The search for a new Non-Executive Director

Candidate information pack
Contents

Section:

1. Introduction
2. The Rotherham NHS Foundation Trust
3. The role of the NHS Board
4. The seven principles of public life
5. NED role and responsibilities
6. The application process
7. Additional sources of Information
1. Introduction

The Rotherham NHS Foundation Trust’s Council of Governors is looking to appoint a new Non-Executive Director (NED). This is an exceptional opportunity to share your talents and expertise to make a positive difference to the lives of those in our community.

We are seeking individuals with expertise, background or knowledge of mental health issues.

We believe that the best Boards are those that reflect the communities that they represent. We value and promote diversity and are committed to equality of opportunity for all, and appointments are made on merit. We particularly welcome applications from women, people from the local minority ethnic communities, and those with a disability.

The successful applicant for this exciting and challenging role, should have some experience of working at board level, and preferably, will have experience of undertaking previous NED roles.

The initial term of office will be for circa 12 months.

Interviews will be held on 11 March 2019 at Rotherham Hospital.
2. The Rotherham NHS Foundation Trust

Rotherham, South Yorkshire

Rotherham is one of four metropolitan boroughs in South Yorkshire, covering an area of 110 square miles. It is a diverse borough with an eclectic mix of people, cultures and communities. There are densely populated multi-ethnic inner urban areas, large council built housing estates, leafy private residential suburbs, industrial areas and rural villages.

The town is strategically located and well connected to other areas of the region and country via the M1 and M18, and by the national rail network which links to Sheffield, Doncaster and Leeds.

Pre-industrial Rotherham developed as a small market town serving a rural hinterland, but became a major industrial centre during the nineteenth century, built around steel-making and coal mining. However, only 13,600 workers now work in the town’s basic production and manufacturing industries, which have given way to new industries. The town was hit hard by the recession between 2007 and 2012 with a net loss of 14,000 jobs, but recovered at a rapid rate between 2012 and 2016 with an increase of circa 15,000 jobs.

The resident population is estimated to be 263,400\(^1\) of which there are 56,900 children and young people aged 0 – 17 years, 140,000 adults aged 18 – 59 years, and 66,400 older people aged 60 years plus. The population is expected to rise on average by 769 per year over the next eight years, increasing to 270,600 by 2027; this reflects a combination of net migration into the Borough and natural increase.

The most significant long term demographic change taking place in Rotherham is the growth in the number of older people. The number of people over 65 is projected to increase over the 10-year period (2017-2027) by 17%, from 51,000 to 59,500. The number of people aged over 75 will increase almost as twice as fast at the over 65 rate, rising from 22,500 to 29,600 by 2027 (32%). It is expected that those aged over 80 will increase by 37%, with an average additional 476 people over 80 years of age, per year.

Deprivation is higher than average and about 22.8% (11,300) children live in poverty. Rotherham is in the most deprived quintile within the Index of Multiple Deprivation.

Black and minority ethic (BME) residents make up 8.1% of the population, within which the largest group are those identifying as Asian / Asian British (4.1%) of total population.

\(^1\) All data taken from the Rotherham Joint Strategic Needs Assessment 2017
The Rotherham NHS Foundation Trust

The Rotherham NHS Foundation Trust (TRFT) was established in 2005, and was formerly known as the Rotherham General Hospital NHS Trust. As an NHS Foundation Trust, we are regulated by the sector regulator, NHS Improvement and our standards of health care are overseen by the Care Quality Commission.

In 2011, the Trust acquired Rotherham Community Health Services to become one of a small number of combined acute and community Trusts nationally, with the aim to be a leading healthcare provider to patients in our hospital, community and home settings.

Circa 4,000 members of staff provide a comprehensive range of services to the population of Rotherham, as well as specialist services across the South Yorkshire region and nationally.

The Trust’s Vision is to be an outstanding Trust, delivering excellent care at home, in our community and in hospital. Our Mission is to improve the health and wellbeing of the population we serve, building a healthier future together.

The Trust’s Vision and Mission reflect the Trust’s ambition to work with patients, the public and our partners to make a positive difference to health and wellbeing of the people of Rotherham and the wider catchments which the Trust serves, and seeks to continue to serve, in the provision of high quality services.

Services are provided in a range of settings, with an emphasis on home, then community, highlighted ahead of hospital, in recognition of the need to encourage health promotion, self-care and early intervention to avoid hospital admission where possible.

The Trust is part of the Yorkshire and Bassetlaw Integrated Care System, one of the first in the country, and we are also part of the Rotherham Integrated Care Partnership. Working collaboratively with our local partners allows us to design our future strategies so that we are able to provide the very best care that we can. This helps us deliver the best possible health outcomes and improve overall patient experience and satisfaction.

