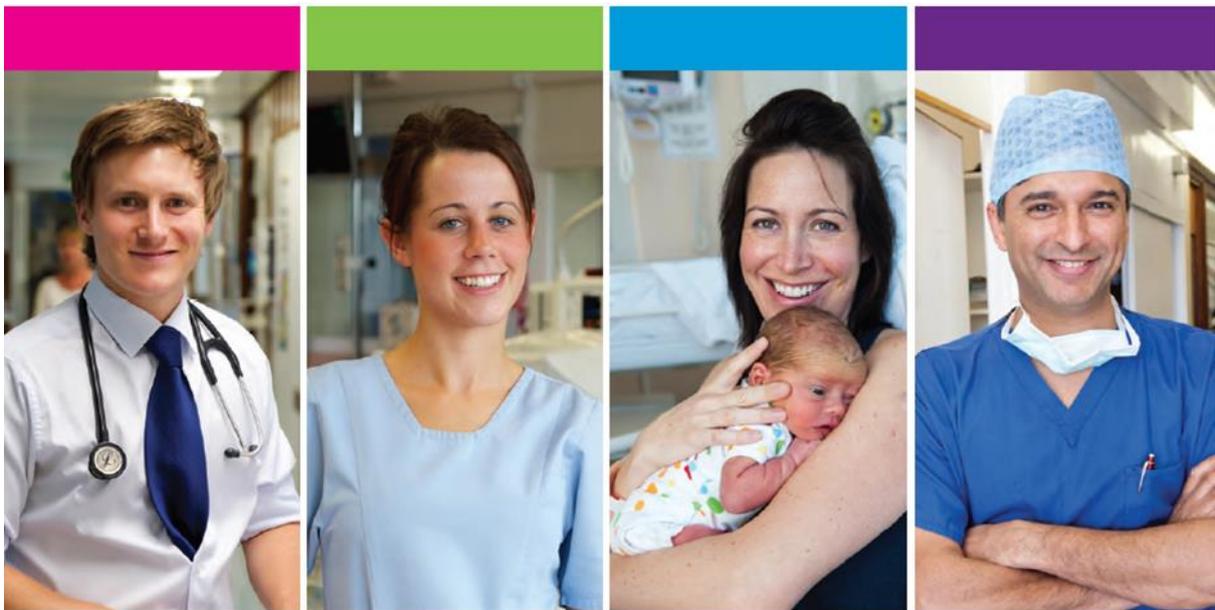


Appointment of a Non-Executive Director



Living our values *everyday*



About the Trust

Kingston Hospital NHS Foundation Trust is a single site, medium sized Hospital, located within Kingston-Upon-Thames in South West London. The Trust provides services to approximately 350,000 people locally on behalf of its main commissioners, including Kingston, Richmond, Wandsworth, Merton and Sutton Clinical Commissioning Groups (CCGs) in South West London and Surrey Downs CCG (East Elmbridge locality) in Surrey.

The hospital is on the site of the former Kingston Union Workhouse, built in 1839 as a result of the Poor Law Amendment Act 1834. An infirmary was built on the site of what is now Regent Wing in 1843. In 1948, when the NHS was launched, the entire former workhouse site was given over to the hospital. The Trust was licensed as a NHS Foundation Trust, a not-for-profit, public benefit corporation authorised under the National Health Service Act 2006 to provide goods and services for the purposes of the health service in England, with effect from 1st May 2013.

The Trust has some 520 beds and directly employs around 2,700 staff, with another 300 staff employed by contractors working on behalf of the Trust. In 2015/16 the Trust saw over 113,000 patients in A&E, undertook nearly 389,000 outpatient appointments, cared for 55,000 admitted patients and delivered around 5,800 babies, with quality very much at the forefront. To support this commitment to quality, a vision was developed with the support of staff, patients and the community.

‘Working Together to deliver exceptional, compassionate care each and every time’

As well as delivering services from the main hospital base, the Trust delivers ambulatory services at a range of community locations in partnership with GPs and community providers. The Trust’s clinicians provide and/or support care in outpatient and day surgery facilities at a number of community locations.

The Trust has strong links with tertiary and specialist hospitals, particularly St George’s NHS Foundation Trust and The Royal Marsden Hospital NHS Foundation Trust jointly provides cancer services on the Kingston Hospital site in the Sir William Rous Unit. The Trust also has close links with Kingston University and St George’s Medical School. The Trust jointly runs the Elective Orthopaedic Centre at Epsom Hospital in partnership with St George’s, Croydon and Epsom & St Helier Hospitals.

