



# Non- Executive Director Candidate Information Pack



Trust Values

Exceptional Leadership

*for an*

Exceptional Trust

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**KEY CONTACTS:** For an informal and confidential discussion with the Chair of the Trust, Frank Collins, regarding the role please contact Shelley Ramtuhul on 01691 404698 prior to the closing date.

**KEY DATES:**

<b>Closing Date:</b>	<b>29 July 2019</b>
<b>Interviews held on:</b>	<b>TBC</b>
<b>Appointment start date:</b>	<b>1 November 2019</b>

## MESSAGE FROM THE CHAIRMAN

Dear Applicant,

Thank you for your interest in the Non- Executive Director opportunity at The Robert Jones and Agnes Hunt Orthopaedic Hospital NHS Foundation Trust.

I have been Chairman for just over four years and I think the organisation is exceptional in the way in which it provides all aspects of care to our patients and to their families and friends. I'm very impressed by the way we do that through a uniformed and team approach.

Whenever I spend time in one of our departments, I come away with a single conclusion – that, despite the challenges and pressures the NHS is facing, the staff at the RJAH Orthopaedic Hospital work tirelessly to provide our patients with the best possible care.

As Chairman, it is clear to me that the NHS and RJAH have a number of challenges to address as we move forward. Whilst much of what we achieve is of the highest standard, all members of the Board continue to focus on the aspects of our work which we could improve, but I think the Trust is well placed to respond to those challenges. I'm pleased to say that through the hard work of the Executive Team, supported by all members of the Board, we have a clear view of the sort of hospital we want to be leading in the next few years.

Our strategy is based upon providing the world class care to our population and also enhancing our reputation as a national centre of excellence. I think that the new Theatre development is a prime example of the confidence that the Board has in all of the staff and volunteers in the Trust to fulfil that strategy.

However, there is much to do and this requires an effective and compassionate unitary Board of Directors. The Non-Executive Directors are integral to this and the Board is looking to initially to complement the current skill set of the existing members of the Finance Planning and Digital Committee. Further the organisation is looking to develop a more diverse and representative Board of Directors.

Thank you for your interest in our hospital and I look forward to discussing it further with you as part of this process.

Yours sincerely

Frank Collins  
Chairman

## ABOUT THE TRUST

The Robert Jones and Agnes Hunt Orthopaedic Hospital NHS Foundation Trust is a leading orthopaedic centre of excellence. We are a specialist hospital with a reputation for innovation and for exceptional patient experience. We provide a comprehensive range of musculoskeletal surgical, medical and rehabilitation services; locally, regionally and nationally. Our vision is to be the leading centre for high quality, sustainable orthopaedic and related care.

### Additional sources of information

For more information you are strongly recommended to review the following key documents available on the Trust website:

- [Strategic Plan 2014-2019: Summary](#)
- [Operational Plan 2017-19](#)
- [Annual Report and Accounts 2017-18](#)
- [Council of Governors Report 2016-17](#)
- [The Constitution](#)

## ABOUT THE ROLE

There is a vacancy for a Non-Executive Director (NED) following the end of term for one of our current Non-Executive Directors. This is an exceptional opportunity to share your talents and expertise to make a positive difference to the lives of people in your community. We are specifically seeking an experienced individual with a finance background to provide additional balance to the existing Board of Directors.

You will be expected to:

- Provide exceptional leadership to the Board of Directors and the Council of Governors, playing a central role in delivering the Trust's objectives
- Ensure the Trust maintains its momentum around the continuous improvement of patient services and all clinical and financial targets are met or exceeded through the delivery of safe, high quality and cost effective care

You will have the following skills and experience:

- A background in finance with experience in digital an advantage
- Experience in contributing to formal committees or experience in education and/or research
- A strategic thinker with highly developed interpersonal and communication skills with good political awareness and a commitment to the values of the Trust, and ethos of public service and the NHS (Please see Appendix 1 for the Seven Principles of Public Life)
- Able to bring independent and objective judgment to bear on issues of strategy, performance and resources

## **TIME COMMITMENT**

This is currently not more than three days per month (on average) although flexibility will be required as this will be during the working day or in the evening, and includes remote working. All members of the Board of Directors are required to attend the monthly meetings of the Board.