The Trust’s five-year strategy aligns with the direction of travel outlined in the NHS Long Term Plan issued in January 2019. Our one-year Operational Plan 2019/20 builds upon the progress made in 2018/19, but also recognises the challenges that the Trust faces, both locally and nationally.

A recent CQC inspection rated the Trust as ‘Requires Improvement’ overall, with services in our Urgent and Emergency services rated as ‘inadequate’. Whilst immediate actions were taken, there is still work to be completed. This is all against a national picture of workforce shortages, financial pressures and a changing regulatory and political system, where the effects of BREXIT will have implications for years to come.
3. The role of NHS Boards

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 unitary 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; and
- that public money is spent in a way that is fair, efficient, effective and economic.
4. The seven principles of public life

The principles of public life apply to anyone who works as a public office-holder and therefore, will apply to the successful candidate for this role:

**Selflessness** - holders of public office should act solely in terms of the public interest

**Integrity** - holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships

**Objectivity** - holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias

**Accountability** - holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this

**Openness** - holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing

**Honesty** - holders of public office should be truthful

**Leadership** - holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour whenever it occurs.
4. The NED role and responsibilities

**Accountable to:** Trust Chairperson (Council of Governors)

**Overall purpose:**
The Non-Executive Directors are responsible for providing appropriate oversight, governance and leadership to the NHS Foundation Trust in the pursuit of its strategies to provide effective, safe and high quality healthcare services. Non-Executive Directors should scrutinise the performance of the management in meeting agreed goals and objectives, and monitor the reporting of performance.

They should satisfy themselves as to the integrity of financial, clinical and other information, and that financial and clinical quality 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 executive directors, and in succession planning.

**Main Duties and Responsibilities: Strategy**

- Establishing clear objectives to deliver the agreed plans and strategy to meet the licence conditions and regularly review performance against those objectives;

- ensuring the effective implementation of board of director decisions by the chief executive and the senior management team;

- holding the chief executive to account for the effective management and delivery of the organisation’s strategic aims and objectives;

- ensuring the long-term sustainability of the Foundation Trust;

- analysing and contributing positively to the strategic development of long term healthcare plans for the community;

- leading in the discussions on the strategic development of the Foundation Trust;

- providing vision to the Foundation Trust to capitalise on the freedoms it enjoys as a result of its status;

- contributing to constructive debate regarding the strategic development of the NHS Foundation Trust and any other material and significant issues facing the organization

- building and maintaining close relations between the Foundation Trust’s constituencies and stakeholder groups to promote the effective operation of the Trust’s activities;

- ensuring the board of directors sets challenging objectives for improving performance;

- ensuring that strategies and actions approved by the board of directors are implemented effectively by the chief executive and the senior management team.
Compliance

- Ensuring that the Foundation Trust complies with its licence, the constitution and any other applicable legislation and / or regulations;

- maintaining mandatory services and retaining protected property as defined in the licence;

- maintaining the financial viability, using resources effectively, controlling and reporting on financial affairs in accordance with the requirements set out by the regulator, NHS Improvement;

- ensuring the best use of financial and other resources in order to maximise effective treatment of patients;

- ensuring that financial controls and systems of risk management are robust and that the board is kept fully informed through timely and relevant information;

- participating in the appointment of the chief executive and other senior staff;

- Working with clinical commissioning groups to ensure the effective delivery of services commissioned through contracted arrangements;

- with the assistance of the Trust secretary, promoting the highest standards of corporate and clinical governance in compliance with The NHS Foundation Trust Code of Governance, other regulatory requirements and best practice;

- upholding the values of the Foundation Trust by example, and ensuring that the organisation promotes equality and diversity for all its patients, staff and other stakeholders;

- promoting equality of opportunity and human rights in the treatment of all staff and patients;

- ensuring the NHS Foundation Trust meets its commitment to patients and targets for treatment; and

- establishing and maintaining the highest standards of clinical and environmental hygiene to assure robust infection control standards.

Board activities

- Participating fully in the work of the board, contributing to the corporate responsibility of the board of directors;

- attending, and possibly chairing, committees and other ad hoc meetings of the trust board;

- working corporately with the Non-Executive and executive directors for the NHS foundation Trust;

- liaising and co-operating with the council of governors, and having due regard for their opinions, as appropriate;
participating in any board induction, ongoing training and evaluation identified for the individual and as part of the board or committee;

working with the lead Non-Executive director or senior independent director on the annual performance evaluation of the chair, in line with the process agreed by the council of governors and reporting back to the council of governors appropriately; and

undergoing an individual and board performance appraisal, and attending any additional training highlighted as a result of the evaluation process.

