



Could you help lead the NHS in your area?

West Hertfordshire Teaching
Hospitals NHS Trust

Non-executive Director

Candidate information pack

Reference: M2374



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 West Hertfordshire Teaching Hospitals NHS Trust (WHTH). This is an exceptional opportunity to share your talents and expertise to make a positive difference to the lives of people served by the Trust.

It is an exciting time for the Trust. They have an ambitious acute redevelopment programme to upgrade facilities across their three hospital sites. They are also playing a substantial role in helping to develop the Hertfordshire and West Essex Integrated Care System (ICS) as well as being an active member in the South & West Herts Health Care Partnership (HCP). They are collaborating with system partners within their HCP and wider ICS to restore elective services following the pandemic, develop ways in which they can collectively reduce waiting lists and improve the quality and sustainability of services to the whole population within the ICS. The Trust is also developing their clinical partnerships with community services, GPs, local councils and the voluntary sector to ensure a joined-up health service in West Hertfordshire that takes account of local challenges and circumstances.

In common with the whole NHS, the Trust is facing the ongoing challenge of the Covid-19 pandemic and the additional pressures that this has placed on the delivery of safe acute services. They are proud of their staff's dedication and resilience in responding to these challenges as well as the progress made in implementing their Electronic Patient Record (EPR) programme and award-winning Virtual Hospital programme.

The successful candidate will bring expertise on how to provide information and assurance to the Board that it is managing all issues in relation to performance, finance and the redevelopment programme as well as a genuine commitment to patients and the delivery of high quality, safe and sustainable services. They will have senior experience and expertise in monitoring finance and performance which may include experience of working in roles reflecting financial governance and major projects or healthcare/public sector institutions in roles involving financial governance and performance.

The successful candidate will be involved in the Board's governance via board meetings, board development through attendance leadership at board sub-committees of the Finance & Performance Committee and attendance at the Great Place Committee.

NEDs bring an independent perspective, support and challenge to help shape the future of the Trust. West Hertfordshire has a rich background of cultures, and we encourage diversity at Board level. For this role, we would particularly welcome applicants from minority ethnic communities, those living with a disability and/or from the LGBTQ+ community.

2. The person specification

Essential criteria

You will need to have a genuine commitment to patients and the promotion of excellent health care services. You will have financial leadership skills gained in an organisation of significant scale and complexity or substantial experience of advising organisations on financial governance and major projects. The successful candidate will chair the Finance & Performance Committee.

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.

You will be involved in the Board's governance via board meetings, board development through attendance leadership at board sub-committees of the Finance & Performance Committee and attendance at the Great Place Committee.

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 the area served by the trust.

- On average this role will require the equivalent to 2-3 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 West Hertfordshire Teaching Hospitals NHS Trust

West Hertfordshire Teaching Hospitals NHS Trust (WHTH) is an acute trust providing hospital services to over 500,000 people living in Hertfordshire and north London. It has three hospitals (Watford General, St Albans City Hospital and Hemel Hempstead Hospital). The Trust also manages an outpatient physiotherapy unit at Abbots Langley. The Watford site is by far the biggest and is the focus for the Trust’s emergency and specialised care. The Trust provides a range of more specialist services to a wider population, serving residents of North London, Bedfordshire, Buckinghamshire and East Hertfordshire.

The Trust employs around 5,000 staff and over the course of a year treat nearly a million people, including 150,900 people attending their emergency services, nearly half a million via outpatient clinics and deliver about 4,600 babies.

There has never been a more exciting time to join West Hertfordshire Teaching Hospitals NHS Trust. Major redevelopment works are due for completion by 2030 or soon after. These will be most dramatic at Watford General Hospital where up to 90% of buildings will be new.

They have implemented their EPR and have further plans for a digital transformation and new models of care. They have built a new multi-storey car park to enhance their staff and visitors’ environment. As well as this, the Trust – which won the UK Best Employer Award (Nursing Times 2019) – has been granted teaching hospital status in recognition of its wide and well-renowned role in educating doctors, nurses, and other healthcare professionals.