## **REMUNERATION**

Remuneration, as determined by the NED Remuneration Committee, and approved by the Council of Governors, is £12,241 per annum.

Remuneration is taxable under Schedule E and subject to Class I National Insurance contributions. It is not pensionable.

NEDs are eligible to claim allowances for travel and subsistence costs necessarily incurred on Trust business in accordance with Trust Policy.

The NED Remuneration Committee will review and recommend levels of future remuneration, subject to Council of Governors final approval.

## **APPOINTMENT, TENURE AND TERMINATION OF OFFICE**

The NED is appointed for an initial period of three years, subject to satisfactory appraisal. The appointment may be renewed for a second three-year term, subject to the approval of the Council of Governors. Tenure beyond two terms will only be considered in exceptional circumstances. The NED may be removed from office in accordance with the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 (the "Regulations"), (b) the conditions of the Monitor Provider Licence, and/or (c) the Trust's constitution.

This post is a public appointment or statutory office and is not subject to the provisions of employment law. The NED is an appointee not an employee. To ensure that public service values are maintained at the heart of the NHS, all Directors are required, on appointment, to agree to and abide by the Code of Conduct for the Trust's Board of Directors and the Fit and Proper Persons Requirements.

## ROLE DESCRIPTION

**Job Title:** Non-Executive Director

**Accountable to:** Chairman

### Role Summary

To support the Chairman in ensuring high standards of probity and governance and that the Trust remains within its Terms of Authorisation and to act as a representative of the Trust within the local community.

To support the leadership of the Chairman in ensuring the success of the organisation using the available resources to deliver excellence in quality of healthcare and patient care and provide a comprehensive range of services to local people. Bring independent and objective judgment to bear on issues of strategy, performance and resources.

To attend, as requested by and agreed with the Chairman, relevant Committees of the Board. It is anticipated that the post-holder will be asked to attend the Finance, Planning and Digital Committee to provide appropriate challenge assist the Board in obtaining assurance around internal systems and controls. However, the allocation of Committees to relevant non-executive directors can change over time.

Responsibilities to include the following:

- Take an active part in other committees established by the board of directors to exercise delegated responsibility.
- Commit to working to, and encouraging within the trust, the highest standards of probity, integrity and governance and contribute to ensuring that the trusts internal governance arrangements conform with best practice and statutory requirements;
- Provide independent judgement and advice on issues of strategy, vision, performance, resources and standards of conduct and constructively challenge, influence and help the executive board develop proposals on such strategies;
- Structure the performance of management in meeting agreed goals and objectives;
- In accordance with agreed board procedures, monitor the performance and conduct of management in meeting agreed goals and objectives and statutory responsibilities, including the preparation of annual reports and annual accounts and other statutory duties;
- Obtain comfort that financial information is accurate and that financial controls and risk management systems are robust and defensible;
- Contribute to the determination of appropriate levels of remuneration for executive directors;
- As a member of board committees, appoint, remove, support, encourage and where appropriate mentor senior executives;
- Bring independent judgement and experience based on commercial, financial, legal or governance expertise from outside the trust and apply this to the benefit of the trust, its stakeholders and its wider community;
- Assist fellow directors in setting the trusts strategic aims, ensuring that the necessary financial and human resources are in place for the trust to meet its objectives, and that performance is effectively monitored and reviewed;
- Assist fellow directors in providing entrepreneurial leadership to the trust within a framework of prudent and effective controls, which enable risk to be assessed and managed;
- Assist fellow directors in setting the trusts values and standards and ensure that its obligations to its stakeholders and the wider community are understood and fairly balanced at all times; and
- Engage positively and collaboratively in board discussion of agenda items and act as an ambassador for the trust in engagement with stakeholders including the local community, dealing with the media when appropriate.

