

# Could you help lead the NHS in your area?

**Non-executive director & 2 Associate  
Non-executive directors**

**Candidate information pack**

**Reference: M1499**



**We value and promote diversity and are committed to equality of opportunity for all and appointments made on merit. We believe that the best boards are those that reflect the communities they serve.**

**We particularly welcome applications from women, people from the local black and minority ethnic communities, and disabled people who we know are under-represented in chair and non-executive roles.**

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£170  
million

Annual Turnover



3,990

Total Number of Staff



A consistently strong performing organisation, which achieves all its internal and external performance targets

## Worcestershire Health and Care NHS Trust Join our Board as a Non-executive director or an Associate Non-executive director

### About Us

We are a leading provider of community nursing, therapy and mental health NHS services in Worcestershire. We deliver a wide range of services in a variety of settings, including in people's homes, in care homes, community centres, schools and from our six community hospitals.

We also deliver services outside of Worcestershire, for example we are partners with Birmingham Children's Hospital to provide mental health services in Birmingham, and we are responsible for sexual health services in neighbouring Herefordshire.

### About the role

Non-executive and Associate Non-executive directors sit on the Trust Board and are responsible for supporting and challenging the executive team to deliver against its objectives and key priorities. They are integral members of the wider Board team, attending Board as required and contributing to a range of other Board committees, as required. The successful Associate Non-executive directors candidates will be appointed by the Trust as part of our succession planning for our Board, our previous Associate Non-executive directors have joined the Board as Non-executive directors.

### About You

You will need to have a genuine commitment to patients and the promotion of excellent health care services, and will have senior level experience in a large and complex organisation, preferably in at least one of the following areas:

- Recent finance experience with a financial qualification
- Working in mental health, learning disability, or childrens services ideally with a clinical background
- Senior level experience gained in the public, voluntary, community or charity sectors; bringing experience of strategic planning, financial, risk, performance management and service development expertise

Strong connections with Worcestershire, Herefordshire or the Birmingham areas

Typically this role will require 3/4 days of your time per month and NEDs and Associate NEDs are paid £6,157 pa.

To view the latest Trust news [click here](#)

To view the 2016/17 Annual Report [click here](#)

To view more details about this role [click here](#)

To express an interest contact:

Chris Burdon, Chairman: [chris.burdon@nhs.net](mailto:chris.burdon@nhs.net) 01905 681667

Gill Harrad, Company Secretary: [gill.harrad@nhs.net](mailto:gill.harrad@nhs.net) 01905 681527

## 1. The opportunity

There is a vacancy for a Non-executive director and two Associate Non-executive directors on Worcestershire Health and Care NHS Trust. These are exceptional opportunities to share your talents and expertise to make a positive difference to the lives of people in your community.

The Non-executive director and Associate Non-executive directors will provide additional support to the Board and will contribute to a range of Board committees including the Audit Committee, Finance and Performance Committee and Quality and Safety Committee.

The Non-executive director and Associate Non-executive director role is used successfully in the NHS to support Board succession strategy and achieving a balance of Board level skills. Associate Non-executive directors cannot participate in any formal vote at Board.

The successful candidates for the Associate roles will be appointed by the Trust but the Associate Non-executive directors may also be considered for appointments as a Non-executive director of the Board in future, should vacancies arise and they have the appropriate skills.

## 2. The person specification

### Essential criteria

You will need to have a genuine commitment to patients and the promotion of excellent health care services. You will need to have senior board level experience in a large and complex organisation in one or more of the following areas:

- Recent financial experience with a financial qualification
- Working in mental health, learning disability, or children's services Ideally with a clinical background
- Senior level experience gained in the public, voluntary, community or charity sectors; bringing experience of strategic planning, financial, risk, performance management and service development expertise

You will need to be able to demonstrate you can use your experience to:

- work alongside other non-executives and executive colleagues as an equal member of the board

- bring independence, external perspectives, skills, and challenge to strategy development
- hold the executive to account by providing purposeful, constructive scrutiny and challenge
- shape and actively support a healthy culture for the trust

All non-executive directors must **champion the standards of public life** – by upholding the highest standards of conduct and displaying the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

As a future NHS leader, the successful candidate will be able to demonstrate the range of behaviours required to contribute effectively in this board level role. These are outlined in the NHS Leadership Academy's [Healthcare Leadership Model](#).

