

Appointment of

Non-executive Director

September 2021



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Introductory letter from the Chair



Thank you for your interest in joining our Board as a Non-Executive Director.

As Chair of Rotherham Doncaster and South Humber NHS Foundation Trust (RDASH) I lead a friendly, passionate and progressive Board, one with great talent and commitment, and we are looking for a new team member to join us. I thoroughly believe that there is strength in diversity and welcome applications from all sections of the community for this important role. We particularly want to hear from under-represented groups.

This is an exciting time to consider a Non-Executive role within our organisation. Our vision is to be Leading the Way with Care and we are making good progress to deliver this vision and have recently refreshed our Strategy, having taken due consideration to the unprecedented last 18 months. The Board's aim is to ensure that the Trust is well positioned to continue to manage the ongoing impact of the pandemic whilst also recovering services, taking the best of the changes, learning and innovation from this period and using it as an opportunity to reset how we do things. In doing so we will be working with our patients and staff and enhance the ways in which we all work and care. We recognise that challenges will remain for some time to come but also in the coming months we will take the opportunities to work with our colleagues at place, within our Integrated Care Systems, regionally and nationally to reorganise, to collaborate and partner in new ways to further enhance the way services are provided and commissioned.

I hope that you can see just how important this role is and what a great opportunity it is for you to contribute to RDASH and the communities it serves. If you would like to help us shape and deliver it we look forward to hearing from you.

Alan Lockwood
Chair

Please click [HERE](#) to watch our team discussing the future of the Trust

About us

Rotherham Doncaster and South Humber NHS Foundation Trust provide a broad and diverse range of services for patients of all ages across Mental Health, Physical Health, Learning Disability and Drug and Alcohol services. We were awarded Foundation Trust status in 2007 and we have an annual budget of around £150m. The vast majority of our income is received from our three local Clinical Commissioning Groups (CCGs), Local Authorities and NHS England.

We employ around 3,400 people, with an active volunteer base of around 150 people.

Map showing geographical areas and services provided to date.



DONCASTER

- All Age Mental Health
Children's Services
- Community Integrated Services
- Learning Disabilities
- Forensic Services
- Drug and Alcohol Services.

NORTH LINCOLNSHIRE

- All Age Mental Health
- Children's Services
- Learning Disabilities.

ROTHERHAM

- All Age Mental Health
- Learning Disabilities.

Our strategy 2021-2023

This strategy outlines our ambition to provide high quality care, drive innovation and deliver the best possible outcomes for our patients. Our strategy sets out to ensure we provide safe, effective and compassionate care through a well-supported and developed workforce.

Our strategy builds upon the work we have already undertaken through a programme of transformation, between 2018-2020, recognising the need for continuous change and improvement to continue to build a whole-systems approach in support of developing place based integrated services with local partners.



The Trust is working within an environment never experienced before and needs to adapt to that, across all of its functions. In addition, the Trust needs to respond to these challenges within financially challenged times, with difficulties in recruiting and retaining staff, with staff who are exhausted and facing personal challenges and with evidence that improvements are required in the quality of care that we currently provide.

Our patients and carers are experiencing changes never seen before and are likely to see a deterioration in their physical and mental health condition, develop new health needs, experience wider inequalities and may struggle to access our services.

In light of this the Trust has refreshed its strategic direction which simplifies its ambitions so that colleagues, patients and carers understand them, the organisation can prioritise its resources on delivering them and respond to the key challenges. It has also set out this short to medium term focus on four Strategic Ambitions, prioritising delivery against the most pressing challenges for the organisation: continuing our response to the COVID-19 pandemic improving the safety and quality of services and attracting and looking after our workforce.



Please click [HERE](#) to see a comprehensive overview of our ambitions and strategy,

Role description

Non Executive Director

Salary:	£13,000
Working Hours:	circa 5 days per month (this represents attendance at meetings and preparation time)
Accountable to:	Chair
Predominant place of work:	Trust Headquarters – Woodfield House, Tickhill Road Site, Doncaster

Role Summary

Effective NHS boards demonstrate leadership by undertaking three key roles:

- Formulating strategy for the organisation.
- Ensuring accountability by holding the organisation to account for the delivery of the strategy and through seeking assurance that systems of control are robust and reliable.
- Shaping a positive culture for the board and the organisation.

Non-Executive Directors, as members of a unitary Board, share collective responsibility with all the Directors for the overall strategic direction and performance of the Trust.

Non-Executive Directors play a crucial role in bringing an independent perspective to the boardroom in addition to any specific knowledge and skills they may have; they also have a duty to uphold the highest standards of integrity and probity and to foster good relations in the boardroom. They should apply similar standards of care and skill in their role as a Non-Executive Director of an NHS Foundation Trust as they would in other similar roles elsewhere.