Historically the Trust has achieved good operational performance and NHS Improvement has placed the Trust in segment 2 under the [Single Oversight Framework Provider Segmentation](#) arrangements. A scheduled [Care Quality Commission inspection](#) took place in January 2016 and the overall outcome of the report was ‘requires improvement’. The latest information on the Trust’s financial position can be found in the papers for Board meetings on the Trust’s [website](#). The Trust achieved a planned net deficit outturn for 2015/16 of £6.9m, an improvement on the original forecast of £8.8m, and has forecast to achieve a surplus in 2016/17 of £3.9m, subject to delivery of the Cost Improvement Programme and Sustainability and Transformation Funding support.

The Trust Board

The Board has eight Non-Executive Directors and seven Executive Directors and over the past two years there has been a period of turnover amongst both executive and non-executive directors. Ann Radmore joined the Trust as Interim Chief Executive in September 2015 and was appointed permanently to the role in April 2016. Details on the remainder of the Board can be found on the Trust's [website](#). The Board is led by Sian Bates, appointed as Chairman for a second three-year term of office from September 2016.

More information

For information about the Trust, please visit our website:

www.kingstonhospital.nhs.uk

Making an application

If you wish to be considered for this role you will be asked to provide:

- A CV that includes your address and contact details. Please also highlight and explain any gaps in your employment history.
- A covering letter that highlights your motivation for the role and how your experience matches the person specification.
- The names, positions, organisations and contact details for two referees. Your referees should be individuals who know you in an employment capacity and should include a referee from your most recent employment.
- Please complete and return the monitoring information form which accompanies this pack.

The Trust is an equal opportunity employer. We value diversity and welcome applications from all sectors of the community.

Key dates

- **Closing date for receipt of applications: 1st February 2017 at 12 noon.** Please send your application to Nicola.munns@kingstonhospital.nhs.uk
- **Interview date: 15th February 2017 (provisional)**
- **Start date: to be confirmed - position is vacant from 31st March 2017**

Getting in touch

If you would like an informal discussion about the role please arrange a telephone conversation with the Chairman, Sian Bates by contacting her PA, Carla Crawford on 020 8934 2814 or Carla.crawford@kingstonhospital.nhs.uk

For general enquiries, please contact Nicola Munns at Nicola.munns@kingstonhospital.nhs.uk

**Person Specification – Non Executive Director
January 2017**

Criteria for Selection	Essential Requirements	Desirable Requirements	Assessment Method
Qualifications	First degree, or equivalent business experience	Postgraduate qualification	Application
Experience	General management experience at a very senior level Successful change management experience Senior level experience in a customer focused environment		Application & assessment of evidence
Skills	Able to challenge and to work collaboratively, with excellent team-working skills Able to work across a complexity of commissioning and local authority areas Outstanding interpersonal, communication and influencing skills Extensive experience of chairing and/or participating in committees Robust judgement and the ability to seek and challenge information to reach and take decisions Ability to understand complex strategic issues and data, analyse and resolve difficult	Able to engage a wide variety of stakeholders Leadership of projects/project management Coaching skills	Application & assessment of evidence

	<p>problems</p> <p>Politically astute, with the ability to grasp relevant issues and understand relationships between interested parties</p>		
Knowledge	<p>Clear understanding, and acceptance, of the legal duties, liabilities and responsibilities of non-executive directors</p> <p>Sound knowledge of corporate governance and risk management</p>	<p>High level of understanding and interest in healthcare and social care</p> <p>Awareness of commissioning within the NHS together with an awareness of the current strategic challenges at a national, London wide and local SW London level</p>	Application & assessment of evidence
Other	<p>High level of commitment to patients, carers and the community</p> <p>Commitment to NHS values and principles of NHS foundation trusts</p> <p>Sufficient time and commitment to fulfil the role, with the knowledge that this may involve unexpected temporary increases in time commitment</p> <p>Applicants must live in South West London or within the communities served by the Hospital.</p>	<p>Evidence of commitment to voluntary work or other public service contribution</p> <p>Current member of the Trust [see http://www.kingstonhospital.nhs.uk/trust-information/foundation-trust-status/membership]</p>	Application & assessment of evidence

JOB DESCRIPTION (all Non-Executive Directors)

Post Title:	Non-Executive Director
Reports to:	Trust Chairman
Accountable to:	Trust Chairman and the Council of Governors
Liaises with:	Board Members, Non-Executive Directors, Executive Directors, Governors, Senior Managers, Trust staff, patients, carers and the public, NHS and other Board members and staff, Monitor and Regulators, Foundation Trust Network and others.

