

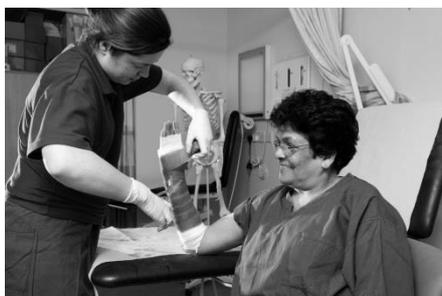
# Could you help lead the NHS in your area?

**Bedford Hospital NHS Trust**

**Non-executive director**

**Candidate information pack**

**Reference: M1951**



**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.**

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## 1. The opportunity

We are recruiting a Non-executive Director (NED) for Bedford Hospital NHS Trust (BHNT). This is an exceptional opportunity to share your talents and expertise to make a positive difference to the lives of people in your community. The successful candidate will strengthen the financial challenge on the board.

## 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 recent, relevant finance experience with the capacity to Chair the Audit Committee, ideally 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](#).

Preference will be given to applicants who live in or have strong connections with Bedfordshire.

- 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

## **3. About Bedford Hospital NHS Trust**

The Trust serves a population of approximately 270,000 across Bedfordshire and the surrounding areas (with a 900,000 catchment for vascular services). Its core local authority populations are Bedford Borough (160,000) and Central Bedfordshire (260,000). It employs 2800 members of staff (making it the largest local employer in Bedford) and has a current turnover of approximately £200m. Its main commissioner is Bedfordshire Clinical Commissioning Group.

### **Clinical Services**

Bedford Hospital NHS Trust was established more than 200 years ago to provide hospital services to local residents. It became an NHS Trust on 1 November 1991.

It is a district general hospital providing consultant led 24-hour accident and emergency services, acute medicine, maternity, paediatrics and a range of surgical specialties. The hospital has approximately 400 inpatient beds of which 34 are maternity and 10 are critical care, plus 28 day-case beds within the hospital. The hospital provides a full range of district general hospital services.

The Trust is a member of a number of well-developed clinical networks across Bedfordshire, Hertfordshire and surrounding areas, including the East of England cancer, cardiac and stroke networks. It is an arterial hub for vascular services (commissioned by NHS England) and part of the Beds, Herts and Bucks Maxillofacial Network.

In addition there are strong existing clinical networks with Addenbrooke's (Cambridge University Hospitals NHS Foundation Trust) for cancer, paediatrics, neurology and Otoneurology (ENT). There are network arrangements with the Luton & Dunstable Hospital NHS Foundation Trust for stroke and head and neck cancers, and Northampton General Hospital for plastics. Pathology services are provided by Viapath, and Ophthalmology is sub-contracted to Moorfields Hospital NHS Foundation Trust.

Medical education links are primarily with the University of Cambridge, which continue to develop. Nursing, midwifery and allied professionals students are provided with the University of Bedfordshire and given the historical and geographical links this relationship allows the Trust to work closely with the university to design innovative healthcare roles for the future workforce.

The majority of the Trust's services are provided from its premises at the South Wing site, Kempston Road, Bedford. A small number of clinical services are delivered from Gilbert Hitchcock House (North Wing), Kimbolton Road, Bedford.

### **Notable service developments have included;**

In October 2018 the trust opened an Urgent Treatment Centre (UTC) which offers patients access to same day GP and Nurse appointments from 11am-11pm, 7 days a week, 365 days a year. The GP led service is provided by Bedford Hospital and is located next to Accident & Emergency on the Hospital site. The additional appointments provide access to healthcare that is convenient to patients and enables Emergency teams to focus on the most critically ill patients.

In July 2018 the trust officially opened a new £1m state of the art MRI scanner thanks to Bedford Hospitals Charity who generously funded the scanner. The £1 million investment has improved services for patients. Featuring technology at the cutting edge of MRI scanning the new machine provides a high level of comfort while operating at much reduced noise levels. Its features of faster setting up time, superior imaging quality and 46% faster operating procedures bring the benefits of being able to scan more patients every day on a machine with lower operating costs.

In April 2018 trust surgical teams completed their first operating lists in a new modular theatre that will enable refurbishment of the pre-existing theatre complex. Raised above the main entrance, the new innovative, state-of-the-art theatre makes good use of the estate, allows the undertaking of more complex surgery than the hospital's mobile theatre and enables the refurbishment of existing operating rooms

without losing essential theatre capacity. It is fully compliant with modern standards and replicates the equipment within the Trust's main operating complex to ensure continuity and familiarity for staff and clinical team members.

## Vision and Values

Their Vision is to provide excellent hospital and integrated (joined-up) care services to the people of Bedfordshire.

Their aims are to:

- Provide excellence in quality and safety
- Provide effective emergency and ambulatory (outpatients) models of care
- Integrate services with other hospitals and within networks for specialist care
- Integrate our services with primary and community care

### Their quality priorities are to:

- Deliver safe care and minimise harm
- Deliver reliable care
- Deliver an excellent patient experience
- Embed a learning and quality culture
- Deliver effective quality governance and leadership

### Their Values:

-  **Valuing people**  
We care and value our patients and colleagues as individuals
-  **Leadership**  
We take responsibility and are accountable for our actions
-  **Respect**  
We respect our patients and our colleagues
-  **Honesty**  
We are open, honest and fair in all we do
-  **Excellence**  
We work together to deliver high quality sustainable standards of excellence

## 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: 14 May 2019 at 11am.** Please forward your completed application to [NHSI.Chairsandneds@nhs.net](mailto:NHSI.Chairsandneds@nhs.net)
- **interview date: 29 May 2019**
- **proposed start date: TBC**

## Getting in touch

- **The Trust** – for an informal and confidential discussion with Gordon Johns, the Chair of the trust, please contact Kay Bloom on 01234 792100 or by emailing [kay.bloom@bedfordhospital.nhs.uk](mailto:kay.bloom@bedfordhospital.nhs.uk)
- **NHS Improvement** – for general enquiries contact Todd Fleming on 0300 123 2922 or by emailing [todd.fleming@nhs.net](mailto:todd.fleming@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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