



NHS

South Western
Ambulance Service
NHS Foundation Trust

The logo of the South Western Ambulance Service, featuring a yellow wheel with a red snake coiled around it, surrounded by a blue laurel wreath. The text 'WESTERN AMBULANCE SERVICE SOUTH' is written around the wheel. The background is a green and yellow checkered pattern.

Non-Executive Director

Candidate Information Pack

Dear Candidate

Thank you for your interest in the role of Non-Executive Director at South Western Ambulance Service NHS Foundation Trust. I am delighted that you are considering joining us and appreciate you taking the time to read this pack.

The Trust is looking to appoint two Non-Executive Directors who will continue to develop the Trust's external relationships, provide excellent support and challenge to the organisation and be part of a Board of Directors to ensure the continued success of the Trust both for the patients we serve and the staff we employ.

The two Non-Executive Directors that we would like to appoint should bring senior level knowledge and skills to the Board and we are keen to hear from candidates who can offer the following experience and professional backgrounds:

- Senior Clinical Leadership
- Workforce and people development
- Digital technology
- Research or academic background.

Please do not hesitate to get in touch if you would like to discuss this opportunity on an informal basis. To do this please contact Marty McAuley, Trust Secretary via email on marty.mcauley@swast.nhs.uk or by phone on 01392 261656 or 07554 334549.

The closing date for the receipt of all applications is on Tuesday 4 April 2017.

I hope that you are excited by this challenge and as such you will be inspired to apply.

Tony Fox
Chairman

Important Information for Candidates

Eligibility and Terms

To be able to take up this appointment the successful candidate be eligible for public membership of South Western Ambulance NHS Foundation Trust (SWASFT). This also means that your main residence must be in the Trust boundary. Any applicant, who is not a member of the Trust, can apply to join as part of their application.

Remuneration

The successful post holder will receive £13,000 per annum payable on a monthly basis based on four days per month.

Remuneration is taxable and subject to National Insurance Contributions. It is not pensionable.

You are also eligible to claim allowances, at rates set by the Foundation Trust for travel and subsistence costs necessarily incurred on Trust business.

Commitment

As a Non-Executive Director you must devote sufficient time to ensure satisfactory discharge of your duties.

The time commitment will comprise a mixture of set commitments (such as Board meetings, Council of Governor meetings and committee meetings) and more flexible arrangements for ad hoc events, reading and preparation.

Most of the time commitment will be during the working day. However some evening work will be required including meeting with staff and stakeholders.

Tenure and Term of Office

This appointment will be for up to 3 years and will be subject to annual performance review. It may be extended for a further term.

Standards of Business Conduct

You should also note that this post is a public appointment or statutory office rather than a job and is therefore not subject to the provisions of employment law. To ensure that public service values are maintained at the heart of the National Health Service, you are required to sign up to the Code of Conduct and adhere to the Standing Orders and Standing Financial Instructions for the Foundation Trust.

As a Non-Executive Director you must demonstrate high standards of corporate and personal conduct. Details of what is required of you and the Board on which you serve are set out in the Codes of Conduct as outlined above.

You will be required to declare any conflict of interest that arises in the course of Board business and also declare any relevant business interests, positions of authority or other connections with commercial, public or voluntary bodies.

These will be published in the annual report with details of all Board members' remuneration.

It is your responsibility to ensure that your declarations and independence remain in place during your tenure.

Induction and Training

Your induction and training plan will be developed with you so that it is bespoke to your needs as a Non-Executive Director. It will be a mixture of internally and externally sourced.

Appraisal Arrangements

Your appraisal will be conducted on an annual basis by Trust Chairman. Feedback will be sought from the Executive Directors, Non-Executive Directors and Council of Governors.

The NHS Foundation Trust Code of Governance

The Board of Directors is a unitary board. This means that within the Board of Directors, the Non-Executive Directors and Executive Directors make decisions as a single group and share the same responsibility and liability.

All Directors, Executive and Non-Executive, have responsibility to constructively challenge during Board discussions and help develop proposals on priorities, risk mitigation, values, standards and strategy.

The Board of Directors also has a framework of local accountability through members and a Council of Governors, which replaced central control from the Secretary of State for Health. NHS Foundation Trust Governors are responsible as a Council for holding the Non-Executive Directors, individually and collectively, responsible for the performance of this unitary board.

In turn, NHS Foundation Trust Governors are accountable to the members who elect or appoint them and must represent their interests and those of the public.

NHS Code of Governance – Responsibilities

As part of their role as members of a unitary Board, Non-Executive Directors should constructively challenge and help develop proposals on strategy. Non-Executive Directors should also promote the functioning of the Board as a unitary Board.

Non-Executive Directors should scrutinise the performance of management in meeting agreed goals and objectives, and monitor the reporting of performance.

They should satisfy themselves on the integrity of financial information and that financial 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, and where necessary, removing Executive Directors, and in succession planning.

Test of Independence

As a Non-Executive Director of the Trust, you must remain independent and make an annual declaration of independence.

To be independent a Director must show that they are independent in character and judgment and whether there are relationships or circumstances which are likely to affect, or could appear to affect, the Director's judgment.

Fit and Proper Persons Test

The purpose of the Fit and Proper Persons Test is to strengthen registration requirements and increase accountability of the controlling mind of health and social care providers.

The Fit and Proper Persons Test applies to all NHS providers and was introduced in October 2014 and the aim of the test is to specifically assess the fitness of you as a Non-Executive Director to carry out a leading role for the relevant health and social care provider.

Your appointment will be subject to meeting the necessary checks for this post including, an enhanced DBS check, bankruptcy check and disqualified director's check; as well as tests around the independence of your role and criteria explained in the disqualification section above.

How it will be Processed

The Council of Governors' Remuneration and Recommendations Panel will lead the recruitment of the roles. They will be supported by the Trust and the recommendation of the Panel will be made to the whole Council of Governors in terms of who should be appointed.

How to Apply

Please apply on NHS Jobs. If you require any help or support please contact Marty McAuley, Trust Secretary on the details below:

Marty McAuley
Trust Secretary
South Western Ambulance Service Foundation Trust
Abbey Court
Eagle Way
Sowton
Exeter EX2 7HY

Closing Date

The closing date for application is Tuesday 4 April 2017.

Additional Support

Any additional advice about the role, the application or any part of the process can be found by contacting the Trust Secretary. He can be reached at Marty McAuley, Trust Secretary via email on marty.mcauley@swast.nhs.uk or by phone on 01392 261656 or 07554 334549.

For further information on the Trust please look on the Trust website and the annual report for 2015/16.

Interview

Interviews will be held at Trust HQ in Exeter on a date to be advised.

