



Lancashire Teaching Hospitals
NHS Foundation Trust



**INFORMATION PACK FOR THE POST OF:
NON-EXECUTIVE DIRECTOR and
ASSOCIATE NON-EXECUTIVE DIRECTOR**

Excellent care with compassion

We are seeking to appoint a new Non-Executive Director and an Associate Non-Executive Director to our unitary Board.

Have you got what it takes to positively influence the strategic direction of a local NHS Foundation Trust?

Can you think differently?

Can you challenge constructively?

Are you committed to making sure our population receives excellent health services?

If this sounds like you, we would really like to hear from you!

As a Non-Executive Director, you will play an important part in the achievement of the Trust's objectives, as well as working with other Board members and the Trust's Council of Governors to help determine its future strategy. We are looking for an individual who will bring skills, enthusiasm, energy and personal experience to the Board as well as a passion for the provision of quality health services. Your commitment to keeping the interests of patients at the heart of what we do will help you both challenge and guide the organisation as we seek to achieve ongoing improvements and transform the way we delivery health care.

If you support and value public service, share our values and believe that you can champion the standards of public life, we would like to hear from you!

We are one of the largest providers of healthcare in the North West. With more than 9,000 employees and an annual income of over £550 million, the Trust offers a wide range of general hospital services to the local population of around 450,000 who live within the boroughs of Chorley, South Ribble and Preston. We are also proud of delivering a wide range of specialist services to the wider population within Lancashire and South Cumbria. Our specialist services include renal, cancer, vascular surgery and neurosciences.

You will need to be able to commit a minimum of 4 days per month (on average) to the role - this may be during the working day and in the evening. In return Non-Executive Directors receive a remuneration of £13,000 per annum, whilst Associates receive a remuneration of £6,500 per annum.

You must be eligible for membership of the Trust (the main requirement being to reside in any local authority area of the North West of England) and have a strong commitment to the NHS. In particular we are looking for individuals who are to demonstrate an ability to understand business and finance issues in a very large and complex organisation and are seeking to appoint candidates who have preferably had a successful career at a senior level working across complex systems and with partner organisation, have experience of strategic change programmes involving multiple organisations and who have a good understanding of local communities and the wider determinants of health and social care.

We are committed to, and actively promote, equality of opportunity for all staff and we want our Board of Directors to reflect the diversity of the population we serve. We welcome all applications, especially from under-represented groups including people from minority ethnic communities and those whose

lived experience provides our Board with a fresh perspective. Applications are particularly encouraged from those who:

- Are from a minority ethnic background
- Have experience of gender and women's issues
- Are a younger person
- Are open about their faith
- Have an understanding of or have experienced social deprivation and used this to influence positively
- Live with a disability
- Are openly LGBTQ+

The closing date for receipt of applications is Friday 27th August 2021 and applications should be made via NHS jobs. Please include a CVs and application letter outlining the reasons for your application.

Welcome letter

On behalf of the Board of Directors, thank you for your interest in joining our Board.

This pack is intended to provide you with some of the information you require to support your application. If you require any further information, please feel free to contact Karen Swindley, Strategy, Workforce and Education Director via e-mail at Karen.swindley@lthtr.nhs.uk.

About the Trust

We are a large acute Trust providing district general hospital services to circa 450,000 people in Preston, South Ribble and Chorley and the regional centre for a range of specialist services serving 1.8 million residents in Lancashire and South Cumbria. These services include:

- Major Trauma
- Cancer (including radiotherapy, drug therapies and cancer surgery)
- Disablement services such as artificial limbs and wheelchairs
- Neurosciences including neurosurgery and neurology
- Specialist vascular surgery
- Renal services

Our mission is to always provide excellent care with compassion which we do from three facilities:

- Chorley and South Ribble Hospital
- Royal Preston Hospital
- the Specialist Mobility and Rehabilitation Centre

We are a values driven organisation. Our values were designed by our staff and patients and are embedded in the way we work on a day-to-day basis:

- Caring and compassionate. We treat everyone with dignity and respect, doing everything we can to show we care.
- Recognising individuality. We respect, value and respond to every person's individual needs.
- Seeking to involve. We will always involve you in making decisions about your care and treatment, and are always open and honest.
- Team working. We work together as one team, and involve patients, families, and other services, to provide the best care possible.
- Taking personal responsibility. We each take personal responsibility to give the highest standards of care and deliver a service we can always be proud of.

