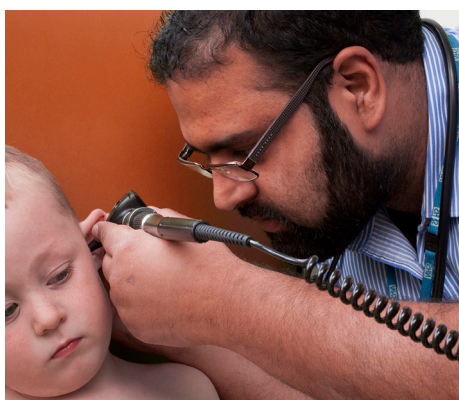


Non-Executive Director *(two roles)*

Candidate information



Providing Care

Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust is one of Yorkshire's leading acute trusts, serving a population of more than 420,000 across South Yorkshire, North Nottinghamshire and the surrounding areas.

Hosting three main hospital sites and a number of additional services, the Trust is one of only five Teaching Hospitals in Yorkshire and by 2018 is projecting to train 25% of all medical students in the region, while we currently train 30% of all other healthcare professional students.

A modern and forward-facing Trust employing over 6,000 members of staff, the organisation provides a full range of local hospital services across the following sites:

Doncaster Royal Infirmary (DRI):

DRI is a large acute hospital with over 500 beds, a 24-hour Emergency Department (ED), and trauma unit status. In addition to a full range of hospital care, it also provides some specialist services including vascular surgery. It has inpatient, day case and outpatient facilities.

Bassetlaw Hospital in Worksop:

Bassetlaw Hospital is an acute hospital with over 170 beds, a 24-hour ED and a full range of hospital services including a breast care unit and renal dialysis. It has inpatient, day case and outpatient facilities.

Montagu Hospital in Mexborough:

Montagu Hospital is a small non-acute hospital with over 50 inpatient beds for people who need further rehabilitation before they can be discharged. There is a nurse-led Minor Injuries Unit, open 9am-9pm, each and every day excluding Christmas. It also has a day surgery unit, renal dialysis, a chronic pain management unit and a wide range of outpatient clinics.

We also provide outpatient and other health services at Retford Hospital and Chequer Road Clinic, including clinical therapies, medical imaging, audiology and screening.



Doncaster Royal Infirmary



Bassetlaw Hospital



Montagu Hospital

Our vision

As an Acute Teaching Hospitals Trust, and a leading partner in health and social care across South Yorkshire and Bassetlaw, we will work with our patients, partners and the public to maintain and improve the delivery of high quality integrated care.

Board of Directors

Our Board of Directors is responsible for the management of our hospitals and, with input from the Board of Governors, sets the future direction of the Trust. They are also responsible for monitoring performance against national, regional and local objectives and ensuring the highest levels of standards and performance.

There are 13 voting members of the Board of Directors made up of seven non-executive directors including the Chair and six executive directors. Suzy Brain England OBE was appointed Chair of the Board from 1 January 2017. Some of the roles on the Board of Directors are required by law while others are discretionary.

One of the key roles of the non-executive directors is to obtain assurance that the correct governance, policies and procedures are in place and that performance is being appropriately managed at operational level. One of the ways it does this is through three board committees responsible for:

- Finance and performance
- Quality and effectiveness
- Audit and non-clinical risk

There are two other board committees responsible for appointing and remunerating executive directors and for managing the charitable funds of the Trust.

Board of Governors

The Board of Governors is made up of 35 governors who are either elected by staff or members of the Trust or appointed by stakeholder organisations such as the clinical commissioning groups, local authorities, voluntary sector or universities.

Governors have two key duties:

- To hold the non-executive directors to account for the performance of the Board
- To represent the interests of our members and the public.

Members

Being a member means keeping up to date with developments and having a say about how the hospital is run. At the moment there are around 16,000 Trust members spread throughout Doncaster, Bassetlaw and beyond.

Care Groups

To aid in the running of Doncaster and Bassetlaw Teaching Hospitals, our wards and departments are split into what we call 'Care Groups'. There are six care groups in total:

- Children and Families
- Diagnostic and Pharmacy
- Emergency
- MSK and Frailty
- Specialty
- Surgical

A number of corporate departments also support the work of the Trust.

Strategic Direction

Over the past 18 months we have gone through substantial change as a Trust. As we move forward together, we set out our new strategy which describes what we want to achieve over the next five years and how we intend to get there.

Patients **We will work** with patients to continue to develop accessible, high quality and responsive services.

People As a Teaching Hospital **we are committed** to continuously developing the skills, innovation and leadership of our staff to provide high quality, efficient and effective care.

Performance **We will** ensure our services are high performing, developing and enhancing elective care facilities at Bassetlaw Hospital and Montagu Hospital and ensuring the appropriate capacity for increasing specialist and emergency care at Doncaster Royal Infirmary.

Partners **We will** increase partnership working to benefit people and communities.

Prevention **We will** support the development of enhanced community based services, prevention and self-care.

The role

These are exciting times at Doncaster and Bassetlaw Teaching Hospitals.