## **Corporate and Collective Board Responsibility**

All board directors have the following responsibilities as a Unitary Board:

- provide active leadership of the Trust within a framework of prudent and effective controls which enables risk to be assessed and managed;
- ensure compliance by the Trust with its terms of authorisation, its Constitution, mandatory guidance issued by Monitor, relevant statutory requirements and contractual obligations;
- set the Trust's strategic aims, taking into consideration the views of the Council of Governors and ensuring that the necessary financial and human resources are in place for the Trust to meet its objectives, and to review management performance;
- ensure the quality and safety of healthcare services, education, training and research delivered by the Trust and apply the principles and standards of clinical governance set out by the Department of Health, the Care Quality Commission and other relevant NHS bodies;
- ensure that the Trust exercises its functions effectively, efficiently and economically;
- set the Trust's values and standards of conduct and ensure that its obligations to its members, patients and other stakeholders are understood and met.

**Last updated: June 2019**

**PERSON SPECIFICATION**  
**Non-Executive Director**

<b>Attribute</b>	<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>- Senior Board level experience at Executive and non-executive level.</li> <li>- Excellent track record of achievement within either the public or financial sector</li> <li>- Experience in financial management and governance at a strategic level</li> </ul>	✓	   ✓  ✓  ✓	CV
<b>Patient and community focus</b>	High level of commitment to providing quality service and care to service users, carers and the community and to tackling health inequalities.	✓		CV & Interview
<b>Strategic direction</b>	The ability to think and plan ahead, balancing needs and constraints.	✓		
<b>Holding to account</b>	The ability to accept accountability and probe and challenge constructively.	✓		
<b>Effective influencing and communication</b>	Be able to influence and persuade others.	✓		CV & Interview
<b>Team working</b>	Be committed to working as a team member.	✓		CV & Interview
<b>Self belief and drive</b>	The motivation to improve NHS performance and confidence to take on challenges.	✓		CV & Interview
<b>Intellectual flexibility</b>	The ability to think clearly and creatively.	✓		CV & Interview

## HOW TO APPLY

### TO APPLY PLEASE PREPARE:

- A full CV which demonstrates your ability to meet the criteria contained in the Person Specification. Please ensure you include
  - References for the past three years
  - Full list of qualifications
- A covering letter highlighting the aspects of the Job Description and work of the Trust that particularly attract you to the post.
- A completed Self Declaration Form (Appendix 2)
- A completed Equal Opportunities Monitoring Information Form (Appendix 3)

To complete your application, please email all of the above to [shelley.ramtuhul@nhs.net](mailto:shelley.ramtuhul@nhs.net) by 28<sup>th</sup> August 2018.

For further information please call: Shelley Ramtuhul, Trust Secretary, on 01691 404698.



### The seven principles of public life

The principles of public life apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the civil service, local government, the police, courts and probation services, NDPBs, and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also have application to all those in other sectors delivering public services.

#### 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.

## Fit and Proper Person Requirements Directors and Non-Executive Directors - Self-Declaration form

In November 2014 the Care Quality Commission (CQC) published guidance on the fit and proper person requirements and duty of candor which came into force for all NHS providers as of 27<sup>th</sup> November 2014 under the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 – Regulation 5 and Schedule 4. These regulations play a major part in ensuring the accountability of directors of NHS bodies and outline the requirements for robust recruitment and employment processes for board level appointments. As part of the assurance against the new fit and proper person requirements for board members, you are required to answer the following questions, sign, date and return.

Have you got the qualifications, competency, skills and experience which are necessary for the position for which you are applying?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you able by reason of health (after reasonable adjustments are made) to properly perform tasks which are intrinsic to the office or position for which you are applying?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you been responsible for, been privy to, contributed to or facilitated any serious misconduct or mismanagement (whether lawful or not) in the course of carrying on a regulated activity or providing a service elsewhere which, if provided in England would be a regulated activity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you been subject of any of the following? <ul style="list-style-type: none"> <li>• undischarged bankruptcy or being a person whose estate has had sequestration awarded in respect of it and who has not been discharged;</li> <li>• subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or an order to like effect made in Scotland or Northern Ireland;</li> <li>• a moratorium period under a debt relief order applies under Part VIIA (debt relief orders) of the Insolvency Act 1986;</li> <li>• a composition or arrangement with, or granted a trust deed for, creditors and not been discharged in respect of it;</li> <li>• included in the children's barred list or the adults' 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;</li> <li>• 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.</li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you been erased, removed or struck-off a register of professionals maintained by a regulator of health care or social work	<input type="checkbox"/> Yes	<input type="checkbox"/> No

