contributing to debate regarding the strategic development of the Trust and any other material and significant issues facing it
- Building and maintaining close relations between the Trust's constituencies, and stakeholder groups to promote the effective operation of the Trust's activities, both locally and system-wide
- Ensuring the board of directors sets challenging objectives for improving performance

COMPLIANCE

- Ensuring that the Trust complies with its Terms of Authorisation, License obligations the Constitution and any other applicable legislation and regulations
- Maintaining services and retaining protected property as defined in the Terms of Authorisation
- Maintaining the financial viability, using resources effectively, controlling and reporting on financial affairs in accordance with the requirement set out by NHS England, the Regulator.
- Ensuring the best use of financial and other resources in order to maximise effective treatment to 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, as appropriate
- Working with Commissioners to ensure the effective delivery of services commissioned through contracted arrangements.
- With the assistance of the Director of Corporate Affairs, promoting the highest standards of corporate and clinical governance in compliance with the NHS Foundation Trust Code of Governance and other regulatory requirements and best practice, where appropriate
- Upholding the values of the Trust by example, and to ensure 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 Trust meets its commitment to patients and targets for treatment.
- Establishing and maintaining the highest standards of clinical and environmental hygiene to assure robust infection control standards
- Contributing to the Trust's sustainability agenda

BOARD ACTIVITIES

- Participating fully in the work of the board of directors, acting in the best interests of the Trust and ensuring the corporate responsibility
- Attending and or chairing committees, and other ad hoc meetings of the main board of directors and acting as 'lead' non-executive director for selected functions as required and completing quadrant reports thereafter
- Working corporately with the non-executive and executive directors of the Trust
- Liaising and co-operating with the Council of Governors and having due regard to their opinions, as appropriate
- Participating in any board induction, training and evaluation identified as an 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
- Undergoing an individual and board performance appraisal and attending any additional training highlighted as a result of the evaluation process.

COMMITMENTS

Commitments are as detailed below but these should be viewed as a minimum.

All members of the Board of Directors are required to attend the monthly (full day) meeting

An estimation of the time commitments for the role of Non-Executive Directors are as follows:

- Chairing Meetings – (Selected standing committees of the Board of Directors)
A Non-Executive Director will be expected to Chair meetings at the Trust's premises or other related venues
- Attendance at Meetings
Non-Executive Directors will be expected to attend monthly Board of Directors meetings, standing committee meetings, Council of Governors meetings, Council of Governor committee meetings as appropriate and other ad hoc meetings. These may be during the daytime or evening. A commitment to attend 75% of meetings for which Non-Executive Directors are a member is required.

- **Preparing for Meetings**
Non-Executive Directors will be expected to spend time preparing for meetings.
- **Attendance at the Trust**
Non-Executive Directors will be invited to attend the Trust to meet with the Chief Executive and other Executive Directors and senior managers and visit departments within the hospitals
- **Leadership Roles**
Non-Executive Directors will also be expected to undertake specific roles within the Trust including disciplinary and grievance hearings and other related roles.
- **Emergency contact**
While emergency contact with Non-Executive Directors is not normally required unless acting in the absence of the Chairman, Non-Executive Directors will be expected to be contactable during working hours through either electronic communication or by phone.

MISCELLANEOUS

- Uphold the highest standards of integrity and probity, adhering to the Nolan Principles
- Ensure continuing development and continuing Professional Development (CPD) in the role of non-executive director and remaining up to date with national and local health related policy issues
- Safeguarding the reputation of the trust
- Acting as a trustee of Charitable Funds.
- Meet and continue to meet throughout the tenure of office, the requirements of CQC Regulation 5 – Fit and Proper Persons: Directors.

REMUNERATION

The level of remuneration for this role is £13,000 per annum. This requires a minimum commitment of 15 hours per month

Eligibility

Be a member of a public constituency of the Trust) as detailed in the Trust's Constitution

PERSON SPECIFICATION – NON-EXECUTIVE DIRECTOR

CORE COMPETENCIES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
STRATEGY	<ul style="list-style-type: none"> • Ability to understand complex strategic issues, analyse and resolve difficult problems • Politically astute, with the ability to grasp relevant issues and understand relationships between interested parties 		Application and Interview
PERFORMANCE	<ul style="list-style-type: none"> • Able to challenge information constructively and effectively • Understand issues in respect of risk management and corporate governance 		Application and Interview
ORGANISATION	<ul style="list-style-type: none"> • Demonstrate an understanding of the role of a Non-Executive in ensuring adequate corporate governance processes in the Trust as detailed in the Code of Governance, and Nolan principles • High level of understanding and interest in healthcare issues 		Application and Interview
CULTURE	<ul style="list-style-type: none"> • Able to work with stakeholders both from within and external to the Trust and develop long term partnership working • A commitment to NHS values and principles of NHS Foundation Trusts 		Interview
SKILLS & PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Demonstrates the emotional resilience to retain independence of judgement 		Application and Interview

	<ul style="list-style-type: none"> • Understand own strengths and limitations • Highly developed interpersonal and communication skills • Proven leadership skills • Strong business and financial acumen • Committed to team working and respects and involves other team members • Sound, independent judgement, common sense and diplomacy • Sound knowledge of corporate governance 		
EXPERIENCE	<ul style="list-style-type: none"> • Board level experience in a large / complex/ changing organisation 	<p>Experience of a leadership role in either an Executive or Non-Executive capacity of a commercial or not for profit organisation</p> <p>Experience in ICT / Digital / Commercial operations will be advantageous</p>	Application and Interview
ROLE COMMITMENTS	<ul style="list-style-type: none"> • Be a member of the public constituency of the Trust as detailed in the Trust's constitution and authorisation document • Commitment to CPD and personal development • Sufficient time and commitment to fulfil the role 		Application and Interview