We have a new and energetic chair and chief executive, have recently been awarded teaching hospital status for our work in furthering health sector innovation and improvement and are amongst the top performing hospital trusts in the country.

We are seeking to appoint two non-executive directors to our Board of Directors who can make a positive difference to the lives of people in our communities.

You will be required to bring personal commitment to the role, independence, impartiality, a wide range of experience, special knowledge and personal qualities. You may have senior and/or Board level experience gained in a large/complex organisation or other types of organisational structures and, in addition, should be able to demonstrate the following key skills:

- Strategic direction
- Holding to account
- Effective influencing and communication
- Team working
- Self-belief and drive
- Intellectual flexibility.

One of the non-executive directors we are looking to appoint must be, or have been in the past, a registered medical practitioner, nurse, dentist, midwife or other healthcare professional registered with the Health and Care Professions Council. Clinical research/education experience would also be desirable.

Applicants should identify in their application whether they are interested in the generic role or the clinical role.

The time commitment is four to five days each month.

The closing date for applications is 3 December 2017.

To apply, please submit a CV and supporting letter using the contact details below.

For more information, or an informal discussion with the Chair or a current non-executive director, please contact Matthew Kane, Trust Board Secretary, on 01302 644157, email: matthew.kane1@nhs.net

The Trust is keen to increase the diversity of the Board of Directors to better mirror the users of its hospital services and welcome applications from people living with disabilities and from any race or religious background.



The person

Roles and Responsibilities of Non-Executive Directors










An NHS Foundation Trust's Board of Directors plays a key role in shaping the strategy, vision and purpose of the organisation. They hold the organisation to account for the delivery of strategy and ensure value for money. They are also responsible for assuring that risks to the organisation, patients, staff, carers and the public are managed and mitigated effectively. Led by an independent Chair and composed of executive and independent non-executive members, the Board has a collective responsibility for the performance of the organisation.

Non-executive directors work alongside other non-executives and executive directors as an equal member of the Board. They share responsibility with the other directors for the decisions made by the Board and for the success of the organisation in leading the local improvement of healthcare services for patients. non-executives use their skills and personal experience to:

- Commit to working to, and encouraging within the Trust, the highest standards of probity, integrity and governance and contribute to ensuring that the Trust's internal governance arrangements conform with best practice and statutory requirements.
- Provide independent judgement and advice on issues of strategy, vision, performance, resources and standards of conduct.
- Constructively challenge, influence and help the executive team to develop proposals on such strategies to enable the organisation to fulfil its leadership responsibilities to patients and the healthcare of the local community.
- Ensure that patients are treated with dignity and respect at all times, and that the patient is central to Trust decision making.
- Ensure that the Board sets challenging objectives for improving its performance across the range of its functions.
- Structure the performance of management in meeting agreed goals and objectives.
- In accordance with agreed Board procedures, monitor the performance and conduct of management in meeting agreed goals and objectives and statutory responsibilities, including the preparation of annual reports and annual accounts and other statutory duties.
- Ensure that financial information is accurate and that financial controls and risk management systems are robust and defensible and that the Board is kept fully informed through timely and relevant information.
- Accept accountability for the delivery of the organisation's objectives and ensure that the Board acts in the best interests of patients and its local community.
- Contribute to the determination of appropriate levels of remuneration for executive directors.
- Participate in committees (including the nominations and remuneration committee and charitable funds committee) established by the Board of Directors to exercise delegated responsibility.
- As a member of board committees, appoint, remove, support, encourage and where appropriate "buddy" senior executives.
- Bring independent judgement and experience from outside the Trust and apply this to the benefit of the Trust, its stakeholders and its wider community.
- Assist fellow directors in providing entrepreneurial leadership to the Trust within a framework of prudent and effective controls, which enable risk to be assessed and managed.
- Assist fellow directors in setting the Trust's values and standards and ensure that its obligations to its stakeholders and the wider community are understood and fairly balanced at all times.
- Ensure that the organisation values diversity in its workforce and demonstrates equality of opportunity in its treatment of staff and patients and in all aspects of its business.
- Engage positively and collaboratively in Board discussion of agenda items and act as an ambassador for the Trust in engagement with stakeholders including patients and the local community.
- Support the continued development and promotion of a positive and constructive relationship with the Board of Governors.

Person Specification

Applicants must be able to demonstrate:

-  Understanding and interest in healthcare issues.
-  A commitment to NHS values and principles of NHS Foundation Trusts.
-  Highly developed interpersonal and communication skills.
-  Ability to understand complex strategic issues and analyse and resolve difficult problems.
-  Sound, independent judgment, common sense and diplomacy.
-  Political savvy, with the ability to grasp relevant issues and understand relationships between interested parties.
-  Sound knowledge of corporate governance.
-  Sufficient time and commitment to fulfill the role.
-  A genuine commitment to patients and the promotion of excellent health care services.

The Trust is seeking to appoint two non-executive directors. One of these must be, or have been in the past, a registered medical practitioner, nurse, dentist, midwife or other healthcare professional registered with the Health and Care Professions Council. Clinical research/education experience would also be desirable.

