Candidate Briefing

Non-Executive Director

Closing Date: 30 October 2020
Interview Date: 18 November 2020
A welcome from the Chair

Thank you for your interest in becoming a Non-Executive Director at The Clatterbridge Cancer Centre NHS Foundation Trust. We are seeking a Non-Executive Director with experience of working at Board level in a public, private or third sector organisation to join our unitary Board to bring support, constructive challenge and assist in leading the strategic direction of the Trust. This is an important appointment and the position offers the opportunity to influence our future at an exciting and challenging time.

The Trust is one of three dedicated specialist cancer centres in England and we are one of the largest NHS providers of non-surgical cancer treatment. We have a unique multi-site care model serving the 2.4 million population across Cheshire and Merseyside and is consistently rated by patients as one of the best performing hospitals. Our vision is to not only maintain this level of commitment to excellence but to work with our academic and healthcare partners across the region to ensure care, treatment and patient outcomes continuously improve in the future.

The recent opening of the new Clatterbridge Cancer Centre - Liverpool (CCC-Liverpool) has enabled us to work more closely with colleagues in the neighbouring acute hospital in order to support the sickest patients. This state-of-the art flagship cancer hospital, in conjunction with our sites in Wirral and Aintree, means we are able to provide care closer to home for cancer patients across Cheshire and Merseyside. We are looking for an individual who has the values, attitude and behaviour that echoes those of our organisation and who can bring a different perspective and approach.

I would like to take this opportunity to personally encourage applicants from all aspects of society. We value and promote diversity and are committed to equality of opportunity for all appointments. Our recruitment processes are conducted in accordance with the Code of Governance to ensure a fair and open process. We particularly welcome applications from women and Black, Asian and Minority Ethnic and disabled communities who we recognise are under-represented in non-executive roles.

We look forward to hearing from you.

Kathy Doran
Chair
The Clatterbridge Cancer Centre NHS Foundation Trust is one of the UK’s leading cancer centres providing highly specialist cancer care to a population of 2.4 million people across Cheshire, Merseyside and the surrounding areas including the Isle of Man.

- Liverpool Heart & Chest Hospital
- Broadgreen Hospital
- Liverpool Women’s Hospital
- Alder Hey Children’s Hospital
- Aintree University Hospital
- The Walton Centre
- Halton General Hospital
- Warrington Hospital
- St Helens Hospital
- Whiston Hospital
- Arrowe Park Hospital
- Clatterbridge Hospital
- Countess of Chester Hospital
- Isle of Man – Nobles Hospital
- Southport Hospital
Our Values

Mission / Core Purpose

We take pride in everything we do with our core values reflecting that. Our values were developed with staff and we are about to embark on a programme of refreshing not only our 5 Year Strategy but our values as well.

Mission / Core Purpose

To improve health and wellbeing through compassionate, safe and effective cancer care.

Our Vision

To provide the best cancer care to the people we serve
More about the Trust

- 1,400 staff
- 32,000 patients a year (11,000 new patients)
- 250,000 patient contacts
- 44,000 outpatient chemo treatments
- 92,000 radiotherapy attendances
- 110 single room inpatient beds
- 87 bone marrow transplants
- 9,000 inpatient episodes of care
- 1,700 inpatient chemo treatments
As a Non-Executive Director of The Clatterbridge Cancer Centre NHS Foundation Trust, you will work alongside five other Non-Executives including the Chair and six Executive Directors. As a member of a unitary Board, you will share responsibility with the Board for the strategic leadership, direction, governance and overall success of the organisation in delivering specialist cancer care. You will bring independence, objective judgment and constructive challenge on issues relating to strategy, performance and resources.

All Board members are required to challenge, scrutinise and add value to proposals brought to the Board and must satisfy themselves as to the appropriateness and integrity of the information that comes to Board. Board members are also responsible for satisfying themselves that effective controls and systems are in place to ensure good governance of the Trust and Board is accountable, through the Non-Executive Directors, to the Council of Governors.