NHS
West Hertfordshire
Hospitals
NHS Trust

Meet the board

April 2021



Phil Townsend (s)
Chairman



Christine Allen (v)
Chief Executive



Ginny Edwards (s)
Vice Chair
Non Executive Director
Freedom to Speak Up
Lead



Paul Cartwright (s)
Non Executive Director
End of Life Care Lead



Edwin Joseph (s)
Non Executive Director



Jonathan Remison (s)
Non-Executive Director (SID)
Care of the Elderly Lead
Learning from Death Lead
Maternity Lead



Natalie Edwards (s)
Non Executive Director
Health and Wellbeing
Lead



Helen Davis
Associate Non Executive
Director



Helen Brown (s)
Deputy Chief Executive



Paul Barnister
Chief Information Officer
and Senior Information
Risk Officer



Tracey Carter (s)
Chief Nurse and Director
of Infection Prevention
and Control



Andrew McMenemy
Chief People Officer



Dan Richards (s)
Chief Financial Officer



Sally Tucker
Chief Operating Officer



Dr Michael van der Watt
(s)
Chief Medical Officer and
Director of Patient Safety



Dr Andy Barlow
Divisional Director
for Medicine



Mr Simon Wood
Divisional Director for
Surgery, Anaesthetics
and Cancer



Mr William Fowen
Divisional Director for
Women's and Children's
Services



Dr Anna Wood
Director of Governance



Dr Rachel Hony
Divisional Director for
Emergency Medicine



Martin Kettle
Divisional Director for
Clinical Support Services

Find us online @WestHertsNHS



www.westhertshospitals.nhs.uk



OUR VALUES

Commitment
Care Quality

NHS.uk, Operational Agreement 2009/10/11

WTHT's Hospitals

Watford General Hospital

Watford is the main site for emergency and specialist care. The clinical services include:

- Women's and children's services, including a consultant-led delivery unit, midwife-led birthing unit, antenatal and postnatal clinics
- Emergency care, including accident and emergency, acute admissions unit
- Ambulatory care unit, acute wards, intensive care unit and emergency surgery
- Planned care, including outpatients and complex surgery



- Medical care, including cardiology, care of the elderly, dermatology, endocrinology-diabetes, gastroenterology, haematology, neurology, respiratory, rheumatology and stroke
- Clinical support, including X-ray, CT, MRI, ultrasound, pathology, pharmacy, radiology, physiotherapy, occupational therapy and dietetic services

Hemel Hempstead Hospital

The clinical services offered at Hemel Hempstead include:

- Antenatal and community midwifery
- Outpatients
- Step-down beds for patients
- Urgent care centre
- Medical care, including endoscopy and cardiac lung function testing
- Diagnostic support, including X-ray, CT, MRI, ultrasound and non-urgent pathology

St Albans City Hospital

St Albans is their elective, i.e. pre-arranged and non-emergency, care centre.

The clinical services offered include:

- Antenatal and community midwifery
- Outpatients
- Minor injuries unit
- Elective and day surgery
- Clinical support, including X-ray, ultrasound, mammography and blood and specimen collection

Values

The Trust has a set of values that governs everything they do at work, from making difficult decisions to how they work with their colleagues. Their values give all at the Trust a common purpose and help patients, as well as their family and friends, to know what to expect of everyone they meet when they visit one of their hospitals.



There is also evidence that where positive values are understood and followed by all staff, patients receive better care.

Opportunities for development

As a Trust, they offer excellent educational and development opportunities for all staff. With strong links to the local universities, they offer an extensive portfolio of courses and programmes ranging from personal development through to leadership and management skills.

Their Leadership Academy develops leaders for the future and their induction introduces new recruits to the values of the organisation and provides important information about the benefits offered to their staff.

Staff health and wellbeing

The Trust believes in supporting staff and promoting a positive work and life balance. Their Balance4Life programme offers staff a wide range of regular health and wellbeing events and activities, including fitness classes, health checks, talks and seminars.

Local information

The Trust's hospitals are a great place to live and work. They are close to the beautiful Hertfordshire countryside and historical places of interest, with great shopping, excellent restaurants and a vibrant night life. There is a wide variety of leisure, cultural and recreation facilities within the locality and there are excellent schools with a variety of primary, secondary, grammar schools and sixth form colleges available.

