

Central and North West London



NHS Foundation Trust

# Non-Executive Director Application Pack



COMPASSION



RESPECT



EMPOWERMENT



PARTNERSHIP

*Wellbeing for life*

London | Milton Keynes | Kent | Surrey | Hampshire

## Our Trust

CNWL – Central and North West London NHS Foundation Trust – is an experienced provider of integrated services covering every aspect of physical and mental health. With almost 7,000 staff, we provide healthcare to a third of London's population and Milton Keynes, and also to parts of Kent, Surrey, Sussex and Hampshire.

Our catchment area covers a range of vibrant and diverse communities, with over 100 first languages spoken, containing areas of great affluence as well as areas of much deprivation.

The majority of our services are provided in the community, which means treating people in their homes or from clinics close to home. Where community care is not possible we offer a number of facilities to treat people in hospital or residential environments. We also provide healthcare in prisons in London and the surrounding areas. The following map shows the areas we cover and the range of services available in each area.





## Our vision

# Wellbeing for life

London | Milton Keynes | Kent | Surrey | Hampshire

We work in partnership with all who use our services to improve health and wellbeing. Together we look at ways of improving an individual's quality of life, through high quality healthcare and personal support



## Our values



COMPASSION



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### Compassion

Our staff will be led by compassion and embody the values of care outlined in our Staff Charter.

### Respect

We will respect and value the diversity of our patients, service users and staff, to create a respectful and inclusive environment, which recognises the uniqueness of each individual.

### Empowerment

We will involve, inform and empower our patients, service users, carers and their families to take an active role in the management of their illness and adopt recovery principles. We will ensure our staff receive appropriate direction and support, to enable them to develop and grow.

### Partnership

We will work closely with our many partners to ensure that our combined efforts are focused on achieving the best possible outcomes for the people we serve.

## Our strategic objectives

Our vision and values are underpinned by our strategic objectives:

- We will provide integrated, high-quality, timely services based on the needs of the individual.
- We will involve, inform, empower and be guided by the people we serve.
- We will ensure our healthcare facilities are well maintained and fit for purpose.
- We will recruit, retain and develop skilled and compassionate people who embody our values of care.
- We will use our resources wisely, to support the delivery of patient care.
- We will invest in technology to deliver better patient care.
- We will develop new relationships, business and partnership opportunities, consistent with our vision and values.

## Qualities and expertise required

### Essential expertise

The Trust is seeking an outstanding individual to join the Board as a Non-Executive Director.

Board/Senior level experience in a large corporate and complex organisation is essential.

### Essential competencies

In addition to the criteria outlined above, all candidates interviewed will need to show that they have the competencies required to be effective in this Board level role.

### Patient and community focus

A high level of commitment to patients, carers and the community, especially to disadvantaged and vulnerable



groups.

**Strategic direction**

The ability to think and plan ahead, balancing needs and constraints.

**Holding to account**

The ability to accept accountability and probe and challenge constructively.

**Effective influencing and communication**

Be able to influence and persuade others

**Team working**

Be committed to working as a team member.

**Self belief and drive**

Strong personal commitment to the NHS. The motivation to improve NHS performance and the confidence to take on challenges.

**Intellectual flexibility**

The ability to think clearly and creatively.

## The role

Our Non-Executive Directors work alongside the Chair and Executive Directors of the existing Board of Directors to advise on the development of strategy and oversee the performance of the Trust.

You will share responsibility with other directors for the success of the organisation using the available resources to deliver healthcare and improve the health of local people. You will bring independent and objective judgement to bear on issues of strategy, performance and resources.

Your role will be to use your skills and your personal experience as a member of your community to:

- Take corporate, team and personal responsibility as a board member;
- Support the Chair whilst exercising personal responsibility and accountability;
- Strengthen connections with the local community, patients and stakeholders to represent the Trust externally;
- Share responsibility for communicating the decisions of the Board;
- Promote equality of opportunity in employment and service delivery;
- Contribute to strategic planning and structured decision-making;
- Contribute to the process of establishing the values and vision of the Trust;
- Offer constructive criticism and challenge to the Executive Team;
- Bring support to bear a clear and wide view of external environment;
- Join in and chair Board sub-committees and panels.

In addition to these you will be expected to adhere to the Nolan Principles, which are attached at Annex A.

## Residence requirement

Non-Executive Directors of the Foundation Trust must be public members of the Foundation Trust and reside within England or Wales. If you are not a member, you may submit an application for Trust membership with your application but will not be interviewed or appointed until you have been added to the register of members.