Non-Executive Directors are expected to participate fully as members of allocated Board Committees and take the role of Chair where required to do so.
Specific Responsibilities of Non-Executive Directors

Non-Executive Directors are key in contributing to the development of strategies, business cases and governance processes that will drive the delivery of effective management to achieve excellence in quality and financial outcomes. In doing so, they must avoid conflicts of interest and uphold the Nolan Principles of Public Life (Appendix 1) and promote these principles throughout the organisation.

- Prepare for, attend and contribute to monthly Board of Directors’ meetings, monthly sub-committees of the Board, quarterly Council of Governors’ meetings and Board development activities.
- Participate in those activities where it has been agreed that Non-Executive Directors involvement would bring an external and independent perspective for example appointments of senior staff.
- Provide independent scrutiny, satisfying themselves as to the integrity of the information provided be it financial or clinical.
- Ensure effective stewardship through planning, strategy, control and value for money.
- Work in conjunction with the Council of Governors to promote public sector values and the interests of Foundation Trust members through good corporate governance.
- Attend the annual members meeting, and where appropriate provide leadership to other Board and Council committees as agreed with the Chair. The main Board committees are Audit, Performance, Quality and Remuneration Committee.
- Have an on-going dialogue with the Council of Governors on progress in delivery of the Trust’s strategic objectives and high level financial and operational performance. To this end, participate in formal and informal Governors meetings.
- Participate in ward/departmental visits and occasional stakeholder meetings. Due to the NHS response to Covid-19 ward/departmental visits in person have been put on hold and we are planning alternative means of engagement.
- Participate in the appointment of the Chief Executive, through the appropriate Committee, in consultation with the Council of Governors.
- Determine the appropriate levels of remuneration for the Executive Directors.
- Participate in an annual review and appraisal of own performance with the Chair and contribute to both the annual appraisal of the Chair and Executive Directors in addition to periodic reviews of the performance of the Board.
- Support the Chair, Chief Executive and Executive Directors in the governance and stewardship of the Trust.
- Provide advice and guidance on issues relevant to their own skills, expertise and experience.
- Through own behaviours, model the Trust values in all interactions with internal and external stakeholders.
- Work corporately with the Non-Executive, Executive Directors and Governors of the Trust.
Time Commitment

There is a requirement for Non-Executive Directors to devote sufficient time to ensure the satisfactory discharge of their duties. The time commitment is a minimum of 3 or 4 days per month which may be during the day or in the evening with a mixture of set commitments and more flexible arrangements for ad hoc events, reading and preparation.

Remuneration

• Remuneration is currently £12,879.78 which is taxable and subject to National Insurance contributions.

• Non-Executive Directors are also eligible to claim allowances, in line with the Trust’s Policy for travel.

Appointment, Tenure and Termination of Office

• Non-Executive Directors are appointed for an initial period of three years, subject to satisfactory annual appraisal by the Chairman and the Council of Governors. Furthermore, subject to the approval of the Council of Governors they can be appointed for a second three year term of office.

• These posts are public appointments or statutory offices and are not subject to the provisions of employment law. Non-Executive Directors are appointees not employees. To ensure that public service values are maintained at the heart of the NHS, all Directors of NHS Boards are required, on appointment, to agree to and abide by the Code of Conduct for the Trust’s Board of Directors and the Nolan Principles.

• Non-Executive Directors are required by statute to formally become a member of the Foundation Trust prior to appointment.
Serving on Public Bodies

It is a condition of employment that those holding director and director-equivalent posts provide confirmation in writing, on appointment and thereafter on demand, of their fitness to hold such posts. This post has been designated as being such a post. Fitness to hold such a post is determined in a number of ways, including (but not exclusively) by the Trust’s provider licence, the Health and Social Care Act 2008 (Regulated Activities) Regulations 2008 (“the Regulated Activities Regulations”) and the Trust’s constitution.

