

Could you help lead the NHS in your area?

Non-executive Director & Associate Non-executive director Candidate information pack

Reference: M1508



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.

Contents

1. The opportunity	4
2. The person specification	4
3. About the Trust	5

Appendix 1: Role and responsibilities

Appendix 2: More information

Appendix 3: Making an application

1. The opportunity

There are vacancies for a Non-executive Director and an Associate Non-executive Director at Norfolk Community 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 Associate Non-executive Director will provide additional support to the Board and, if required, can contribute to a range of Board committees, including the Audit Committee and the Finance and Performance Committee. Other Board Committees include the Quality and Risk Assurance Committee, Remuneration Committee and the Charitable Funds Committee.

The Associate Non-executive Director role is used successfully in the NHS to support Board succession strategy and achieving a balance of Board level skills. Although not legally a member of the Board and does not participate in any formal vote, the individual is an integral member of the wider Board team - comprising executive and non-executive roles and attending Board and key committee meetings as required.

The successful candidate will be appointed by the Trust but 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. The expectation is that a suitable vacancy will arise in March 2018.

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 have senior board level experience in the following area:

- Recent finance experience gained within a large complex organisation including high level financial strategy creation, governance and risk management skills. You must have a relevant financial qualification.

Desirable expertise

- Working with a Unitary Board and Audit Committee/ board committee or sub-committee experience.
- Experience of working on an NHS or NHS Foundation Trust board.

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](#).

Applicants should live in or have strong connections with Norfolk.

- On average this role will require the equivalent to 2 to 3 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

3. About Norfolk Community Health and Care NHS Trust

The trust’s vision is to “Improve the quality of people’s lives in their homes and community by providing the best integrated health and social care.” It will be delivered through the achievement of three longer term strategic priorities. These are: Our Quality, Our People and Securing the Future.

Improving their Quality: through delivering harm free, clinically effective and compassionate care involving patients and the public and delivering excellent patient experience and integrating delivery with social and primary care and having effective partnerships with other organisations.

Enabling their People: through inspiring staff empowering staff to speak out and put things right; ensuring the right staff with the right skills, are available to deliver compassionate care; transforming services; and demonstrating effective leadership.

The trust will secure the future through delivering what commissioners require, and growing their service portfolio within a financially sustainable organisation with a robust financial strategy. They will develop a sustainable workforce through for example; creative approaches to recruitment and retention; talent management; supporting apprentices and opportunities to develop careers. The trust will deliver

the Sustainability and Transformation Plans that all systems are required to produce and be a catalyst for changing the system. The trust will invest in their infrastructure and partnerships playing a leading role to ensure both they and the health and care systems in which they operate improve, stay sustainable and represent value for money. How they deliver their strategic priorities is in line with their organisational trust values.

Values

Their values of Community, Compassion and Creativity were developed following extensive consultation and engagement with their staff, patients, service users and wider stakeholders. They describe their approach to everything that they do, support their decision making and guide their interactions.

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.

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:

- 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
- **interview date: 8 August 2017**
- **proposed start date: To be confirmed by the trust**

Getting in touch

- For an informal and confidential discussion with Geraldine Broderick, the Chair of the trust, please contact Terry Siedlecki on 01603 697415.
- **NHS Improvement** – for general enquiries contact Sharon Davies on 0300 123 2068 or by emailing 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

NHS Improvement
Non-executive Appointments Team
Room 2C18
Quarry House
Leeds LS2 7UE

E: public.appointments@nhs.net
W: improvement.nhs.uk