



Could you help lead the NHS in your area?

North Bristol NHS Trust

**2 Non-executive directors &
Associate non-executive director**

Candidate information pack

Reference: S2114



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

An opportunity has arisen at North Bristol NHS Trust (NBT) for two new Non-executive Directors to join the Board, one being the chair of the Audit Committee. The Board is also seeking to recruit an Associate Non-executive Director to join the Board as part of its succession planning process.

The successful candidate for the Associate role will be appointed by the Trust but may also be considered for future appointment as a full Non-executive Director, should a vacancy arise and they have the appropriate skills.

This is an exciting time to be joining the Trust which has recently received a “Good” overall rating from the Care Quality Commission, and is rated as “Outstanding” under the Caring and Well-Led domains. The Trust Board has recently approved a new five-year strategy and forward-thinking transformation plan, building on an already strong digital transformation agenda.

These non-executive vacancies reflect an exceptional opportunity to share your talents and expertise and make a positive difference to the lives of the people served by the Trust.

2. The person specification

Essential criteria

You will need to have a genuine commitment to patients and the promotion of excellent health care services.

Post 1 – Non-executive Director

- You will have experience as a senior clinical leader in the NHS, social care or the private healthcare sector (nursing, medical or allied discipline)

or

- Extensive commercial experience gained at the highest levels of industry.

Post 2 – Non-executive Director (Chair of the Audit Committee)

- You will be a fully qualified accountant capable of chairing the Trust’s Audit Committee. You will have experience operating at the highest management levels of a large organisation preferably in the private/commercial sector, although senior public sector experience will also be considered.

Conflict resolution and organisational development expertise would be viewed favourably in candidates for either post.

Post 3 – Associate Non-executive Director

Associate Non-executive Director posts are used successfully in the NHS to support Board succession strategy and achieving a balance of Board level skills. Associate Non-executive Directors cannot participate in any formal vote at Board.

- The role at NBT is a development opportunity within the Board. The Trust is looking for candidates who can bring diversity and offer skills and perspectives that are currently under-represented on the Board. For example, you may have clinical or third sector experience, have been in a leadership role in a smaller social/community organisation or may have run your own successful business, and can demonstrate a good understanding of standard business processes. You may not have the experience or time required to take on a full Non-executive Director role, but may be seeking to expand your own experience whilst contributing to the strategic leadership of an NHS Trust.

All Posts

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 Bristol or the surrounding areas of North Somerset, Wiltshire and Gloucestershire.

- On average the Non-executive Director roles will require the equivalent to 2 to 3 days a month, and the Associate Non-executive Director role will require 1

to 1.5 days a month; however, the time commitment may vary and a flexible approach should be taken.

- The remuneration payable for these roles is £10,000 per annum, with a 0.5 pro-rata multiplier applied to the Associate Non-executive Director position. Thereafter the remuneration will be applied in line with the framework for chairs and non-executive directors. On this basis the successful candidates will receive future increases, as follows:

Effective Date	Annual Remuneration (pro-rata for Associate Non-executive Director)
1 April 2020	£11,500
1 April 2021	£13,000 (standard rate for all NEDs)

The Non-executive Director Chair of Audit Committee will also be eligible for an additional committee chair allowance of £1,200 p.a.

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 North Bristol NHS Trust

North Bristol NHS Trust (NBT) is the largest NHS organisation in the South West and provides excellent care for the population of Bristol, North Somerset and South Gloucestershire. As a centre for specialist health services it is also a prestigious, internationally recognised teaching and research organisation providing care regionally and nationally.

NBT is a £534 million organisation with over 8,000 staff working in one of the most modern hospitals in the country. Of this, approximately £450 million comes from its principal clinical commissioning group - Bristol, North Somerset and South Gloucestershire and for specialist services commissioned by NHS England for direct patient care. Further income is also received from other NHS commissioner organisations and for purposes other than direct patient care.

The Trust provides award-winning services and has a catchment population of approximately 550,000. In addition, the Trust receives a significant number of referrals from other hospital trusts. The Trust provides over 550,000 outpatient appointments each year, provides care for more than 6,000 births and receives over 4,000 compliments from patients and carers. The Trust works with patients, representatives and staff to ensure it focusses correctly on the things that matter to patients to deliver real quality care. The Trust has been recognised for excellent patient safety and has received national awards.

The new state-of-the-art Brunel building at Southmead Hospital Bristol opened in May 2014, bringing together all teams and specialties onto one site. Also, on site are the maternity and neonatal intensive care units, women's health, pathology, the Bristol Breast Care Centre and the Trust-wide research teams.

NBT's commitment is that each patient is treated with respect and dignity and, most importantly of all, as a person. The aim is to deliver excellent clinical outcomes and a great experience for everyone who uses the services: exceptional healthcare, personally delivered.

Vision and values

NBT's aim is to enable its teams to be the best that they can be, providing exceptional healthcare, personally delivered.

"The best health and care is not the work of an individual, a single team or even one organisation. Partnership and collaboration is fundamental.

Exceptional healthcare means our patients will recognise that we are exemplars of safe, harm free care and that we give them the best possible health improvement. We will do this through outstanding Emergency Care, our centres of excellence for Specialist Services, our great Local Services and as a Powerhouse for Pathology and Imaging.

Personally delivered means patients are in charge of their own care and the decisions that need to be made for their health and wellbeing. A genuine partnership with patients and the public is at the heart of any changes we make and will ensure an outstanding patient and carer experience”.

This vision is underpinned by the organisation’s values as described by its staff:



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:

- [Becoming 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 these roles 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: 5 February 2020 at 11am.** Please forward your completed application to NHSI.Chairsandneds@nhs.net
- **interview date: w/c 24 February 2020 (date to be confirmed)**
- **proposed start date: 1 April 2020**

Getting in touch

- We strongly recommend an informal and confidential discussion with Michele Romaine the Chair of the Trust. Please contact Rachel Bartlett on 0117 414 3729.
- **NHS Improvement** – for general enquiries contact Leslie Horn on 0300 123 2057 or by emailing leslie.horn@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.

Contact us

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