## Induction and training

The Trust will organise appropriate induction and training for the successful candidate.

## Time commitment

Non-Executive Directors at Central and North West London NHS Foundation Trust must devote sufficient time to ensure satisfactory discharge of their duties. This will be a minimum of 3 days per month. This will comprise a mixture of set commitments (such as a monthly board meeting and committee meetings) and more flexible arrangements for ad

hoc events, reading and preparation. A degree of flexibility will be required and some time commitment may be during the evening.

## Remuneration

- Non-Executive Directors will receive £13,000 per annum.
- Remuneration is taxable and subject to National Insurance Contributions. It is not pensionable.
- Non-Executive Directors are also eligible to claim allowances for travel and subsistence costs necessarily incurred on Trust business.

## Appointment and tenure of office

This appointment will be for up to 3 years in the first instance and will be subject to annual performance review. The appointment may be extended for up to a further 3 years.

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, Non-Executive Directors are required to subscribe to the Code of Conduct and Standing Orders, Standing Financial instructions for the Foundation Trust and the CQC Fit and Proper Persons Test.

As a Non-Executive you must demonstrate high standards of corporate and personal conduct. Details of what is required of you and the NHS board on which you serve are set out in the codes of Conduct

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

## Criteria for disqualification

The following paragraphs identify the circumstances where an individual would not be eligible for appointment as a member of the Board of Directors.

- Is a member of staff of the Trust;
- Has been adjudged bankrupt or their estate has been sequestrated and in either case has not been discharged;
- Has made a composition or arrangement with, or granted a trust deed for, their creditors and has not been discharged in respect of it;
- Is the subject of a bankruptcy restrictions order or an interim bankruptcy restriction order or an order to like effect made in Scotland or Northern Ireland;
- Is a person to whom a moratorium period under a debt relief order applies under Part VIIA (debt relief orders) of the Insolvency Act 1986(40);
- Is included in the children's barred list or adult's barred list maintained under Section 2 of the Safeguarding Vulnerable Groups Act 2006, or in any corresponding list maintained under an equivalent enactment in force in Scotland or Northern Ireland;
- Is prohibited from holding the relevant office or position, or in the case of an individual from carrying on the regulated activity, by or under any enactment;

- Has been responsible for, been privy to, contributed to or facilitated any serious misconduct or mismanagement (whether unlawful or no) on the course of carrying on a regulated activity, or discharging any functions relating to any office or employment with a service provider;
- Is disqualified under the Company Directors' Disqualification Act 1886;
- Is no longer a member of the public constituency;
- Has had tenure of office, as Chairman or as a member of a Director of a health service body, terminated on the grounds that their appointment is not in the interests of public service, for non-attendance at meetings, or for non-disclosure of pecuniary interest;
- Has been removed from membership of a professional body or from a list of registered medical, dental, nursing or other health care practitioners as a result of disciplinary action or any conclusion that the continued inclusion of that person's name on any such list or membership of any such professional body would be prejudicial to the efficiency of the services to which the professional body or list relates and has not subsequently been re-instated to membership or such a list;
- Been dismissed, otherwise than by reason of redundancy, from any paid employment with a health service body;
- Has been convicted in the United Kingdom of any offence or been convicted elsewhere of any offence which if committed in any part of the United Kingdom would constitute an offence;

## Disclosure and barring scheme

Non-Executives may occasionally have access to children or vulnerable adults through their work for the Trust. To safeguard patients by identifying unsuitable candidates, all appointments will be dependent upon the satisfactory completion of an Enhanced Disclosure through the Disclosure and Barring Service. Checks will be carried out by the Trust after appointment and before the individuals takes up their full duties.

## Applying for the post

The selection and appointment will be carried out by the Trust's Appointments Committee which will comprise the Chair of the Trust, 3 public governors, 2 user/carer governors, 2 staff governors and 2 appointed governors.

- After the closing date we will acknowledge receipt of your application form.
- Your application will first be checked for completeness and eligibility.
- The Committee will then assess your completed form to see the extent to which you have the qualities and expertise specified for the post.
- The Appointments Committee will agree which candidates to invite to interview based on the evidence given against the criteria.
- It is anticipated that shortlisting will be completed on **1 October 2017**. Candidates will be informed as soon as possible if they have been selected for interview.
- The final interviews will take place on **02 November 2017**. You will be asked questions by the Appointments Committee to assess whether you can demonstrate the qualities specified.
- If, in the view of the panel, you have the qualities for the post and are one of the best

candidates, your name will be considered further for the vacancy.