You should have strong connections with Worcestershire, Herefordshire or the Birmingham areas.

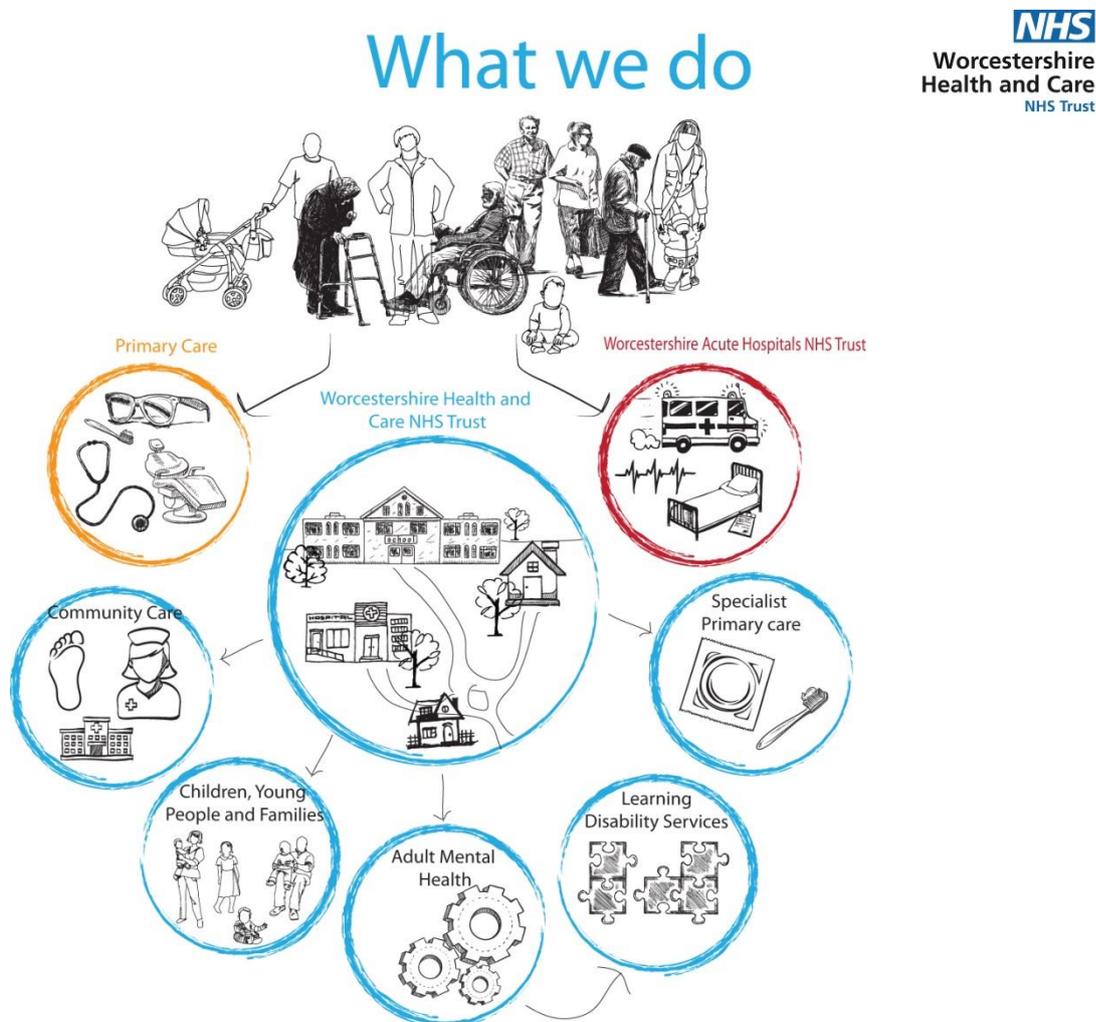
- You will have flexibility to decide how you manage the time, subject to the needs of the service, to undertake this role. On average this role will require a time commitment equivalent to 3 to 4 days a month.
- The remuneration payable for this role is £6,157 pa.

