



Improvement

Could you help lead the NHS in your area?

**University Hospitals Coventry &
Warwickshire NHS Trust –
Non-executive director
Candidate information pack**

Reference: M1799



collaboration trust respect innovation courage compassion

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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.

Our recruitment processes are conducted in accordance with the Code of Governance to ensure that they are made on merit after a fair and open process so that the best people, from the widest possible pool of candidates, are appointed.

1. The opportunity

University Hospitals Coventry & Warwickshire NHS Trust (UHCW) is looking for a new Non-Executive Director (NED) to share their talents and expertise to help transform health and care services in the area and make a positive difference to the lives of people in the community. The successful candidate will chair the Audit Committee.

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 recent, relevant finance experience gained in a large and complex organisation, preferably with a financial qualification.

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 the Coventry and Warwickshire area.

- 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 makes a number of specific background checks to ensure that those we appoint are “fit and proper” people to hold these important roles. More information can be found on our [website](#).

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

4. About University Hospitals Coventry & Warwickshire NHS Trust

UHCW is one of the UK's largest teaching Trusts responsible for managing two major hospitals in Coventry and Rugby, which between them serve a population of over a million people. The Trust was first established in 1992 and expanded to include Rugby in 1998. It is the principal teaching hospital for Warwick Medical School, whom work in close partnership with the Trust to develop innovative medical education programmes and clinical research.

Every year the Trust provides more than 800,000 episodes of care to patients from across Coventry, Warwickshire and beyond.

The staff and patients at UHCW have much to be proud of. The Trust's aim is to deliver high quality healthcare, in a caring and compassionate way and provided this in a convenient and supportive environment.

That's why the Trust reviewed and updated its strategy during 2012 with a key focus on clinical engagement. The outcome is that there has been a change in approach with an emphasis on the Trust vision and mission.

The focus is on providing and improving quality of care, whilst embracing innovation to deliver improved services.

This is why the Trust are proposing a hub and spoke service model which aims to develop world class local healthcare and international specialist services. University Hospital Coventry, will operate as the hub for specialist, complex care and treatment. Local 'spokes' will deliver generalist, less complex care and treatments.

This strategy remains consistent with the plans of the Trust partners at national, regional and local levels. In particular, it places quality at the heart of all it does, which is consistent with the NHS Constitution. The Constitution sets out patients' rights to high quality services based on good access, information, cleanliness, safety and national best practice. Assurance of quality standards is through the performance framework that underpins the strategy.

TOGETHER TOWARDS WORLD CLASS

The Trust looked at all of this work and focused on how it could be better than best – how it could move to become World Class.

To this end in March 2014, it launched a five-year organisational development programme: “Together Towards World Class”, which focuses on the five key areas:

- World Class Experience
- World Class Services
- World Class Conversations
- World Class Leadership
- World Class People

The Trust also took on the views of its staff when developing its values. In 2009 when launching its mission to Care, Achieve and Innovate, the Trust also launched a number of values. However, when it reviewed this in 2012 it was clear that these were not well known. So, the Trust took the opportunity to ask all staff for their views on what they thought its values should be. The following values were chosen:

Compassion - Treat everyone with courtesy and compassion.

Openness - Act with openness, honesty and integrity in all we do.

Pride - Take pride in all we do and aspire to do.

Partnership - Work in partnership to deliver and improve the services we provide for our patients.

Improve - Open to change and seek to innovate to improve what we do.

Learn - See education, research and learning as central to improvement.

Respect - Treat everyone with respect and dignity.

These have changed the focus from ‘what’ the Trust does, to ‘how’ they do it and are the bedrock of the way all business is done by the trust.



VISION, MISSION AND OBJECTIVES

Vision

To be a national and international leader in healthcare.

Mission

The focus is on providing and improving quality of care, whilst embracing innovation to deliver enhanced productivity and improved services.

As such their mission is to: ***Care, Achieve and Innovate.***

Objectives

In order to deliver on this mission, the Trust will focus on six corporate objectives:

- deliver the safest care and excellence in patient experience
- be a model employer
- be a leader in operational performance
- lead the integration of care pathways for the populations we serve
- be a front runner in research, innovation and education
- achieve financial sustainability

Appendix 1: More information

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

Follow the links for more information about:

- [Become a non-executive director](#)
- [About the non-executive role](#)
- [Advice on applying for the role](#) such as:
 - Building your application
 - Sources of information and useful reading
 - Eligibility and disqualification criteria
 - Terms and conditions of chair and non-executive director appointments

NHS Improvement respects your privacy and is committed to protecting your personal data. We will only use personal data where we have your consent or where we need to comply with a legal or statutory obligation. It is important that you read [this information](#) together with our [privacy notice](#) so that you are fully aware of how and why we are using your data.

Appendix 2: 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 may 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

Appendix 3: Key dates

- **closing date for receipt of applications:** **Monday 3 December 2018 at 11am.** Please forward your completed application to NHSI.Chairsandneds@nhs.net
- **interview date:** **Thursday 13 December 2018**
- **proposed start date:** **1 April 2019**

Getting in touch

- For an informal and confidential discussion with Andrew Meehan, the Chair of the Trust, please contact Debbie Babington on 02476 965201
- **NHS Improvement** – for general enquiries contact Joe Porter on 0300 123 2908 or by emailing joe.porter@nhs.net



Improvement

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.

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