We are seeking a new Non-executive Director (NED) and Associate NED to the join the Board. There are three key aspects to the roles:

- setting direction and sharing the vision
- ensuring the appropriate governance is in place to safeguard patients, staff and maintain standards
- holding ourselves and executives to account for delivery

The Associate NED role is a new developmental role for the Trust and is aimed at supporting the Board to succession plan, improve its diversity and ensure the Board achieves a balance of appropriate skills. Associate NEDs play a full role in the Board however, cannot participate in any formal vote at Board.

We hope that once you have digested the information we have provided in this information pack, you will be interested in submitting an application to join us.

JOB DESCRIPTION

<u>POST:</u>	Non-Executive Director/Associate Non-Executive Director
<u>REPORTS TO</u>	Chairman of the Trust
<u>ACCOUNTABLE TO:</u>	Chairman of the Trust, Council of Governors

ROLE SUMMARY

To be eligible for this post, applicants must be qualified to be a public member of the NHS Foundation Trust. More detail on eligibility is available on our website at www.lancsteachinghospitals.nhs.uk/membership

PRINCIPAL RESPONSIBILITIES

The Board of Directors is collectively responsible for the success of the Lancashire Teaching Hospitals NHS Foundation Trust. This includes responsibility to maintain the delivery of high standards of patient care, financial viability, effective use of resources, open and just culture ensuring that high levels of probity and value for money are delivered.

Through its representatives, the Council of Governors is the voice of local communities and stakeholders and is charged with presenting its views to the Board to assist in the decision making process. It also has a role as guardian to ensure that the Board acts in a way which is consistent with the Trust's strategic aims, the needs of patients and the public and within the conditions of the Trust's provider licence.

CORPORATE RESPONSIBILITIES (shared with other Non-Executive Directors)

Governance and Strategic Leadership

All NHS Board members have a responsibility to discharge the following primary duties:-

1. To involve patients and the public in the planning, delivery and monitoring of services.
2. To set the Trust's strategic aims, taking account of the views of the Governing Council.
3. To achieve financial balance.
4. To promote efficiency and economy, effectiveness and efficacy in the Trust's business.
5. To comply with statutory requirements, including the conditions of the Trust's provider licence.
6. To work in partnership with colleagues and stakeholders.

7. To act in line with the Trust values and promote a culture of openness, transparency, equity and fairness

Other Responsibilities of Non Executive Directors

1. Contribute to the building and maintenance of strong and effective links with the Governing Council.
2. Approve the business plan and the annual budget*
3. Ensure that there is an Executive Team capable of running the business, involving participation in the appointment of the Chief Executive and other Executive Directors, the setting of their pay and conditions, the monitoring of their performance and, where appropriate, their removal.
4. Be satisfied that the organisation has the right structure, processes and people to achieve its objectives.
5. Approve the arrangements for risk management and their on-going monitoring*
6. Approve major investment plans*
7. Scrutinise and monitor the Trust's performance and effectiveness in delivering its targets and objectives.
8. Offer support and constructive challenge, where appropriate, to Board colleagues to ensure the highest standards of decision making and corporate governance are maintained.
9. Accept associated legal liabilities, public accountabilities and regulatory accountabilities*
10. Be involved in the work of relevant committees of the Trust.
11. Act as a Trustee of the charitable funds*
12. Represent the Trust, as required, locally, regionally and nationally.
13. Set and uphold the aims, vision and values of the Trust, promoting equality and diversity for patients, staff and stakeholders.

*it should be noted that the role of Associate NED does not carry voting rights or the associated legal liabilities

TIME COMMITMENT

This is at least 4 days per month. This may be during the working day or out of hours.

REMUNERATION

Remuneration is in line with national guidance and agreed by the Nominations Committee and approved by the Council of Governors. The remuneration for this post is currently £13,000 per annum for Non-executive Directors and £6,500 for Associates, plus appropriate allowances for travel and subsistence costs.

APPOINTMENT, TENURE AND TERMINATION OF OFFICE

Non-Executive Directors are appointed for an initial period of three years, subject to satisfactory appraisal. The appointment may be renewed for a second three year term, subject to the approval of the Council of Governors. Additional terms will only be considered in exceptional circumstances, and would always be subject to annual reappointment to a maximum total of nine years. The Non-Executive Directors may be removed from office by regulators or the Council of Governors, in accordance with the Trust Constitution.

This post is a public appointment or statutory office and is 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 Non-Executive Directors are required, on appointment, to agree to and abide by the Code of Conduct for the Board of Directors.