Criteria for Disqualification – Trust Constitution

The following are the circumstances in which an individual may not become or continue as a member of a Foundation Trust Board of Directors:

- they are the spouse, partner, parent or child of a member of the Board of Directors of the Trust;
- they are a member of a committee of a local authority that has any role in scrutinising health matters;
- they are subject to a sex offender order;
- they have been adjudged bankrupt or their estate has been sequestrated and in either case they have not been discharged;
- they are a person in relation to whom a moratorium period under a debt relief order applies (under Part 8A of the Insolvency Act 1986);
- they have made a composition or arrangement with, or granted a trust deed for, their creditors and have not been discharged in respect of it;
- they have within the preceding five years been convicted in the British Islands of any offence, and a sentence of imprisonment (whether suspended or not) for a period of three months or more (without the option of a fine) was imposed;
- they are the subject of a disqualification order made under the Company Directors Disqualification Act 1986;
- they are no longer a member of one of the public constituencies;
- they are a person whose tenure of office as a Chair or as a member or director of a health service body has been terminated on the grounds that their appointment is not in the interests of the health service, for non-attendance at meetings, or for non-disclosure of a pecuniary interest;
- they have within the preceding two years been dismissed, otherwise than by reason of redundancy, from any paid employment;
- they have refused without reasonable cause to fulfil any training requirement established by the Board of Directors; or
- they have refused to sign and deliver to the Associate Director of Corporate Governance a statement in the form required by the Board of Directors confirming acceptance of the code of conduct for Directors.
The Application Process

How to apply

Applications should be made by submitting a full CV with a supporting statement which provides evidence of how you meet the requirements of the person specification (Appendix 2).

Please send to Angela Wendzicha, Associate Director of Corporate Governance, at angela.wendzicha@nhs.net by 30 October 2020

In addition, please include the following:

• Contact details for up to three referees who can be contacted.
• A contact email address and telephone number
• A completed Equal Opportunities Monitoring Form

For informal discussions about the role, please contact Lynn Fazakerley, Executive Assistant to the Chair and Chief Executive, on 0151 556 5947 or via e-mail l.fazakerley@nhs.net.

Key Dates:

Closing Date: 30 October 2020

Interview date: 18 November 2020

Proposed start date: 2 January 2021

Interviews will be held virtually and will comprise an informal focus group discussion and a panel interview.
Appendix 1

The Nolan Principles – The Seven Principles of Public Life

Board members are also required to show commitment to the values of the Trust and to the Seven Principles of Public Life, as drawn up by the Committee on Standards in Public Life.

Selflessness

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.
Appendix 2

Non-Executive Director
Person Specification

We have a diverse background of cultures and we are committed to ensuring the organisation reflects these at all levels. We want to seek people who have experience of engaging with the diverse social, economic and cultural groups served by the Trust. This may have been through links with voluntary or not for profit sectors, community involvement or business initiatives.

You will need to be able demonstrate the following:

**Education, Qualifications and Training**

- Evidence of extensive, senior-level (ideally Board-level) experience in complex organisations.
- Evidence of professional and personal development at senior management level.

**Knowledge and Experience**

- Previous experience of organisational development and cultural change in the public or private sector is desirable but not essential.
- Experience of involvement in corporate governance and risk issues in an active or advisory capacity.
- Experience of strategic planning and decision making.
- Evidence of proven involvement in helping to influence change and improvement in an organisation.
- Previous experience as a Non-Executive Director would be helpful but not essential.

**Skills and Abilities**

- Evidence of ability to make significant and successful contribution at Board level in a complex organisation.
- Evidence of advanced analytical and problem solving skills.
- Ability to demonstrate a variety of leadership skills in complex situations.
- Excellent interpersonal and communication skills and the ability to provide robust challenge in a Board setting.
- Familiarity with current political, legal and business developments that impact on governance and risk in the NHS.