- The Appointments Committee will recommend their preferred candidate to the Trust's Council of Members at their meeting. The Council of Members of Central and North West London NHS Foundation Trust will make the final appointment.
- The successful candidate will be contacted by the Chair of the Trust, Professor Dorothy Griffiths
- All candidates will be advised of the outcome of the selection process either by the Trust or the Appointments Committee.

Should you be unable to complete your application online, please contact Hilary Oliver, Recruitment Manager, Tel: 020 3214 5652/5990, email [hilaryoliver@nhs.net](mailto:hilaryoliver@nhs.net)

# Guidance on completing the application form

## Part 1: Your personal details

These details are needed so that we can contact you about your application in the course of the selection and appointment process.

## Part 2: How you found out about this post

To help us to target our recruitment activity more effectively and publicise posts in the future, it would be helpful if you could let us know how you found out about this vacancy.

## Part 3: Previous NHS or other Department of Health posts held

Please supply details of any previous NHS or other Department of Health Chair and/or Non-Executive posts you have held in the last 3 years including any current posts.

## Part 4: Conflicts of interests

All NHS Boards maintain a register of members' interests to avoid any danger of Board members being influenced, or appearing to be influenced, by their private interests in the exercise of their public duties. All Board members are therefore expected to declare any personal or business interest which may influence, or may be perceived to influence, their judgement. (This should include, as a minimum, personal direct and indirect financial interests, and should normally also include such interests of close family members. Indirect financial interests arise from connections with bodies which have a direct financial interest or from being a business partner of, or being employed by, a person with such an interest).

## Part 5: Future contact

From time to time we seek high quality candidates with specific skills and experience for particular posts. This may or may not be for Central and North West London NHS Foundation Trust. Should you be unsuccessful in this application and we consider that your skills and experience are such that you would be a suitable candidate for one of these posts we would like to be able to send you the details. If you are content for your details to be kept for this purpose, please tick the 'Yes' box. Your information will not be used for any other purpose.

## Part 6: References

Please give 2 referees related to your most recent professional and/or voluntary activity. Please note that for this particular campaign we do intend to contact your referees if you are shortlisted so please ensure they are advised of this.

## Part 7: Evidence that you have the expertise required to be a Non-Executive Director

Please make sure that you have read the qualities required for the post. This is important as the initial selection will be based on the extent to which you are assessed as having demonstrated the expertise required.

If you do not have the essential expertise at the level required your application will not be considered further. Please complete the relevant sections on this part of the form setting out your areas of expertise and two key achievements which illustrate the level at which you have worked.

You are asked to enclose a brief, relevant CV, which sets out a full career history and lists your main areas of employment or activity and any relevant voluntary or community activity, caring responsibilities or other public appointments, as well as any academic, professional or vocational qualifications or expertise. Your CV will be used to assist the assessment of your expertise.

### **Part 8: Declaration**

Please see the criteria for disqualification details on page 6 of this information pack before signing the declaration.

### **Part 9: Declaration to determine independence of Non-Executive Directors**

Please complete the declaration to determine independence. The declaration is based upon the recommendations in the Code of Governance for Foundation Trust, published by Monitor (The Independent Regulator of Foundation Trusts).

### **Monitoring/diversity information**

Central and North West London NHS Foundation Trust is committed to being an organisation within which diversity is valued and appreciated, regardless of race, age, disability, gender, sexual orientation, faith or religion and socio-economic status. The Trust recognises that everyone is different, valuing the unique contribution that individual experience, knowledge and skills can make in delivering service goals and that is visible and apparent at all levels of the organisation including the Trust Board.

The information on the monitoring sheet is not used in the selection process. It will be removed on receipt and is not seen by the panel assessing your application. However, this information may be useful to the Trust when looking at diversity strategy and the basic information about those appointed may need to be made public in a variety of publications such as the Trust's annual report and press releases.

Central and North West London NHS Foundation Trust is committed to equal opportunities for all and welcomes applications from all sections of the communities the Trust serves.

All appointments are based on merit and the principles of independent assessment, openness and transparency of process.

## Annex A

### The Nolan Principles – The Seven Principles of Public Life

#### **Selflessness**

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

#### **Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organizations that might influence them in the performance of their official duties.

#### **Objectivity**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

#### **Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

#### **Openness**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

#### **Honesty**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

#### **Leadership**

Holders of public office should promote and support these principles by leadership and example.