Overall Purpose

Non-Executive Directors (NEDs) are members of the Trust Board and responsible for bringing independent judgement to bear on issues of strategy, planning, performance, key appointments, and relationships with the Trust's internal and external stakeholders, including the Council of Governors.

As members of a unitary Board, NEDs have a particular duty to ensure constructive challenge is made and should scrutinise the performance of the Executive Directors in meeting the goals and objectives agreed by the Board.

NEDs should adopt a strategic approach and seek assurances as to the integrity of financial, clinical and other information, and bring an independent view as to whether the Trust's control mechanisms and systems of risk management are robust and defensible, supported by the Trust's auditors as appropriate.

Non-Executive Directors are responsible for determining appropriate levels of remuneration of Executive Directors and have a prime role in the appointment of the Chief Executive, and, where necessary, removal.

NEDs must uphold the highest standards of public life and public service in undertaking their role for the benefit of the community.

Trust Culture and Values

The Trust has defined its culture as one that is patient centred which puts safety first and where all staff take responsibility, are valued and value each other. To support this, the Trust has four values which NEDs are expected to see guide their activities and those of the Trust Board:

Caring – we design and deliver care around each individual patient’s needs and wants
Safe – we make the safety of patients and staff our prime concern (safety comes first)
Responsible – all staff take responsibility for the hospital, its services and reputation
Value each other – that we all value each other’s contributions.

The Trust’s training, policies, procedures, and practices are all intended to support behaviour in line with our values. All staff are expected to uphold these by *'Living Our Values Everyday'*

Main duties and responsibilities

1. Strategy

- Work with fellow directors as part of a unitary Board to set the Trust’s strategic aims, ensuring that the necessary financial, commercial, service and workforce plans are in place for the Trust to meet its objectives, and that performance is effectively monitored and reviewed;
- Provide independent judgement and advice on issues of strategy, vision, performance, resources and standards of conduct and constructively challenge, influence and help the Board of Directors develop proposals on such strategies;
- Work with fellow directors as part of a unitary Board to provide innovative leadership to the Trust within a framework of prudent and effective controls, which enable risk to be assessed and managed; and
- Work with fellow directors as part of a unitary Board to set and uphold the Trust’s values and standards and ensure that its obligations to its stakeholders and the wider community and taxpayers are understood and fairly balanced at all times.

2. Executive Director Development

- As a member of Board committees, appoint, remove, support, encourage and where appropriate ‘mentor’ senior executives; and
- Contribute to the determination of appropriate levels of remuneration for Executive Directors.

3. Operations and Governance

- 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 financial and other performance information is accurate and that financial and other controls and risk management systems are robust and defensible;
- 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;
- Scrutinise the performance of management in meeting agreed goals and objectives;
- Chair (or participate in) Committees established by the Board of Directors to exercise delegated responsibility;
- Obtain comfort that the Trust has appropriate processes and procedures to deliver high standards of professional, clinical, administrative and personal behaviours across the Trust;
- Be aware of and understand relevant regulatory and central government policies;
- Participate in 'walkabouts' and other processes of engagement with staff and patients to help identify issues and provide assurance about the effectiveness of the Board's leadership of the Trust.

4. Communications and relationships

- Bring independent judgement and experience based on commercial, financial, legal or governance expertise from outside the Trust and apply this to the benefit of the Trust, its stakeholders and its wider community;
- 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;
- Act as an ambassador to the Trust with external stakeholders;
- Uphold the values of the Trust, be an appropriate role model, and as a member of a unitary Board ensure that the Board promotes equality and diversity for all its patients, staff and other stakeholders; and
- Set an example on all policies and procedures designed to ensure equality of employment. Staff, patients and visitors must be treated equally irrespective of gender, ethnic origin, age, disability, sexual orientation, religion, etc.

5. Education and Training/Self-Development

- Identify own training and development needs and undertake appropriate training/education as required
- Participate in an annual individual performance review process where objectives will be agreed, performance monitored and personal development needs discussed
- To attend all statutory and mandatory training as and when required to do so
- Act responsibly in respect of colleague's health, safety and welfare following safe work practices and complying with the Trust's Health and Safety Policies.
- Adhere to all Trust Policies as applicable.