Given the significant public profile and responsibility members of NHS Boards hold, it is vital that those appointed inspire confidence of the public, patients and NHS staff at all times. NHS Improvement make a number of specific background checks to ensure that those we appoint are “fit and proper” people to hold these important roles. More information please contact [sharon.davies19@nhs.net](mailto:sharon.davies19@nhs.net)

### 3. About Worcestershire Health and Care NHS Trust

Worcestershire Health and Care NHS Trust is the main provider of community and mental health services in Worcestershire. They deliver a wide range of services in a variety of settings, including in people's homes, care homes, schools, community centres, prisons and their in-patient facilities including their six community hospitals. The trust provides services to people across all age groups, from Health Visitor services for new born babies and their families through to services which support older people with complex health and social care needs.

The trust serves a population of approximately 560,000 across an area of approximately 500 square miles, with a relatively high proportion of residents aged 65 and above. Urban areas include the towns of Worcester, Bromsgrove, Kidderminster, Redditch, Evesham and Malvern. It is in these areas that the majority of the population live. The Trust's services are mainly commissioned by the three Clinical Commissioning Groups in Worcestershire. A small number of trust services are delivered outside of Worcestershire.



**NHS**  
Worcestershire  
Health and Care  
NHS Trust

## Vision and Values



**Courageous:**  
Displaying integrity, loyalty and the courage to always do what is right

**Ambitious:**  
Striving to innovate and improve through effective teamwork

**Responsive:**  
Focusing on the needs and expectations of people using our services

**Empowering:**  
Empowering people to take control of their own health & wellbeing

**Supportive:**  
Enabling our staff to achieve full potential and take pride in the services that they deliver

### Strategic Goals: What the trust wants to achieve

- they will always provide an excellent patient experience
- they services will always be safe and effective
- they will work in partnership to improve the integration of health and care
- they will work in partnership to improve the integration of health and care  
their organisation will be efficient, inclusive and sustainable



## Appendix 1: Role and responsibilities

### 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 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
- that public money is spent in a way that is fair, efficient, effective and economic.

### **Roles and responsibilities of the non-executive director**

Non-executive directors will work alongside other non-executives and executive directors as an equal member of the Board. They share responsibility with the other directors for the decisions made by the Board and for success of the organisation in leading the local improvement of healthcare services for patients. Non-executives use their skills and personal experience as a member of their community to:

- **Formulate plans and strategy**
  - bringing independence, external perspectives, skills, and challenge to strategy development
- **Ensure accountability**
  - holding the executive to account for the delivery of strategy
  - providing purposeful, constructive scrutiny and challenge
  - chairing or participating as a member of key committees that support accountability
  - being accountable individually and collectively for the effectiveness of the Board
- **Shape culture and capability**
  - actively supporting and promoting a healthy culture for the organisation which is reflected in their own behaviour

- providing visible leadership in developing a healthy culture so that staff believe NEDs provide a safe point of access to the Board for raising concerns
- ensuring the directors of the Board are 'fit and proper' for the role and champion an open, honest and transparent culture within the organisation
- **Context**
  - mentoring less experienced NEDs where relevant
- **Process, structures and intelligence**
  - satisfying themselves of the integrity of reporting mechanisms, and financial and quality intelligence including getting out and about, observing and talking to patients and staff
  - providing analysis and constructive challenge to information on organisational and operational performance
- **Engagement**
  - ensuring that the Board acts in best interests of patients and the public
  - being available to staff if there are unresolved concerns
  - showing commitment to working with key partners

In particular the responsibilities of non-executive directors are to:

- 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 executive board develop proposals on such strategies to enable the organisation to fulfil its leadership responsibilities to patients, for healthcare of the local community
- ensure that patients and service users are treated with dignity and respect at all times, and that the patient is central to trust decision making
- ensure that the Board sets challenging objectives for improving its performance across the range of its functions