They have first rate transport links with central London, which is easily reached within 30 minutes by rail travel. Bus services run between the train stations and Watford Hospital. The M25 is approximately 15 minutes due north and all three towns are within easy reach of London and Heathrow and Luton airports.

Hemel Hempstead is close to London and served by the M1, M10 and M25 motorways. There is a rail link from London (Euston) to Hemel Hempstead that takes approximately 25 minutes.

St Albans is 25 minutes from London, close to the M25 and M1 and only 17 minutes by rail from London via the Thames Link.

Postgraduate education

The Trust has active Post Graduate Medical facilities on all sites. A new 1-million-pound post graduate medical centre opened at Watford with greatly enhanced facilities including a simulation centre. A dedicated clinical skills lab at Watford was completed in November 2007. There is also a refurbished Postgraduate Centre at Hemel with excellent facilities, including a well-stocked library, two lecture theatres, several seminar rooms and PC's with ready access to recognised search engines and online journals. The Consultant Physicians are involved in presentations to the Junior Doctors and the local GP community.

The Trust Consultants are involved in the training of undergraduate students from UCL, Imperial and St George's University School of Medicine, Grenada.

Public Transport and Car Parking

Car Parking facilities at the Trust are limited. The current car parking policy and permit allocation policy has recently been revised and permit applications should be directed to the Estates.

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: 31 March 2022 at 11am.** Please forward your completed application to NHSI.Chairsandneds@nhs.net
- **interview date: 3 May 2022**
- **proposed start date: 1 June 2022**

Getting in touch

We strongly recommend an informal and confidential discussion with Phil Townsend, the Chair of the trust. Please contact Julia Alderman, PA to the Chair on 01923 436336 or email directly Phil.townsend1@nhs.net

NHS England / NHS Improvement – for general enquiries contact Helen Barlow on 0300 123 2038 or by emailing helen.barlow2@nhs.net

Appendix 4: Further information about the role

ROLE DESCRIPTION

1. GENERAL INFORMATION

Job Title:	Non-Executive Director
Site / Base:	Watford and other sites as required
Term of office:	Up to 4 years
Remuneration:	£13,000 annum

2. KEY RELATIONSHIPS:

Chair, Non-Executive Directors, Chief Executive, Trust Secretary, Executive Directors and Divisional Directors.

External: Boards of other Trusts, Integrated Care System leads, CCG leads.

3. JOB SUMMARY:

West Hertfordshire Hospitals NHS Trust is led by a Board, comprising both Executive and Non-Executive Directors. The Board is collectively responsible for the exercise of powers and for the performance of the organisation, including:

- Promoting the success of the organisation and its reputation as a provider of high quality services.
- Providing leadership to the organisation within a framework of prudent and effective controls.

- Setting strategic direction, ensuring management capacity and capability and monitoring and managing performance.
- The role includes being the Chair of the Finance and Performance Committee (FPC) and as a member of Great Place Committee (GPC) which together focus on the Trust's ambitious acute redevelopment programme to upgrade facilities across three hospitals as well as monitoring the financial performance of the Trust.
- The Board has a corporate responsibility to uphold, safeguard and promote the organisation's values particularly relating to ethics, integrity and social responsibility and is accountable for ensuring that the Trust operates effectively, efficiently and economically.
- The Non-Executive Directors are accountable to the Chair of the Trust. They play a crucial role in bringing an independent perspective to the Trust, in addition to any specific knowledge or skills they may have.
- All Directors, Executive and Non-Executive have a responsibility to constructively challenge in reaching decisions of the Board and to help develop proposals on priorities, risk mitigation, values, standards and strategy.
- NEDs are voting members at Board meetings.