Non-Executive Directors are expected to participate fully as members of Committees of the Board to which they are appointed and to take the role of Committee Chair if so appointed by the Board.

Non-Executive Directors will meet at least once a year with the Senior Independent Director (SID) in the absence of the Chair to participate in the Chair's appraisal and the setting of objectives for the Chair. In exceptional circumstances they may be asked to meet the SID to attempt to resolve issues concerning the Chair's performance or to take action in that respect.

Responsibilities:

Strategic direction

Provide informed independent opinion and contribute to the formulation of a robust strategic plan for the Trust which ensures the necessary financial, human and other resources are in place for the Trust to meet its objectives and which takes account of the views of the Council of Governors.

Assist board directors in providing entrepreneurial leadership to the Trust within a framework of prudent and effective controls which enable risk to be assessed and managed.

Be aware of the various factors influencing adherence to the Licence from NHS Improvement and registration with the Care Quality Commission.

Monitoring / Assurance

Scrutinising and monitor the performance of the organisation. Part of the responsibility is that Non- Executive Directors satisfy themselves as to the integrity of financial, clinical and other information and that financial and clinical quality controls and systems of risk management are robust.

Standards / Governance

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 to best practice and statutory requirements.

Assist board directors in setting the Trust's values and standards and ensure its obligations to its stakeholders and the wider community are understood and fairly balanced at all times.

Actively support and promote a positive organisational culture and reflect this in their own behaviour.

Uphold the values of the Trust, to be an appropriate role model and to ensure that the Board promotes equality and diversity for all its patients, staff and other stakeholders.

Audit

It is the duty of the whole Board of Directors to ensure that the Trust accounts properly to its members by presenting a true and fair reflection of its actions and financial performance and that the necessary internal control systems are put into place and monitored regularly and rigorously. Non-Executive Directors chair and serve on the Audit Committee.

Communication

Engage positively and collaboratively in Board and Committee discussions.

Ensure effective and constructive dialogue and productive relationships are promoted with the following bodies as relevant:

- Council of Governors (see below);
- all stakeholders in the Trust's community;
- national healthcare stakeholders; and
- regulators such as NHS Improvement and the Care Quality Commission

Relations with the Council of Governors

- Attend meetings of the Council of Governors with sufficient frequency to ensure that they understand the views of Governors on the key strategic and performance issues.
- Take into account the views of Governors and other members to gain a different perspective on the Foundation Trust and its performance.
- Be prepared to account to the Council of Governors for the progress made in delivering the Foundation Trust's strategic objectives, the financial and operational performance of the Foundation Trust and for their own role in achieving this.

An ambassador for the Trust in the engagement with all stakeholders including the local community and promote public understanding of the Trust's values, objectives, policies and services and demonstrating knowledge and awareness of local issues.

Appointment of Executive Directors

Non-Executive Directors form the Remuneration Committee of the Board of Directors which appoints and sets the remuneration, allowances and other terms and conditions of office of the Executive and other senior staff.

Committees / other duties

Non-Executive Directors participate in and if required, chair other Committees established by the Board of Directors to exercise delegated responsibility. (The current Committees are: Finance, Performance and Informatics Committee; Quality Committee; People and Organisational Development Committee Audit Committee; Remuneration Committee; Charitable Funds Committee; Mental Health Legislation Committee)

Non-Executive Directors will sit on appeals in relation to staff disciplinary matters.

Candidates must be a member of RDASH.

Becoming a member is simple: email rdash.ftmembershipoffice@nhs.net or join via

<https://secure.membra.co.uk/RDaSHApplicationForm>

Further information about the Foundation Trust is available at

www.rdash.nhs.uk

Person specification

The following are all essential requirements unless specifically stated and will be assessed through the application and interview / assessment process

Eligibility and commitment

- Be a public, service user or carer member of the Trust
- Not be disqualified by the criteria set out in the Trust Constitution (see below)
- Demonstrate compliance with the requirements of the 'Fit and Proper Person' Test (see below)
- Have sufficient time to commit to the role

Experience and Background

- Track record of achievement at Board level in an organisation of similar size and complexity to the Trust, whether in the private, public or voluntary sectors (desirable)
- Applications are welcomed from candidates with broad and relevant backgrounds, however we are particularly keen to receive applications from those with a digital or commissioning background, or from any senior clinical professionals.
- Track record of developing and implementing strategy
- Sound knowledge of corporate governance and experience of managing large budgets
- Experience of building working relationships with a complex range of stakeholders
- Experience of leading or managing significant change
- Experience of holding senior management teams to account and, in turn, accustomed to a high level of accountability
- Can add to the existing board members life experience through one or more of the following; if you can bring insights into:
 - ◇ BAME heritage
 - ◇ The experience of women
 - ◇ Younger people
 - ◇ Those who are open about their faith
 - ◇ The lives of people from socially deprived backgrounds
 - ◇ Those who live with a disability
 - ◇ LGB or T