- structure the performance of management in meeting agreed goals and objectives
- 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
- ensure that financial information is accurate and that financial controls and risk management systems are robust and defensible and that the Board is kept fully informed through timely and relevant information (you may be asked to sit on the audit committee on behalf of the Board)
- accept accountability to the NHS Improvement for the delivery of the organisation's objectives and ensure that the Board acts in the best interests of patients and its local community
- contribute to the determination of appropriate levels of remuneration for executive directors
- participate in the audit committee and take an active part in other committees (including the investment and remuneration committees) established by the Board of directors to exercise delegated responsibility
- as a member of board committees, appoint, remove, support, encourage and where appropriate "mentor" senior executives
- bring independent judgement and experience from outside the Trust and apply this to the benefit of the Trust, its stakeholders and its wider community
- 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 fairly balanced at all times
- ensure that the organisation values diversity in its workforce and demonstrates equality of opportunity in its treatment of staff and patients and in all aspects of its business
- engage positively and collaboratively in board discussion of agenda items and act as an ambassador for the Trust in engagement with stakeholders including patients and the local community, dealing with the media when appropriate.

## Responsibilities of audit committee chairs

Audit committee chairs should have recent and relevant financial experience. They share the functions of the other non-executives, and in addition have responsibilities to:

- bring independent financial acumen to the work of the audit committee across its governance, risk management, assurance and internal control functions
- provide leadership to the audit committee to ensure that it is effective in its role and that internal control systems are in place and operating
- ensure that the audit committee is well informed and has timely access to all the information it requires
- facilitate the contribution of all members of the audit committee, auditors and other invited participants
- ensure that the board receives sound advice, assurance and useful and timely reports from the committee

## Appendix 2: More information

For information about the Trust, such as business plans, annual reports, and services, visit their [website](#)

The following information about NHS Improvement and this appointment is available on request from [sharon.davies19@nhs.net](mailto:sharon.davies19@nhs.net) :

- The support NHS Improvement provides to trusts
- Terms and conditions of chair and non-executive director appointments
- Disqualification from appointment
- How your application will be handled
- Dealing with your concerns including how to complain to the Commissioner for Public Appointments
- Other sources of information

## Appendix 3: Making an application

If you wish to be considered for this role please provide:

- a CV that includes your address and contact details, highlighting and explaining any gaps in your employment history
- a supporting statement that highlights your motivation for applying and your understanding of the NHS and the role. You should outline your personal responsibility and achievement within previous roles and how your experience matches the person specification
- the names, positions, organisations and contact details for three referees. Your referees should be individuals in a line management capacity, and cover your most recent employer, any regulated health or social care activity or where roles involved children or vulnerable adults. Your references will be taken prior to interview and may be shared with the selection panel
- please complete and return the monitoring information form which accompanies this pack and is available for download
- tell us about any dates when you will not be available

## Key dates

- **closing date for receipt of applications:** 27 July 2017 at 11.00am. Please forward your completed application to [public.appointments@nhs.net](mailto:public.appointments@nhs.net)
- **interview date:** 7 September 2017
- **proposed start date:** To be confirmed

## Getting in touch

- For an informal and confidential discussion with Chris Burdon, the Chairman of the Trust, regarding the role please contact his PA Rachel Godby on 01905 681667 or Gill Harrad, Company Secretary on 01905 681558.
- **The Leadership Academy** is helping us to identify potential candidates. If you would like a confidential discussion about the role contact Rob Wright, Senior Programme Lead Executive Search on 0113 322 5675 or [rob.wright@leadershipacademy.nhs.uk](mailto:rob.wright@leadershipacademy.nhs.uk).
- **with NHS Improvement** – for general enquiries contact Sharon Davies on 0300 123 2068 or by emailing [Sharon.davies19@nhs.net](mailto:Sharon.davies19@nhs.net)

## About NHS Improvement

NHS Improvement is responsible for overseeing Foundation Trusts, NHS Trusts and independent providers. We offer the support these providers need to give patients consistently safe, high quality, compassionate care within local health systems that are financially sustainable. By holding providers to account and, where necessary, intervening, we help the NHS to meet its short-term challenges and secure its future.

NHS Improvement is the operational name for the organisation that brings together Monitor, NHS Trust Development Authority, Patient Safety, the National Reporting and Learning System, the Advancing Change team and the Intensive Support Teams.

## Contact us

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