Associate Non-Executive Directors are appointed for a period of two years.

STATUTORY AND REGULATORY REQUIREMENTS

In accordance with the Trust constitution, a person may not become or continue as a director of the Trust if:

- they are a member of the Council of Governors, or a governor or director of an NHS body of another NHS Foundation Trust;
- they are a member of a Patient's Forum of an NHS Organisation;
- 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 local authority's Scrutiny Committee covering health matters.
- they have been adjudged bankrupt or their estate has been sequestrated and in either case they have not been discharged;
- 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;
- in the case of a non-executive director, they are no longer a member of the public constituency;
- 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 had their name removed, other than by reason of resignation, from any list prepared under sections 91, 106, 123 and 146 of the 2006 Act and have not subsequently had their name included on such a list;

- they have within the preceding two years been dismissed, otherwise than by reason of redundancy, from any paid employment with a health service body;
- in the case of a non-executive director they have refused to fulfil any training requirement established by the Board of Directors; or
- they have refused to sign and deliver to the Secretary a statement in the form required by the Board of Directors confirming acceptance of the code of conduct for directors.

Additionally, the Trust's provider licence requires that the Trust may not appoint an "unfit person" as a director, except with the approval in writing of NHSI. An "unfit person" is defined as:

- (a) an individual:
 - (i) who has been adjudged bankrupt or whose estate has been sequestrated and (in either case) has not been discharged; or
 - (ii) 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; or
 - (iii) who within the preceding five years has been convicted in the British Islands of any offence and 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; or
 - (iv) who is subject to an unexpired disqualification order made under the Company Directors' Disqualification Act 1986; or

- (b) a body corporate, or a body corporate with a parent body corporate:
 - (i) where one or more of the Directors of the body corporate or of its parent body corporate is an unfit person under the provisions of sub-paragraph (a) of this paragraph, or
 - (ii) in relation to which a voluntary arrangement is proposed under section 1 of the Insolvency Act 1986, or
 - (iii) which has a receiver (including an administrative receiver within the meaning of section 29(2) of the 1986 Act) appointed for the whole or any material part of its assets or undertaking, or
 - (iv) which has an administrator appointed to manage its affairs, business and property in accordance with Schedule B1 to the 1986 Act, or
 - (v) which passes any resolution for winding up, or
 - (vi) which becomes subject to an order of a Court for winding up.

If shortlisted for interview, you will be asked to sign a declaration to confirm that you are not an "unfit person". You will also be asked to confirm that you are not disqualified from being a director under any of the provisions within the constitution.

LANCASHIRE TEACHING HOSPITALS NHS FOUNDATION TRUST

NON-EXECUTIVE DIRECTOR : PERSON SPECIFICATION

The following qualities are essential criteria for the appointment:-

BACKGROUND AND EXPERIENCE

- Interest in healthcare issues and commitment to NHS values and principles.
- Clear understanding of the NHS political and operational environment.
- Qualified to be a member of the NHS Foundation Trust.
- Demonstrable experience and understanding of business and financial issues in a complex organisation
- Good local knowledge and networks.
- Ability to understand and accept the legal duties and liabilities of the Non-Executive Directors.
- Ability to meet the relevant time commitments.
- Experience of working across complex systems and with partner organisation
- Experience of strategic change programmes involving multiple organisations
- Good understanding of local communities
- Political awareness
- Understanding of the wider determinants of health and social care,

STRATEGIC INFLUENCING - Ability to think strategically, to understand complex issues, make decisions and resolve difficult problems in a diplomatic way adopting a number of approaches to gain support and influence diverse parties.

IMPROVING PERFORMANCE - Continually strive to improve performance for the public, patients and employees of Lancashire Teaching Hospitals NHS Foundation Trust through evaluation, setting and maintaining of standards, learning from experience and acting as a role model

SELF BELIEF - Project self confidence through a realistic belief in their ability to drive and achieve success; engage themselves in high profile activities to generate significant benefits for the Trust

MANAGE RELATIONSHIPS - Work as part of a united team with both internal and external partners taking a proactive and positive approach to developing relationships that will provide mutual and long-term benefit to the Trust

CHALLENGING OTHERS - Question intelligently, debate constructively, challenge rigorously and decide dispassionately

CONCEPTUAL THINKING - have sound judgement and an inquiring mind, demonstrating an ability to participate in making difficult evidence based but balanced decisions.