



Derbyshire Healthcare
NHS Foundation Trust

INFORMATION PACK

NON EXECUTIVE DIRECTOR (Clinical/Healthcare Background)





A message from the Trust Chair – Caroline Maley

Thank you for expressing an interest in joining the Board of Derbyshire Healthcare NHS Foundation Trust as a Non-Executive Director with a clinical/healthcare background.

We are looking to engage great people with a passion for making a difference to people's lives and who recognise and share the values we hold dear. I hope that you find the details contained here of interest to you and we look forward to receiving your application. The Trust has comprehensive induction programme for this role.

The Trust Board is currently under-represented in terms of individuals from BME backgrounds and welcomes applicants from these communities. Selection will be on the basis of merit. To ensure the diversity of the workforce and understand the differing needs of our communities, the Trust is committed to the principles of Positive Action. Positive action is defined as voluntary actions employers can take to address any imbalance of opportunity or disadvantage that an individual with a protected characteristic could face. Protected characteristics, as identified in the Equality Act 2010, are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

My colleagues and I are very proud of the quality of services we provide and our vision is to make a positive difference in people's lives by improving health and wellbeing. We can only achieve this vision by attracting and retaining the very best colleagues to engage with us. If you feel that your commitment and ambition matches ours we hope you choose to join us and wish you well during the appointment process.

Please feel free to make contact if you would like more information or to discuss further anything about the role. My contact details are on page 5.

Yours sincerely

Caroline Maley
Chair



Making a
positive
difference

Background

Derbyshire Healthcare NHS Foundation Trust (DHCFT) is a provider of mental health, learning disability and children’s services across the city of Derby and wider county of Derbyshire. We provide a variety of inpatient and community based services throughout the county. We also provide specialist services across the county including substance misuse and eating disorders services.

Successful partnership working is essential to the delivery of many of our services. The Trust works in close collaboration with our commissioners and fellow providers of local healthcare services, together with local authority colleagues at Derby City Council and Derbyshire County Council, and voluntary and community sector organisations. Derbyshire Healthcare is an active partner in Joined Up Care Derbyshire, a partnership of health and care organisations working collectively to address challenges and improve the level of joined up working within the local health and care economy.

The Trust provides services to a diverse population, including areas of wealth alongside significant deprivation. The Trust’s catchment area includes both city and rural populations, with over 70 different languages being spoken.

We became a Foundation Trust in 2011 and we employ over 2,400 staff based in over 60 locations across the whole of Derbyshire. Across the county and the city, we serve a combined population of approximately one million people.

Our Vision and Values *



Our vision ‘To make a positive difference in people’s lives by improving health and wellbeing’ is underpinned by four key values, which have been developed in partnership with our patients, carers, staff and wider partners.

We can only provide good quality services through our dedicated staff, working together with a common purpose. Our values reflect the reasons why our staff choose to work for the NHS and Derbyshire Healthcare.

** We are currently out to consultation on this proposed Vision, Values and Strategic Objectives*

- **People first** – We put our colleagues at the centre of everything we do and by so doing improve outcomes for the people of Derbyshire.
- **Respect** – We respect and value the diversity of our patients, colleagues and partners and support a respectful and inclusive environment.
- **Honesty** – We are open and transparent in all we do.
- **Do your best** – We work closely with our partners to achieve the best possible outcomes for people.

Strategic Objectives

Our vision is supported by three strategic objectives, which outline key areas of focus for the Trust. These are:



Trust web-site

We invite all applicants to visit our web-site <https://www.derbyshirehealthcareft.nhs.uk> for a full overview of our Governance structure including the Board, Council of Governors and clinical leadership model via our Divisions. The web-site also includes a more detailed picture of our current clinical and financial performance.

The Role

We are seeking to appoint a Non-Executive Director to the Board who is a qualified healthcare professional with senior leadership experience including serving on a Board. It will be essential that you bring a strong focus on good corporate governance, offer strategic vision and ambition along with the ability to support, challenge and energise our unitary Board working with a complex and dynamic agenda. Most importantly you will share our values and our passion for providing compassionate and high quality services for all our patients, their families and our communities.

Terms of appointment

Eligibility – To apply for this appointment you need to be eligible to be a public member of the Trust. A member is a resident of the Trust's catchment area which includes Derbyshire and its bordering Counties. There are additional eligibility criteria detailed in the Trust's Constitution. The post is subject to the Fit and Proper Person Regulations, including the requirement for an enhanced DBS and additional pre-employment and on-going checks.