Miscellaneous
- Uphold the highest standards of integrity and probity, adhering to the 7 Nolan Principles;
- Ensuring that the Foundation Trust promotes equality and diversity for all of its patients, staff colleagues and other stakeholders;
- Safeguarding the good name and reputation of the Trust; and
- Acting as a member of the Corporate Trustee of Charitable Funds, as applicable.

Person specification
Each Non-Executive director will display a range of the following personal attributes, or a willingness to acquire those skills:

- high level of understanding and interest in healthcare issues;
- a commitment to NHS values and principles of NHS Foundation Trusts;
- highly developed interpersonal and communication skills;
- proven leadership skills;
- ability to understand complex strategic issues, analyse and resolve difficult problems;
- sound, independent judgment, common sense and diplomacy;
- politically astute, with the ability to grasp relevant issues and understand relationships between interested parties;
- clear understanding and acceptance of the legal duties, liabilities and responsibilities of Non-Executive Directors;
- sound knowledge of corporate governance; and
- sufficient time and commitment to fulfil the role.
Person specification – fit and proper persons
The position is subject to Regulation 5 of the Social Care Act 2008 (Regulated Activities) Regulations 2014 (the Regulations), and in particular, the requirement that board level appointments must be of “fit and proper persons”. Before you can be considered for appointment with the Trust, we need to be satisfied that you are a fit and proper person pursuant to the Regulations.

The position you have applied for has also been identified as being an 'eligible position' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) (the Exceptions Order), the Police Act 1997 (Criminal Records) Regulations (as amended) and the Safeguarding Vulnerable Groups Act 2006 (as amended by the Protection of Freedom's Act 2012). As such, it is eligible for a standard or an enhanced disclosure to be requested through the Disclosure and Barring Service (DBS).

The position has, in addition been identified as a regulated activity under the Safeguarding Vulnerable Groups Act (2006) (as amended by the Protection of Freedom's Act 2012) and an enhanced DBS disclosure will include information which is held on the Children’s and/or Adults barred list(s), as applicable to the position.

Time Commitment
Non-Executives normally devote up to 4 days a month to their Board responsibilities. This is likely to include some daytime meetings and evening commitments.

Eligibility
Non-Executive Directors must be registered members of the Foundation Trust before appointment. Please contact us to arrange this if necessary.

Remuneration
Annual remuneration for the role is £16,653 paid monthly in arrears.

The initial term of office will be for circa 12 months.
6. The application process

The Council of Governors of The Rotherham NHS Foundation Trust is responsible for the appointment of the Non-Executive Directors (NEDs). The Council has established a Nominations Committee to oversee the appointment process for all new NEDs.

Following the selection process, we will invite the successful candidate to join us for a recruitment day where candidates will have the opportunity to meet Governors, fellow Trust NEDs and Executive Directors before embarking upon a formal interview.

Martin Havenhand, the Trust Chairman, will Chair the formal interview panel made up of Governors, although the decision of the panel for the appointment will be made only by Governors. Recommendations for appointment will go through the formal governance process, culminating with a Council of Governors’ meeting.

Agreement will be reached with the successful candidate as to when their term of office will commence although this will be preferably during April 2019.

All necessary references and DBS checks will be completed prior to the successful applicant formally taking up post.

To apply please provide:

- A CV which clarifies how you meet the requirements outlined in this pack;
- A covering letter highlighting aspects of the NED responsibilities and work of the Trust which particularly attract you to the post.

Please send the above, with a letter of application, and full statement of other commitments, either by email or by post, to:

Ms Anna Milanec
Director of Corporate Affairs / Company Secretary
Level D Management Corridor
Rotherham Hospital
Moorgate
Rotherham, S60 2UD

Email: anna.milanec@nhs.net
Tel: 01709 427345

Closing date for applications is midnight on Monday 4th March 2019.

Interview panels will be held week commencing 11th March 2019
7. Additional sources of information

The Trust’s website, www.therotherhamft.nhs.uk, contains detailed information about the organisation’s structures, services and operational performance which anyone interested in the position may wish to review before applying.

Areas that may be of particular interest include:

http://www.therotherhamft.nhs.uk/Corporate_Governance_Information/Our_Board_of_Directors/
Board of Director details

http://www.therotherhamft.nhs.uk/key_documents/
Trust Standing Orders
Terms of Authorisation
Standing Financial Instructions
Trust Constitution
Corporate Governance Board Statements
Annual Operational Plans
Annual Reports and Accounts

http://www.therotherhamft.nhs.uk/Corporate_Governance_Information/Meet_the_Council_of_Governors
Details about our Council of Governors

In addition, there are a number of national sources which provide useful background information about the NHS and its regulators.

- NHS England
- NHS Improvement
- Care Quality Commission
- NHS Providers
- NHS England Constitution for England (the principles and values of the NHS in England)
- Department of Health (for national NHS policy).