Knowledge

- A genuine interest in healthcare issues and an understanding of the services provided by the Trust
- Non-Executive Principles (Cadbury, Higgs, Nolan, etc.)
- Corporate strategic business planning
- Building effective teams
- Managing effective productivity
- Knowledge of regulatory compliance

Personal Qualities

- Commitment to the NHS and the principles of Foundation Trust governance
- Political astuteness
- Flexible
- Sound independent judgment, enquiring mind and intellectual rigor
- Team working, including collaborative/delegation
- Conciliator/negotiator
- The ability to form strong relationships

Compliance with the NHS Foundation Trust Code of Governance

On appointment, the Non-Executive Director must meet the independence criteria as set out in the NHS Foundation Trust Code of Governance i.e. must not:

- Have been an employee of the Trust within the last 5 years;
- Have had within the last three years, a material business relationship with the Trust either directly, or as a partner, shareholder, director or senior employee of a body that has such a relationship with the NHS Foundation Trust;
- Have close family ties with any of the Trust's advisors, directors or senior employees;
- Hold cross-directorships or have significant links with other directors through involvement in other companies or bodies;
- Be an appointed representative of the Trust's university medical or dental school.

In addition, all other significant commitments must be declared prior to appointment, e.g. other executive or non-executive directorships.

Fit and Proper Persons Requirements

All organisations regulated by the Care Quality Commission need to ensure that successful candidates meet the Fit and Proper Persons Requirement (Regulation 5 of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014). This means that the care provider must not appoint a director unless:

- The individual is of good character
- The individual has the qualifications, competence, skills and experience which are necessary for the relevant office or position or the work for which they are employed or appointed
- The individual is able by reason of their health, after reasonable adjustments are made, to properly perform tasks which are intrinsic to the office or position for which they are appointed or to the work for which they are employed
- The individual has not been responsible for, been privy to, contributed to or facilitated any serious misconduct or mismanagement (whether lawful or not) in the course of carrying on a regulated activity or providing a service elsewhere which, if provided in England, would be a regulated activity
- None of the grounds of unfitness specified in Part 1 or Schedule 4 apply to the individual (e.g. bankruptcy, sequestration and insolvency, appearing on barred lists and being prohibited from holding directorships under other laws).

Good character is measured by the criteria set out in Part 2 of Schedule 4 of the Regulations:

- Whether the person has been convicted in the UK of any offence or been convicted elsewhere of any offence which if committed in any part of the UK would constitute an offence
- Whether a person has been erased, removed or struck off a register maintained by a regulator of a health or social work professional body.

Board of Directors: expertise and experience

Alan Lockwood, Chairman (term of office expires 30 June 2022)

Alan was appointed as Chairman of the Trust in July 2019. Alan previously worked as the Deputy Chairman and Senior Independent Director at the Lincolnshire Partnership NHS Foundation Trust. Prior to this he worked for the Independent Parliamentary Standards Authority and for the Ministry of Defence. He also has a distinguished career in the military.

Alan is also a Town Councillor (Independent) Horncastle Lincolnshire, Trustee of the Royal Air Force Club, Chairman of the Flying Control Committee and Flying Display Director at IWM Duxford.

Kathryn Singh, Chief Executive

Kathryn joined the Trust in June 2015 from the NHS Trust Development Authority (TDA), now part of NHS Improvement, where for the previous two years she was a Portfolio Director. Kathryn's role at the TDA included working on the National TDA Accountability Framework, developing and piloting the Well Led Framework and supporting a range of NHS Trust Boards, including those in Special Measures.

Before joining the NHS TDA, Kathryn held a number of senior executive roles in the NHS including working at Deputy and Acting Chief Executive level for Derbyshire Healthcare NHS Foundation Trust, where she led the successful application for foundation Trust status.

Kathryn has also held senior commissioning roles, including a secondment to the Department of Health to lead on the development of multi-agency guidance for Children's Services and culminating in the position of Director of Commissioning at Derby City PCT.

Kathryn holds a Post Graduate Diploma in Health Service Management.

Dawn Leese, Non-Executive Director (term of office expires 30 November 2021)

Dawn joined the Board of Directors in November 2016 and was re-appointed by the Council of Governors in November 2018. She is an experienced nurse and clinical leader with extensive experience working at board level within the NHS as an Executive Director and with experience as a commissioner and provider.