Term of office and time commitment – The appointment will be for an initial term of three years, commencing in January 2020 plus an additional period in shadow form from Autumn 2019 to allow for a handover with the retiring Non-Executive Director. The appointment is subject to approval by the Council of Governors. Time commitment will be in the region of **4 -5 days** per month but other than attendance at key meetings (including Board meetings) much of this commitment will be flexible.

Making an Application

Please refer to the Job Description/ Person Specification and application requirements in this document for guidance when completing your application. If you would like to discuss the role in more detail or have any queries regarding the post please do not hesitate to contact Caroline Maley, Chair, via Alison Tuckley, Office Manager/Personal Assistant to Chairman and Chief Executive Tel: 01332 623700 – extension 31205 or e-mail alison.tuckley@nhs.net

All applications are to be made via NHS Jobs that also requires you to upload your CV as part of the submission.

Key dates:

Closing Date for applications: **30 June 2019**

Selection Event: Expected to be **7 or 8 August 2019**

Non-Executive Director Role Description

1. Role Details

Title of Role: Non-Executive Director

Reports to: Chairman

Accountable to: Chairman

Band: Non-Executive Director, currently **£12,638 pa**, subject to review. Mileage and other expenses are payable in line with the Trust's policy.

Main Location: Ashbourne Centre, Kingsway Site, Derby but the post will require travel across the Trust's sites

2. Role Summary

Non-Executive Directors play a crucial role in bringing an independent perspective to the boardroom in addition to any specific knowledge and skills they may have. They have a duty to uphold the highest standards of integrity and probity and to foster good relations and should apply similar standards of care and skill in their role as a Non-Executive Director of a Foundation Trust as they would in similar roles elsewhere.

Responsible for providing appropriate oversight, governance and leadership to the Trust in the pursuit of its strategies to provide effective and high quality healthcare services. Non-Executive Directors scrutinise the performance of the Trust's Executive Director Team 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 the financial and clinical quality controls and systems of risk management are robust and defensible.

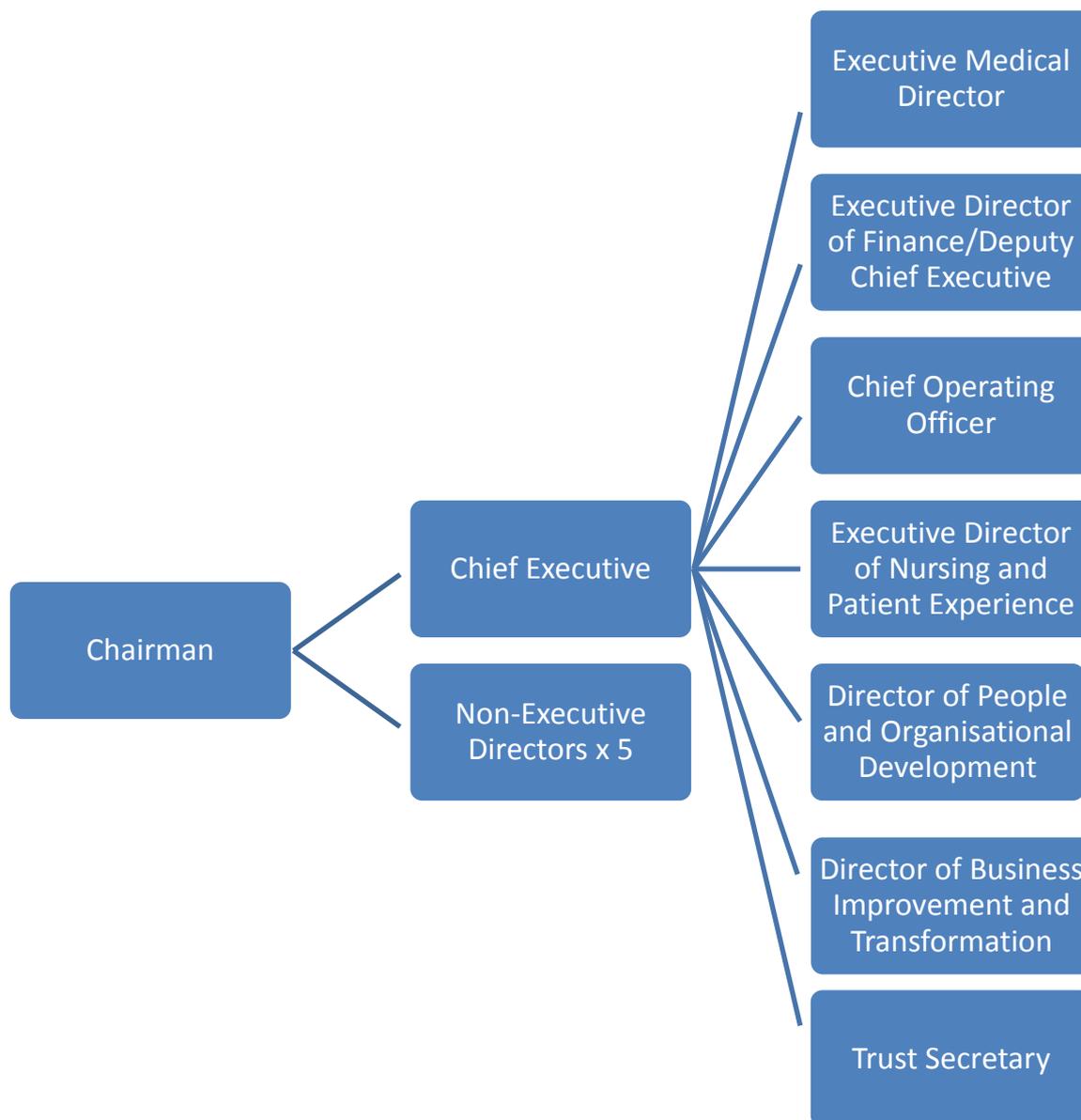
Also responsible for contributing to the determination of appropriate levels of remuneration of Executive Directors and have a role in appointing, and where necessary removing, Executive Directors, and in succession planning.