Review of job description

This job description will be subject to review by the Nominations and Remuneration Committee and the Council of Governors as appropriate, including in the six months preceding the end of the term of office of a NED.

General Trust requirements

Disclosure and Barring Service Check

A Disclosure and Barring Service check and disclosure will be required before appointment for all posts with access to children or vulnerable adults.

Confidentiality and Disclosure of Information

In the course of your normal work with the Trust you will come into possession of confidential information concerning patients, the Trust and its staff. This information should always be treated according to the Trust's rules on confidentiality. Any inappropriate disclosure may be subject to the Trust's disciplinary procedures.

Raising concerns

Staff may on occasion have genuine concerns about healthcare matters and consequently the Trust endorses the principle that these must be raised in a responsible and appropriate manner, and if necessary using the Trust's 'Raising Concerns (Whistleblowing)' policy.

Data Quality/Security

The post holder is responsible for ensuring that he/she maintains the integrity and quality of both computerised and manual data.

Acceptance of Gifts and Hospitality

The conduct of staff in the public service should be scrupulously impartial and honest and in this context any offers of gifts or hospitality should be discussed with your manager, prior to acceptance.

Codes of conduct and professional standards

All staff should adhere to any codes of conduct or professional standards set by the regulatory bodies with whom they are registered or by professional bodies of which they are a member. Managers should observe the Code of Conduct for NHS Managers. [Note - Board members will be expected to adhere to the Trust Code of Conduct for Board Members]

Risk (managerial and supervisory staff only)

Managers are responsible for implementing and monitoring any identified and appropriate risk management control measures within their designated area(s) and scope of responsibility. Full details are set out in the Trust's Risk Management Policy.

Health and Safety

All staff are advised that, under the Health and Safety at Work Act 1974 and associated legislation, it is the duty of every employee to take reasonable care for their own health and safety and that of other people who may be affected by their activities at work, and also to co-operate fully with the Trust and others in connection with any arrangements to satisfy the statutory duties and responsibilities under the Act, including undertaking appropriate mandatory and health and safety training.

Infection Control

All staff must at all times be aware of their responsibilities for ensuring infection control and to maintain hygiene standards in accordance with infection control policies and instructions.

Personal Property

The Trust is unable to accept responsibility for articles of personal property lost or damaged on its premises whether by burglary, fire, theft or otherwise and staff are advised to insure against all risks.

Equal Opportunities

Equality of opportunity is an integral part of the Trust's recruitment and selection process and recruiting managers must ensure that they comply fully with the Trust's Equality & Diversity Policy. The Trust aims to ensure equality of opportunity for all irrespective of their age, colour, creed, ethnic or national origin, marital status, nationality, physical or mental disability, race, religious belief, sex or sexual orientation.

No Smoking

Smoking by staff, patients and visitors, will not be permitted anywhere on Trust premises.

Security

Staff must wear their identity badge at all times to assist in maintaining the security of the hospital; be observant, and not afraid to enquire of people as to their business in the hospital. Any suspicious behaviour must be reported to the Security Officer, manager, or security team.

Safeguarding children and vulnerable adults

Kingston Hospital NHS Trust is committed to safeguarding children and vulnerable adults at risk of abuse. If the post is one that involves access to children and vulnerable adults during the course of their normal duties, an enhanced Criminal Records (CRB) check will be required. All employees have a responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

NED Remuneration and conditions of service

Remuneration for this position is £13,500 per annum. Remuneration is reviewed at the absolute discretion of the Trust's Nominations and Remuneration Committee and any change subject to approval by the Council of Governors.

It is expected that the appointee will be able to commit at least 2½ days per month to the role, but with flexibility to adapt to the demands of the brief when necessary.

The incumbent will not be an employee of the Trust and so is ineligible for employment benefits or protection under employment legislation.

In accordance with Monitor's Code of Governance, initial appointment is for a fixed term of 3 years. A further term of office of up to 3 years (a total maximum service of up to 6 years) may be offered at the end of the initial term but any re-appointment is subject to agreement by the Trust's Council of Governors.

The expiry of the term of office and/or any decision not to extend the term of office by the Council of Governors will not constitute a dismissal for the purposes of the Employment Rights Act 1996 and any employment protection. The position attracts no contractual or statutory redundancy entitlement.

This appointment is subject to the selected candidate meeting the requirements of Regulation 5 of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014, the Fit and Proper Persons Test, upon appointment and at all times whilst holding the position of director.