Her most recent role, before joining us as Non-Executive Director, was Director of Nursing and quality at Leicester City Clinical Commissioning Group.

Dawn is a qualified RGN, RSCN, and holds a BSc in Advanced Professional Practice and an MSc in Managing Quality and Healthcare.

Justin Shannahan, Non-Executive Director (term of office expires 30 November 2021)

Justin joined the Board of Directors in November 2016 and was re-appointed by the Council of Governors in November 2018. He has a broad finance and purchasing background and previously worked for over 20 years in a number of roles at Rolls-Royce, including Divisional Director of Finance.

As well as his current role with the Trust, Justin is also Non-Executive Director, Vice Chair and Chair of the Audit Committee at University Hospitals of Derby and Burton NHS Foundation Trust and works on a part-time basis as Head of Finance Strategy and Processes at Derbyshire County Cricket Club.

He holds a BA (Hons) in Accounting and Financial Management and is a member of the Institute of Chartered Accountants in England and Wales.

Nigel Smith, Non-Executive Director (term of office expires 31 August 2023)

Nigel joined the Trust as a Non-Executive Director in September 2018 and in August 2020 was re-appointed by the Council of Governors for a further three years. From April 2012 to March 2019, he was a Non-Executive Director at Derbyshire Community Health Services NHS Foundation Trust.

Nigel is a qualified accountant who has performed a variety of senior finance roles with the Post Office, Consignia and Royal Mail – where he went on to become the Head of Health & Safety for Royal Mail Group, which included responsibility for all Health & Safety compliance across all group companies.

Nigel has an honours degree in economics from Lancaster University, is a member of the Chartered Institute for Public Finance and Accountancy and has a National General Certificate in Health & Safety. He is also a Trustee of Age UK Sheffield and a Trustee at Citizens Advice Derbyshire Dales. Nigel performs the role of Associate Hospital Manager at the Trust and at Derbyshire Community Health Services NHS Foundation Trust.

Dave Vallance, Non-Executive Director (term of office expires 11 December 2022)

Dave joined the Trust as Non-Executive Director on 12 December 2019.

Dave has built up a vast range of HR experience through working for over 20 years with Walgreen Boots Alliance, most recently as HR Director, Global Brands. He is particularly experienced in organisation transformations, and in putting in place HR policies and processes that enable high performance and increase customer and patient care.

He previously worked in the NHS for The Audit Commission for 5 years, evaluating the value for money of a range of health and local government organisations.

He has been a Trustee of one of the largest UK Pension schemes, a school governor and holds a Master's in Business Administration and a BA in Organisation Studies.

Pauline Vickers, Non-Executive Director (term of office expires 31 March 2023)

Pauline joined the Board in April 2021.

Pauline has extensive business and leadership experience at board level in a variety of executive roles, most recently as a Director of Royal Mail where she was also a member of Royal Mail Groups Diversity Council and Gender Steering Group. She has previous experience in the NHS, having been a Non-Executive Director at Bradford Teaching Hospitals NHS Foundation Trust.

She read Management Science at the University of Manchester Science and Technology, before gaining a Postgraduate Diploma in Personnel Training and Development at Leeds Metropolitan University.

Dr Navjot Ahluwalia, Executive Medical Director

Navjot took up the post of Executive Medical Director in April 2012 and has also been the Trust's Director of Research since 2013.

He graduated in medicine in 1992 and completed his postgraduate psychiatric training in 2002. He has worked as an RDaSH Psychiatrist since 2002. He has extensive experience of undergraduate and postgraduate education systems.

He is a member of the Royal College of Psychiatrists, a Fellow of the Higher Education Academy, and has a postgraduate certificate in education and a postgraduate diploma in management.

Ian Currell, Executive Director of Finance and Performance

Ian took up the position of Director of Finance on 9 August 2021.

Ian joined the Trust from NHS Kirklees Clinical Commissioning Group CCG where he was Chief Finance & Deputy Chief Officer. Ian started out in the NHS as a graduate finance trainee and went on to work in a range of provider and commissioner organisations including as Director of Finance at NHS England area teams and Deputy and Acting Director of Finance at Calderdale and Huddersfield NHS Foundation Trust.

Nicola Hartley Executive Director of Workforce and Organisational Development

Nicola took up the position of Director of POD in August 2020, following a role as HR Operations Director at Sheffield Teaching Hospitals NHS Trust, which she held from 2016.

Nicola has previously held senior roles in HR, OD and Operations in FMCG environments including United Biscuits, Morrisons Supermarkets plc and Jet2.com.