Non-Executive Directors are expected to participate fully as members of committees of the Board of Directors to which they are appointed and to take the role of committee chair when so appointed.

3. Dimensions

This role does not have any budgetary responsibilities.

4. Organisation Chart



5. Knowledge, Skills And Experience

- Qualified healthcare professional
- Degree level education or demonstrable track record of operating in a business environment at this level
- Board level experience in a large complex organisation
- Understanding of and commitment to public service values of accountability, probity, openness and equality of opportunity
- A strong understanding of corporate governance and board responsibilities
- Supportive of Executive Directors but maintaining independence
- Ability to think strategically, understand complex issues and make decisions pragmatically
- Ability to challenge constructively, influence and persuade
- Genuine interest in healthcare issues, including mental health and a commitment to the needs of the local community
- A member of Derbyshire Healthcare NHS Foundation Trust

6. Key Responsibilities

General Responsibilities

Non-Executive Directors have a responsibility to:

- Support the Chair, Chief Executive and Executive Directors in promoting the Trust's values
- Work with the Chair, CEO and other Board members to create a culture that encourages visionary and innovative thinking, acting on and promoting transformation and ideas generated within the organisation
- Support a positive culture throughout the Trust and adopt behaviours in the boardroom and elsewhere that exemplify the corporate culture
- Constructively challenge the proposed decisions of the Board and ensure that appropriate challenge is made in all circumstances
- Help develop proposals on priorities
- Help develop proposals on risk mitigation;

- Help develop proposals on values and standards
- Contribute to the development of strategy.
- This post will be expected to fulfil the statutory 'Learning from Deaths' NED role.

Key Relationships

Non-Executive Directors have a duty to:

- Represent the organisation to patients, governors, members, suppliers, government, fellow NHS bodies, Regulators, the media and wider stakeholders
- Ensure effective communication with governors, members and other key stakeholders, ensuring that all directors are aware of the views of those who commission or choose to use the Trust's services
- Scrutinise the performance of the executive management in meeting agreed goals and objectives
- Satisfy themselves as to the integrity of financial, clinical and other information
- Satisfy themselves that financial and clinical quality controls and systems of risk management and governance are sound and that they are used
- Commission and use external advice as necessary
- Ensure that they receive adequate information in the form that they specify and to monitor the reporting of performance.

The Board of Directors

Non-Executive Directors are responsible (acting in the appropriate committees) for:

- Determining appropriate levels of remuneration of Executive Directors
- Participating in the appraisal of Executive Directors, their fellow Non-Executive Directors and the Chair
- Appointing the Chief Executive (with the approval of the Council of Governors)
- Appointing other Executive Directors along with the Chief Executive
- Where necessary removing Executive Directors
- Succession planning for key executive posts
- Relations with the Council of Governors.

The Council of Governors

Non-Executive Directors should:

- Attend meetings of the Council of Governors with sufficient frequency to ensure that they understand the views of Governors on the key strategic and performance issues facing the Trust
- Take into account the views of Governors and their members/partner organisations on the Trust and its performance
- Assure the Council of Governors on the progress made in delivering the Trust's strategic objectives, the high level financial and operational performance of the Trust
- Receive feedback from the Council of Governors regarding performance and ensure that the Board of Directors is aware of this feedback
- Enable the Council of Governors to hold the Board to account.