professionals?		
<p>Have you ever been found not to be a fit and proper person for the purposes of Regulation 5, of the draft Social Care Act 2008 (Regulated Activities)? Namely the requirements to:</p> <ul style="list-style-type: none"> <li>• Be of good character;</li> <li>• Have the qualifications, skills and experience necessary for the relevant position;</li> <li>• Be capable of undertaking the relevant position, after any reasonable adjustments under the Equality Act 2010;</li> <li>• Not have been responsible for any misconduct or mismanagement in the course of any employment with a CQC registered provider;</li> <li>• Not be prohibited from holding the relevant position under any other law e.g. under the Companies Act or the Charities Act.</li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

It is also recommended that you familiarise yourself with the Trust's Constitution, and as appropriate the Trust NHS Improvement Licence and also The [NHS Foundation Trust Code of Governance](#).

I hereby agree that the above is accurate.

<b>Role Applied For:</b>	
<b>Name:</b>	
<b>Signed:</b>	
<b>Date:</b>	

**Equal Opportunities Monitoring Information Form**

Monitoring information **is not used** in the selection process and will not be seen by the panel assessing your application.

**Date of Birth** (monitoring information only) \_\_\_\_\_

**Gender** (monitoring information only)

Male

Female

**Ethnic Origin** (monitoring information only)

White - British

White - Irish

White - Any other white background

White - Northern Irish

White - Polish

White -Other European

Mixed – White & Black African

Mixed – White & Asian

Mixed – Any other mixed background

Asian or Asian British – Indian

Asian or Asian British – Pakistani

Asian or Asian British – Any other Asian background

Black or Black British – Caribbean

Black or Black British - African

Black or Black British - Any other Black background

Chinese

Other

I do not wish to disclosure

## Sexual Orientation

- Lesbian
- Gay
- Bisexual
- Heterosexual
- I do not wish to disclose this

## Disability (monitoring information only)

Many people do not consider themselves to be disabled, but under the Disability Discrimination Act you can consider yourself disabled if you have a physical or mental impairment or long term health condition, and

- The effects are expected to last, or have lasted for a year or longer, and have a substantial effect on your ability to carry out day to day activities; OR
- Your day to day activities would be limited without medication, treatment or adjustments (for example the use of inhalers, physiotherapy, a hearing or visual aid or insulin)

Taking this into account, do you consider yourself to be a disabled person?

- Yes
- No
- I do not wish to disclose this

We are particularly keen to recruit disabled people who have the necessary skills. To encourage those applicants we operate policy under which disabled candidates, who have demonstrated the level of experience/expertise required for the post, will be assured of an offer of an interview.

Would you like your application to be considered under this policy?

- Yes
- No

If you are disabled and in receipt of benefits you need to be aware that under current regulations a paid public appointment may affect your entitlement.

We are required to monitor additional categories on the diversity of applicants in line with protected characteristics in the Equality Act 2010. We would be grateful if you would also provide the following information:

### Religion or belief (monitoring information only)

How would you describe your religion or beliefs?

- Atheism
- Buddhism
- Christianity
- Hinduism
- Islam
- Jainism
- Judaism
- Other
- I do not wish to disclose this

### How you found out about this post

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

How did you find out about this post? \_\_\_\_\_

### Personal declaration

To the best of my knowledge and belief, the information given in this form is complete and correct. I have considered and understood any criteria for disqualification from appointment and I am not disqualified. I understand that if I am appointment and any of the information I have provided is subsequently found to be untrue then my appointment may be terminated. I confirm and accept these conditions.

- Yes
- No

**If interviewed for this role you will be required to sign a copy of this form to agree to the declaration above.**