4. MAIN DUTIES AND RESPONSIBILITIES

Strategy and Accountability

- Be the Chair of FPC and a member of GPC which oversee the Trust's ambitious acute redevelopment programme and financial performance of the Trust.
 - Provide assurance to the Board about the Trust's performance against standards, as well as the effectiveness of its integrated performance reporting arrangements.
 - Provide assurance to the Board for business cases for investment in line with its Standing Financial Instructions (SFIs).
 - Provide assurance to the Board about the Trust's procurement strategy.
- Work with board colleagues and contribute to the development of the overall strategy of the Trust, its business plan and corporate objectives and work with others to develop practical and ambitious plans.
- To oversee financial planning against Trust strategy and gain assurance that the Trust will meet its duty to break even. To be satisfied that robust financial controls and risk management processes are in place.
- Ensure that services are run for the people using them, with particular attention to alignment to the Trust's vision, aims, objectives and values.
- Promote safety and quality in all aspects of services and ensure the long-term sustainability of the Trust.
- Analyse and contribute positively to the strategic development of long-term healthcare plans for the community.
- Act as an ambassador for the Trust in engagement with stakeholder groups to promote the effective operation of the Trust's activities. Assist in building strong relationships externally with our partners with the immediate health

system, as well as those across the wider health sectors nationally, working with the Board to support the ICS and HCP.

Compliance

- Ensure the Trust meets its commitment to patients and targets for treatment.
- Ensure the Trust establishes and maintains the highest standards of clinical and environmental hygiene to assure robust infection control standards.
- To seek and obtain assurance that the Trust conforms to the requirements of the regulatory regime governing NHS Trusts and meets all its other legal liabilities.

Specific Responsibilities of Non-Executive Directors

- Prepare for, attend and contribute to monthly Board meetings and Board development activities.
- Contribute to effective decision-making and constructive debate within the Board. Develop a constructive, frank and open relationship with the Executive Directors through regular communication and meetings to further the best interests of the Trust, and to provide support and advice while respecting executive responsibilities.
- To the extent that the required time commitment allows, participate in those activities where it has been agreed that Non-Executive Directors involvement would bring an external and independent perspective.
- Ensure effective stewardship through planning, strategy, control and value for money.
- Attend the annual general meeting and committees meeting, as agreed with the Chair.
- Participate in ward/departmental visits and occasional external stakeholder meetings.
- Participate in an annual review and appraisal of own performance with the Chair and contribute to annual reviews of the performance of the Board.
- Through own behaviours, model the Trust's values in all interactions with internal and external stakeholders.
- Although Non-Executive Directors are assigned to specific committees, they are all eligible to attend any committees they choose. They are also expected to take part in a process of support across the committee structure to cover leave and provide quoracy.
- Bring diversity of thought to the Board with the aim of improving services for all communities and staff.

5. VALUES

- The post holder will uphold and display Trust's values of Commitment, Care & Quality.

Role Specification

Job title: Non-Executive Director

Eligibility, Background and Experience

- Meet the Fit and Proper Persons Requirement as defined in the Health and Social Care Act 2008 (Regulation of Regulated Activities) (Amendment) Regulations 2014*

- Genuine commitment to patients and to the promotion of excellent health care services.
- Relevant expertise, skills and experience in strategic financial management, with the ability to balance the competing objectives of quality, operational performance and finance which will complement the skills of the Board. Previous NHS experience is not a pre-requisite.
- Previous experience as a Board Director or equivalent experience in a large and successful organisation with a substantial turnover.
- Experience of effectively managing and monitoring performance against organisational objectives/KPI's.
- Relevant experience at understanding exception reports or reading performance data
- Sufficient time to fulfil the requirements of the post.

Knowledge, Skills and Abilities

- Proven leadership skills (this could be at a work setting or another setting).
- Commitment to NHS values and principles and the aims of the Trust.
- Excellent interpersonal skills.
- Able to work as a team to meet common goals and willingness to utilise skills and experience for the good of the organisation.
- Good communication skills.
- Able to assess strategies and plans of action to achieve objectives.
- Astute, able to grasp relevant issues and understand the relationships between interested parties.
- Sound independent judgement, common sense and diplomacy
- Creative and diverse thinker
- A commitment to good corporate governance

*Fit and Proper Persons Requirement. The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 – Regulation 5 and Schedule 4 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 fit and proper person requirements for board members, you are required to address questions relating to topics including misconduct or mismanagement, bankruptcy and convictions.

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E: NHSI.Chairsandneds@nhs.net

W: england.nhs.uk



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