



Could you help lead the NHS in your area?

Hertfordshire Community NHS Trust

Non-executive Director

Candidate information pack

Reference: M2409



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

There is a vacancy for a Non-executive Director (NED) at Hertfordshire Community NHS Trust (HCT). This is an unique and exceptional opportunity to shape the future of local services and share your talents and expertise to make a positive difference to the lives, health and wellbeing of the people served by the Trust.

2. The person specification

Essential criteria

We are looking for candidates who have the energy, skills and leadership experience to help drive the delivery of sustainable healthcare services for the people of Hertfordshire and surrounding areas. You will need to have a genuine commitment to patients and the promotion of excellent health care services, with the ability to work with partners across the Hertfordshire and West Essex (HWE) Integrated Care System (ICS) to transform local services. You will have senior level experience in the following areas:

- Recent finance experience within a large and complex commercial organisation, supported by a relevant financial qualification, and
- Experience of leading organisational transformation

We would also particularly welcome applicants with the ability to add to the existing board members' perspectives through bringing personal and ideally lived experience of the issues faced by the diverse social and cultural groups served by the Trust.

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 Hertfordshire.

- On average this role will require the equivalent to 2 to 3 days a month, however the time commitment may vary and a flexible approach should be taken.
- The remuneration payable for this role is £13,000 (standard rate for all NEDs) per annum.

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 England / 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](#).

3. About Hertfordshire Community NHS Trust

Hertfordshire Community NHS Trust (HCT) was established in 2010 to deliver community services to the 1.2 million residents of Hertfordshire. They employ over 2100 staff providing a full range of services for adults and children in a variety of settings, including community hospitals, clinics, GP surgeries and patients’ own homes. They also currently employ an additional 1000 staff in their Mass Vaccination Centres across Hertfordshire, West Essex, Bedfordshire and Milton Keynes and have recently taken over School Aged Immunisation Services in East Anglia.

Adult Services

Adult Community Services:

The Trust’s Locality Integrated Care Teams (ICTs) in East & North Hertfordshire deliver nursing and therapy services in Lower Lea Valley, North Hertfordshire, Stevenage, Stort Valley & Villages, Upper Lea Valley and Welwyn Hatfield.



Adult Specialist Services:

Specialist services HCT provide include, bladder and bowel services, cardiac rehabilitation, heart failure, diabetes, diabetic retinal screening, lymphoedema, nutrition and dietetics, MSK, podiatry, respiratory, pulmonary rehabilitation, skin health, speech and language therapy, tissue viability, leg ulcer care and neurological rehabilitation. They have also recently established a multi-disciplinary Long Covid service, one of the first in the country.

Community Hospitals:

HCT’s community hospitals are located in East and North Hertfordshire: Oxford and Cambridge wards at Herts & Essex Hospital in Bishop’s Stortford, and Queen Victoria Memorial Hospital in Welwyn.

The Trust also has a neurological rehabilitation specialist unit: Danesbury Neurological Centre in Welwyn and provide the Minor Injuries Unit (MIU) at Herts and Essex Hospital.

Children's Services

Children's Universal Services:

HCT provides a range of services for children and young people including public health nursing (health visiting and school nursing), child health information, looked after children and safeguarding children. They also provide School Age Immunisation Services for Hertfordshire and East Anglia.

Children's Specialist Services:

These services include community paediatrics audiology, children's community nursing, children's continuing care, dental and optical services and specialist school nursing, Step2 (early intervention child and adolescent mental health service for children and young people aged 0-19) and PALMS (Positive behaviour, Autism, Learning disability and Mental health Service).

Children's Therapy Services:

The Trust provides occupational therapy, physiotherapy and speech and language therapy for children.



HCT's role as a Community Trust

Community services are central to national plans for the future of the health and care system. The NHS's Long-Term Plan sets out ambitions to boost 'out-of-hospital' care to deliver more care closer to home. To achieve this, the Trust works closely with other parts of the health and care system, including other Trusts, GPs and Care Homes. They work in partnership with local their Acute Trusts (Watford General Hospital, the Lister and the Princess Alexandra) to reduce the number of patients needing to go into hospital and to support their effective discharge. They also work with mental health services to provide integrated services to support patient needs. For more background information on the role of Community Trusts, this is a helpful [link](#).

In their response to the coronavirus pandemic, HCT has have further strengthened our collaborative working: leading the design and delivery of integrated clinical pathways, extending service capacity, establishing new clinical responses to support hospital discharge, and supporting the delivery of clinical care in care homes.



The Trust is pleased to have been rated 'Good' by the Care Quality Commission (CQC) and is committed to delivering safe, effective, responsive, caring and well led services, with the aim of progressing to achieve CQC 'Outstanding'. You can read their CQC report [here](#). HCT is also proud to have achieved their financial targets for many years running. Building on this strong foundation they have the commitment and drive to further transformation to be a truly outstanding organisation.

