

Candidate Briefing Pack

Associate Non-executive Director



Contents

1. Welcome
2. What we are looking for
3. Introduction to The Dudley Group NHS Foundation Trust
4. Supplementary information
5. Remuneration
6. How to apply

1. Welcome

Thank you for your interest in becoming an Associate Non-executive Director with The Dudley Group NHS Foundation Trust.

The NHS continues to experience significant challenges with growing demand for services, workforce pressures and constrained finances. As a major provider of acute hospital services in the Black Country, the Dudley Group Foundation Trust is at the forefront of these challenges as well as playing a major role in the response to the COVID-19 pandemic and the restoration and recovery of hospital and community services so that we can continue to provide effective care for all of our patients.

The commitment, dedication and warmth of our staff, both in the community and our hospitals is, and will continue to be, our most important asset as we strive to address these challenges. We know that to fully harness these talents we also need leadership of the highest calibre. We are embarking on the development of a new Trust strategy, and we are a key player in the local health and social care economy working closely with a number of partner organisations to develop and deliver services for patients. Increasingly we are looking to forge partnerships and develop collaborative working arrangements that will improve health outcomes for patients as well as maximize efficiencies in service delivery. We have developed our Board over the last year to expand our skill set and we are now looking to recruit an additional Associate Non-Executive Director with a background in primary care, who will ideally be a GP, with a good understanding of and interests in the local health and social care economy. We would positively welcome applications from members of the BAME community who are currently under-represented on our Board.

You must be an achiever who has ambitions that meet the same expectations as our staff and patients. Ideally you should live within Dudley or its surrounding area or have a strong association with Dudley through work, family or other connections.

To be eligible for appointment candidates must meet all the requirements of the 'fit and proper persons' test as set out in the Health & Social Care Act 2008 (Regulated Activities) Regulations 2014.

2. What we are looking for

The Dudley Group is looking for a talented and ambitious associate non-executive director.

The position requires an outstanding individual who can work as part of a unitary board to hold the Board to account for setting and delivery of its stated ambition within the applicable national frameworks.

As a member of a Board you will share responsibility as part of the team to ensure that the Trust exercises its functions effectively, efficiently, economically, with good governance and in accordance with the terms of its Licence (authorisation).

Your role and experience

This role will see you as an associate non-executive member of the Trust Board who will bring your unique perspective, informed by your expertise to the full range of matters put before the Board and through its established committees. We are seeking a person with a passion for improvement and who is experienced in the primary care sector and ideally is a GP with a strong interest in the local health and social care economy.

Residency Criteria

It is highly desirable that applicants live within Dudley, or have strong connections with the area. However applicants are welcomed from those living in surrounding areas depending on your relevant experience.

Appointment Details

The initial appointment is for a twelve month period and is subject to an ongoing review of our Board governance arrangements as we seek further opportunities for collaboration with partners. The term of office may be extended for a full term of three years at the discretion of the Council of Governors. As an associate non-executive director your legal status is that of an office holder only and not as an employee of the Trust. You will be engaged via letter of appointment and paid via payroll, in line with HMRC regulations, in order for PAYE and NI deductions and contribution to be applied.

Time Commitment

You will be expected to be available for at least 3 days a month, including some possible evening engagements. However during the first few months you may well need to spend more time building up your knowledge of our services.

The successful candidate must support and role-model the Trust values of 'Care, Respect and Responsibility' and will be comfortable in encouraging others to display these values in their day-to-day work. They will also need to have strong leadership skills and ability to engage and inspire. It is also important that they participate fully within the wider health economy.

3. Introduction to the Dudley Group NHS Foundation Trust

Based in the heart of the Black Country, The Dudley Group NHS Foundation Trust is the main provider of acute and community services to the populations of Dudley, significant parts of the Sandwell borough and smaller, but growing, communities in South Staffordshire and Wyre Forest. We employ around 4800 staff and have a turnover in excess of £400m. The Trust serves a population of around 450,000 people from three hospital sites at Russells Hall Hospital, Guest Outpatient Centre in Dudley and Corbett Outpatient Centre in Stourbridge and provides the full range of secondary care services and some specialist services for the wider populations of the Black Country and West Midlands region. We also provide specialist adult community based care in patients' homes and in more than 40 centres in the Dudley Metropolitan Borough Council community.

Our hospitals are among some of the most technologically advanced in the country, where state-of-the-art equipment and modern, purpose-built buildings combine to create the highest standards of patient care.

Vision

Our vision is to be a healthcare provider for the Black Country and West Midlands which is: Trusted to provide safe, caring and effective services because people matter – care better every day.