VALUES

You are required to adhere to both the values expressed in the NHS Constitution and the Trust Values:

- **People first** – We put our colleagues at the centre of everything we do and by so doing improve outcomes for the people of Derbyshire
- **Respect** – We respect and value the diversity of our patients, colleagues and partners and support a respectful and inclusive environment.
- **Honesty** – We are open and transparent in all we do.
- **Do your best** – We work closely with our partners to achieve the best possible outcomes for people.

Safeguarding – the action we take to promote the welfare of children and vulnerable adults and protect them from harm

SAFEGUARDING CHILDREN & VULNERABLE ADULTS IS EVERYONE'S RESPONSIBILITY

All staff working within Derbyshire Healthcare NHS Foundation Trust who come into contact with children, young people and/or their families/carers, including those who are non-clinical and those who work predominantly with adults has a duty within their role and responsibility to ensure that they understand what is required of them as an individual and as part of the wider organisation in order to keep children and vulnerable adults safe.

Fit and Proper Persons check

Non Executive Directors are required to successfully complete the fit and proper persons checks prior to their appointments being confirmed, which includes an Enhanced DBS check. This is a requirement set by the Care Quality Commission to ensure that we seek the necessary assurance that all Executive and Non-Executive Directors are suitable and fit to undertake the responsibilities of their role. These will form part of the pre-employment checking process.

Health & Safety

In addition to the responsibilities of the Trust under Health and Safety legislation you are reminded of your responsibilities for health and safety at work under the Health and Safety At Work Act 1974 as amended and associated legislation. These include the duty to take reasonable care for the health and safety of yourself and of others in your trust activities or omissions, and to co-operate with the trust in the discharge of its statutory duties.

You must adhere strictly to the policies and procedures on health and safety, and report all accidents, dangerous occurrences, unsafe practices or damage using the Trust's incident reporting system. You must make use of appropriate training, safety equipment, protective clothing and footwear and attend training as required.

7. Communications and Working Relationships

INTERNAL

Chair of the Board
Board of Directors
Council of Governors
Trust Members
Divisional Directors
Internal Auditors
Staff at all levels within the Trust

EXTERNAL

Patients and Service Users
Carers
Members of the public
Other Foundation Trusts and NHS Trusts
External Auditors
Joined Up Care Derbyshire Partners
Voluntary/ other Partnership Organisations

8. Most Challenging Part Of Your Role

To challenge decision making at a senior level with confidence in order to gain assurance of compliance.

9. Role Description Agreement

Role Holder's Signature..... Date.....

Trust Chair Signature..... Date.....

PERSON SPECIFICATION

Role title: Non-Executive Director

Directorate: Trust Board

Base: Ashbourne Centre, Kingsway

Note – The specification is not exhaustive. There will be other accountabilities not listed below that would be expected from a Non-Executive Director

Part One: Qualifications, Background and Experience (to be addressed by application and CV submission)

Essential

- Qualified Clinical/Healthcare Professional
- Board level or equivalent experience as a healthcare professional in a large complex organisation
- Evidence of success in chosen career with a track record of leadership
- Understanding of and commitment to public service values of accountability, probity, openness and equality of opportunity
- Commercially and politically astute
- Understanding of customer and public expectations
- Previous experience and understanding of audit and risk management/assurance processes
- A strong understanding of corporate governance and board responsibilities
- Experience of leading partnerships and collaborations across the local authority or independent sector
- Experience in developing organisational strategies
- Degree level education or demonstrable track record of operating in a dynamic environment at this level
- Eligible to be a member of Derbyshire Healthcare NHS Foundation Trust. Note – successful candidate will be required to submit an application for membership.

Desirable:

- Understanding of the priorities of the people who use our services and their families.

Part Two: Knowledge, Skills and Personal Attributes (to be tested at interview)

- A understanding of, and commitment to the effective delivery of mental health services
- Leadership and motivational skills
- Strong interpersonal skills
- Excellent communication and listening skills
- Supportive of Executive Directors but maintaining independence
- Ability to think strategically, understand complex issues and make decisions pragmatically
- Prepared to make difficult decisions
- Ability to make balanced judgements

- Ability to challenge constructively, influence and persuade
- Accustomed to a high level of accountability
- Ability to plan own time effectively to maximise contribution to the organisation
- Marketing and/or entrepreneurial skills
- Integrity and high ethical standards
- Independent and impartial approach
- Willingness to work closely with Health partners
- Genuine interest in healthcare issues and a commitment to the needs of the local community
- Demonstrate values that align with those of the Trust:
 - Respectful and builds trust
 - Compassionate
 - Be responsive, listens and positive
 - Dignity
 - Value & support other people
- Comply with the seven principles of public life - below

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