Nicola has a BSc (Hons) degree and is a Chartered Fellow of the Institute of Personnel and Development. Nicola is a Trustee of Chorus Education Trust.

Tracey Wrench, Executive Director of Nursing and AHPs/Deputy CEO

Tracey was appointed to her current role in July 2019, joining the Trust from the Coventry and Warwickshire Partnership NHS Foundation Trust where she latterly held the roles of Chief Nursing Officer and Chief Operating Officer, and spent time as Deputy Chief Executive. Tracey had previously worked for RDaSH in Specialist Learning Disability Services and was Deputy Director of Nursing in the Trust before leaving.

Tracey is a Registered Learning Disability Nurse; she has an Honours degree in Specialist Community Nursing and a Master's degree in Health Professional Education. She is also a Florence Nightingale leadership scholar.

Michelle Veitch, Executive Chief Operating Officer

Michelle was appointed as Chief Operating Officer for the Trust in June 2020. Prior to this, Michelle worked at Hull University Teaching Hospitals NHS Trust as the Operations Director for Surgery.

Michelle has developed an extensive operational skill set over the years, benefitting from working in a variety of senior operational roles across a number of large acute NHS Trusts.

Michelle graduated from the NHS General Management Training Scheme in 2006, with a MSc in Health Care Management and Leadership. Her undergraduate degree was a First Class Honours in English Language and Literature from The University of Sheffield.

Richard Banks, Director of Health Informatics

Richard was appointed to his current role in 2016. Before this he was the Director of Business Assurance from 2009. He has had a number of senior roles since joining the Trust in 2000, including as the Director of Performance, Planning and Service Improvement, at the time the Trust achieved Foundation status in 2007.

Prior to joining RDaSH he worked in local government, the Sheffield FHSA, Health Authority and Community Health Sheffield, before joining RDaSH in 2000 as Head of Planning.

Richard has a degree in economic and social history, a post graduate certificate in managing health and social care and has completed the Kings Fund top manager programme. In 2016 he gained an MSc in Health & Social Care leadership.

Philip Gowland, Director of Corporate Assurance / Board Secretary

Philip was appointed as Director of Corporate Assurance in February 2016 having joined the Trust as Head of Corporate Affairs in 2007. He has been the Board Secretary since 2009.

Prior to joining the Trust Philip was Internal Audit Manager for a number of NHS organisations having worked for Internal Audit Consortia across both South and West Yorkshire.

Philip is a member of the Institute of Chartered Secretaries and Administrators (ICSA); a qualified accountant (Chartered Institute of Public Finance and Accountancy CPFA) and holds a degree in Accounting and Management Control from Sheffield Hallam University.

Joanne McDonough, Director of Strategy

Joanne joined the Trust in April 2011 when the Community Services transferred into the Trust from the Primary Care Trust in Doncaster. Prior to that she worked with a range of public sector organisations on service improvement with the Audit Commission for 11 years including working with NHS Providers on improving mental health and physical health services.

Since joining the Trust, Joanne has held a number of roles including Deputy Director for Business Assurance, Head of Business Services Unit and Care Group Director for Doncaster. She moved into the Director of Strategy role in 2020 which includes responsibility for Strategic Development and Communications.

Joanne holds a Masters in Business Administration (MBA).

Timeline



Closing date:
Sunday 17th
October

Longlist:
Monday 25th
October

Shortlist:
Week commencing
8th November

Final Panel:
Tuesday 30th
November

Longlisted candidates will be invited to a remote preliminary interview with Veredus via Microsoft Teams.

How to apply

All applications will be acknowledged. Candidates are encouraged to submit their applications as soon as possible; preliminary interviews will begin as soon as expressions of interest begin to be received. The latest date for applications is

Sunday 17th October 2021

but if you have missed this date, please contact Veredus, as it may be possible to consider late applications.

To apply, please send:

- A full CV which demonstrates your ability to meet the criteria contained in the person specification;
- A supporting statement (circa 2 pages) highlighting your motivation for the role and how your experience matches the requirements of the position;
- Names, positions, organisations and telephone contact numbers and email addresses for at least two business referees. If you do not wish referees to be approached without permission, please indicate this.

Please ensure you include your telephone contact numbers and email address, as well as any dates when you will not be available. Applications should be emailed to

VeredusHealthTeam@veredus.co.uk

quoting reference **1844**

If you have any queries on any aspect of the appointment process, need additional information or wish to have an informal and confidential discussion, please contact our advising consultants Veredus:

Neal Mankey
07541 644162 or
Neal.Mankey@veredus.co.uk



VEREDUS

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