Values

- Care
- Respect
- Responsibility

Objectives



As a responsible employer we strive to promote a healthy and safe environment and to ensure a positive experience for all. We work hard to create a culture of engagement and inclusivity where colleagues believe in and live by our values. We engage with our staff in an open and transparent way by listening, being honest and working together to achieve our aims. We firmly believe in the ability of our colleagues to help us shape our services so that our values are at the centre of everything we do.

The Board

The Dudley Group NHS Foundation Trust is managed by a Trust Board that consists of executives and non-executive directors overseen by the chair.

The role of the Trust Board is to manage the Trust by:

- Setting overall strategic direction within the context of the NHS priorities
- Ensuring high-quality, effective and patient-focused services through clinical governance are delivered
- Regularly monitoring performance against objectives
- Providing financial stewardship through value for money, financial control and financial planning
- Ensuring high standards of corporate governance, personal conduct and compliance with statutory duties
- Promoting effective dialogue with the local communities served

The work of the Board of Directors is supported by the following Board committees, chaired by our non-executive directors, which are aligned to our six strategic objectives

- Remuneration and Nomination Committee
- Audit Committee
- Finance and Performance Committee
- Quality and Safety Committee
- Digital Trust Technology Committee
- Workforce and Staff Engagement Committee
- Charitable Funds Committee

The Council of Governors hold the non-executive directors, both individually and collectively, to account for the performance of the Board of Directors and to represent the interests of NHS foundation trust members, our staff and of the public.

The work of the Council of Governors is supported by the following Council of Governors committees:

- Experience and Engagement Committee
- Appointments and Remuneration Committee

As an associate non-executive director of an NHS Foundation Trust, the successful candidate would be a non-voting member of the Board of Directors. The non-executive directors are accountable to the Council of Governors.

Useful information can be found at:

- Trust website:
<http://dgft.nhs.uk/>
- Your Trust latest newsletter
<http://www.dgft.nhs.uk/about-us/publications/your-trust-magazine/>
- The Dudley Group Council of Governors
<http://www.dgft.nhs.uk/about-us/foundation-trust/our-council-of-governors/>
- HSJ Local:
<https://www.hsj.co.uk/hsj-local/providers/The-Dudley-Group-NHS-Foundation-Trust>
- Black Country and West Birmingham STP:
<https://www.england.nhs.uk/integratedcare/stps/view-stps/the-black-country-and-west-birmingham/>
- CQC Inspection:
<https://www.cqc.org.uk/provider/RNA>
- Trust Annual Report:
<http://dgft.nhs.uk/about-us/publications/annual-report/>

4. Supplementary information:

LOCATION: The Trust provides services from three sites. You may be expected to work at any of the Trust locations. This post will be based at Russells Hall Hospital, Guest Outpatient Centre and Corbett Outpatient Centre.

CONFIDENTIALITY: Patient and/or staff information is confidential. It is a condition of NHS employment and service that you will not use or disclose any confidential information obtained in accordance with the Data Protection Act 2018.

CODE OF CONDUCT: All staff and Board members are expected to adhere to policies and procedures in the Trust which establish standards of good practice and follow any codes of conduct which are relevant to their own profession.

PRIVACY AND DIGNITY: Staff and Board members should respect patients/relatives diversity, cultural needs and privacy. In addition, Board members and staff should be compassionate rather than just delivering technical care and treatment. All Board members and staff are expected to be knowledgeable about and comply with the Trust's Policy on Privacy and Dignity.

INFECTION PREVENTION AND CONTROL: Infection prevention and control is everyone's responsibility. All Board members and staff, both clinical and non-clinical, are required to make every effort to maintain high standards of infection control and specifically are required to:

- Attend mandatory infection control training provided for them by the Trust
- Wash their hands or use alcohol gel on entry and exit from all clinical areas and between patient contact
- Challenge non-compliance when observed to protect patients or report any non-compliance to their line manager
- Promote patient safety and act as a role model for other staff

SAFEGUARDING: All Board members and staff have a duty to safeguard and promote the welfare of patients, their families and carers. This includes practitioners who do not have a specific role in relation to safeguarding children or adults, you have a duty to ensure you are:-

- Familiar with the Trust's safeguarding policies.
- Attend the appropriate training for safeguarding
- Know who to contact if you have concerns about an adult's or child's welfare.

NO SMOKING: The Trust operates a smoke free policy, with no smoking or vaping allowed on Trust grounds.

5. Remuneration

Remuneration is set at £13,190 per annum.

6. How to apply

To apply please use the Trac recruitment software:

- a) **A full CV** which includes a supporting statement of no more than 2 pages that demonstrates your ability to meet the requirements set out in this document.
- b) **Please also provide details of two referees**
- c) **Please upload your CV and supporting statement to the Trac system. The closing date for receipt of expressions of interest is 31st March.**

If you would like an informal discussion in the first instance please email Board Secretary liam.nevin@nhs.net to arrange a convenient time. All applications will be acknowledged.