HCT's Vision and Values

HCT's vision is:



This vision is underpinned by the Trust's Values, which complement the NHS Constitution and support HCT's organisational culture:

Innovative We seek new ideas and adopt best practice to improve our services

Caring We show kindness and consideration for others

Agile

We deal with new situations quickly and successfully

HCT's Strategic Objectives

Outstanding quality and performance:

We will deliver outstanding services through our approach to Continuous Quality Improvement (CQI) across the trust, and through involving patients, their families, carers and our staff to provide the best possible care to patients within available resources.

Joined up local care:

We will work with our partners in the Health and Care system and develop integrated clinical pathways to improve the care people can receive in the community to support their health and wellbeing and reduce health inequalities

Great place to work:

We will strive to make the Trust a great place to work by living our values and creating an inclusive, open and compassionate culture. We will motivate and retain our people through excellent leadership at all levels of the organisation, a compelling employee offer, continuous professional development, staff recognition and support for health and wellbeing

Best value through innovation:

We will strive to be known for our innovations as an outstanding provider of clinical services. Our people will harness modern processes, systems, and technology to support continuous quality improvement, efficiency, and to ensure the best possible value for the public purse with the resources we have

HCT's Key Challenges

Delivery Plan Priorities

In line with the trust's strategic objectives, their challenges over the coming period are reflected in their delivery plan priorities, which include:

- Embedding continuous quality improvement across all their services
- Integration with primary care and other partners to provide joined up adult services
- System leadership for Children's and Young People's services across Hertfordshire
- Lean and efficient corporate services
- The introduction of new models of care responding to population health needs and delivering the ICS priorities.
- Continuing an effective response to the Coronavirus pandemic and taking a system leadership role in the roll out of the Covid-19 mass vaccination programme

HCT's People

The Trust faces similar challenges to the wider NHS in terms of a high demand on services with reduced funding and a shortage of clinicians. To attract talent and support staff, the Trust is committed to delivering its 'Great Place to Work' strategic objective.

Despite the challenges of the pandemic, 70% of staff participated in the 2020 NHS Staff survey, with improved scores in 7 of the 11 themes and no areas of deterioration. This high level of staff engagement was further demonstrated through early stages of the pandemic as we redeployed around 25% of the workforce at pace. During this period, staff have continued to be supported through regular bulletins, virtual staff meetings, risk assessments, helplines, emotional support tools, wellbeing calls and stars of the week recognition.

HCT's Board

Our Board



Elliot Howard-Jones
Chief Executive *



Dr Linda Sheridan
Chair *



Jeff Phillips
Non Executive Director *



Richard Rolt
Non Executive Director *



Sarah Wren
Non Executive Director *



Rukshana Kapasi*
Non Executive Director



Luke Edwards
Associate
Non Executive Director



John Wood
Adviser to the Board



Sarah Browne
Director of Nursing
and Quality *



Dr Elizabeth Kendrick
Medical Director *



David Bacon
Director of Finance *



Marion Dunstone
Chief Operating Officer



Sam Tappenden
Development Director
East and North Hertfordshire
Integrated Care Partnership



Sarah Brierley
Director of Strategy



www.hct.nhs.uk - @HCTNHS

* Voting member
October 2021

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:

- **Support to prepare candidates to apply for a non-executive vacancy including:**
 - Building your application
 - Sources of information and useful reading
 - Eligibility and disqualification criteria
 - Terms and conditions of chair and non-executive director appointments
 - How we will handle your application and information
- **View all current chair and non-executive vacancies**
- **Sign up to receive email alerts on the latest vacancies**
- **Contact details for the Non-executive Appointments Team**

NHS England / 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 this role 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: 7 March 2022 at 11am.** Please forward your completed application to NHSI.Chairsandneds@nhs.net
- **Stakeholder event: 21 March 2022**
- **interview date: 24 March 2022**
- **proposed start date: 1 April 2022**

Getting in touch

- If you are interested in this vacancy, please contact Donna Lesmond, Executive Assistant the Office of the Board, at donna-marie.lesmond@nhs.net or on 01707 388145 to arrange an informal discussion with HCT's Chief Executive or Trust Chair
- **NHS England / NHS Improvement** – for general enquiries contact Helen Barlow on 0300 123 2038 or by emailing helen.barlow2@nhs.net

NHS England / NHS Improvement

E: NHSI.Chairsandneds@nhs.net

W: england.nhs.uk



NHS England
NHS Improvement

NHS Improvement is the operational name for the organisation that brings together Monitor, NHS Trust Development Authority, Patient Safety, the National Reporting and Learning System, the Advancing Change team and the Intensive Support Teams.

This publication can be made available in a number of other formats on request.