Board Level Competencies

If you are invited to interview, you will also need to demonstrate the range of competencies required to contribute effectively in this board level role, including:

- Patient and community focus - a strong commitment to the provision of high quality and safe care for patients, engaging with carers and the community, and to tackling health inequalities in disadvantaged groups.
- Strategic direction - the ability to think and plan ahead, to develop a clear vision and enthuse others, balancing needs and constraints.
- Holding to account - the ability to accept accountability for board performance, and probe and challenge constructively, and the ability to hold the Chief Executive and executives to account.

- Effective influencing and communication - a high level of ability to gain support and influence, political acumen.
- Team working - be committed to working as a team member, and the ability to take on a personal leadership role and build an effective team.
- Self-belief and drive - the motivation to improve performance and confidence to take on challenges.
- Intellectual flexibility - the ability to think clearly and creatively, make sense of complexity and clarify it for other people.

Appointment

The Board of Governors is responsible for the appointment and removal of the non-executive directors, including the Chair. The Appointments and Remuneration Committee of the Board of Governors is responsible for the recruitment and selection of non-executive directors on behalf of the Board of Governors.

The Trust is undertaking a single recruitment exercise but commencement dates for the roles on offer will be phased as follows:

Clinical role: 1 February 2018

Generic role: 1 April 2018

Appointments will be ratified by the Board of Governors in January 2018.

The Trust will advertise the posts publicly and follow the principles of any appointment to public office with regard to fairness, transparency and objectivity.

Term of Office

An initial term of office is a maximum of three years. In view of the need for progressive refreshing of the Board of Directors, there should be no expectation of automatic re-appointment and any term beyond six years will be subject to particularly rigorous review.

The Board of Governors may determine to hold open public competition at the end of each or any term served by an individual non-executive director.

Removal of a non-executive director, other than on the expiry of a term of office, is a matter for the Board of Governors as set out in the Constitution. NHS Improvement has statutory powers to remove any or all of the Board of Directors.

Remuneration

Remuneration is based on time commitment of four to five days per month. The remuneration of non-executive directors is reviewed by the Board of Governors on an annual basis. Remuneration is paid at £12,120 subject to annual review.

Eligibility

Only registered members of the Trust's public constituency are eligible for appointment as a non-executive director. Members of the staff of this Trust are not eligible. Candidates, if eligible, may submit an application for Trust membership with their application but will not be eligible for appointment unless and until they have been added to the register of members. Registering as a member is free, takes only a few moments and can be done online at www.dbth.nhs.uk/about-us/become-a-member

Appraisal

Non-executive directors are subject to annual appraisal by the Chair.

Disqualification for appointment

Not everybody is eligible to be appointed as a non-executive director of an NHS Foundation Trust, for example if you are:

- A person who has been adjudged bankrupt or whose estate has been sequestrated and (in either case) has not been discharged;
- A person who has made a composition or arrangement with, or granted a trust deed for, his creditors and has not been discharged in respect of it;
- A person who within the preceding five years has been convicted in the British Islands of any offence if a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) was imposed on him;
- A person who does not satisfy all of the 'fit and proper person' requirements set out in regulation 5(3) of The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014.

In addition, a person may not serve or continue to serve as a non-executive member of the Board of Directors if they meet one of the following criteria (please note this list is under review):

- He/she no longer satisfies the relevant requirements for appointment;
- He/she is a person whose tenure of office as a chairman or as a director of a Health Service Body has been terminated on the grounds that his/her appointment is not in the interests of public service, or for non-disclosure of a pecuniary interest;
- He/she has within the preceding two years been dismissed, otherwise than by reason of redundancy, by the coming to an end of fixed term contract or through ill health, from any paid employment with a Health Service Body;
- Information revealed by a Criminal Records Bureau check is such that it would be inappropriate for him to become or continue as a Director on the grounds that this would adversely affect public confidence in the Trust or otherwise bring the Trust into disrepute;
- He/she is a person who has had their name removed by a Direction under Section 154 of the 2006 Act from any list prepared under Part 4 of that Act, and have not subsequently had their name included on such a list;
- He/she is an executive or non-executive director of another NHS Foundation Trust, or a governor, non-executive director, Chair, Chief Executive Officer or executive director or equivalent of another body whose business includes the provision or commissioning of goods and services for the purposes of the health service within the area of the Trust.
- He/she is a member of a local authority's overview and scrutiny committee;
- He/she is the subject of a disqualification order made under the Company Directors' Disqualifications Act 1986;
- He/she has failed or refused to undertake any training which the Board of Directors requires all Directors to undertake;
- He/she has failed to sign and deliver to the Secretary in the form required by the Board of Directors confirmation that he accepts the trust's Standards of Business Conduct Policy;
- He/she is a partner or spouse of an existing Director.



Doncaster and Bassetlaw Teaching Hospitals

NHS Foundation Trust

For more information

You can find details of our Annual Report, Constitution, Strategic Direction and other corporate documentation online at:

www.dbth.nhs.uk/about-us/foundation-trust-office/corporate-governance

