



Doncaster and Bassetlaw
Teaching Hospitals
NHS Foundation Trust

Non-executive Director

Candidate information

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Bassetlaw Hospital

Doncaster Royal Infirmary

Montagu Hospital

A word from

Suzy Brain England OBE, Chair



At Doncaster and Bassetlaw Teaching Hospitals (DBTH), we are looking for a highly influential, enthusiastic and motivated individual with great vision, energy, and drive, to join our Board of Directors as Non-Executive Directors

Throughout the past number of years, as an organisation, we have consolidated the good progress we have made in patient care, treatment and experience, whilst further strengthening our links with partners both locally and nationally. We are also emerging from the challenges of COVID-19, which presents its own opportunities as we seek to recover our position.

It is our vision at DBTH to become 'the safest Trust in England, outstanding in all that we do'. While undoubtedly ambitious, we feel that with the skill, expertise and dedication we can count on amongst our colleagues, this is an entirely achievable destination for the Trust.

This is where you come in.

You will be an experienced non-executive director (or equivalent) and have senior and/or Board level experience gained in a large/complex organisation. Additionally you should be able to demonstrate the following key skills:

- Strategic direction
- Holding to account
- Effective influencing and communication
- Team working
- The chairing of meetings
- Self-belief and drive
- Intellectual flexibility

As Non-executive Director you will join a dedicated and skilled Board of Directors and Council of Governors who are committed to ensuring the Trust delivers the best operational performance, ultimately supporting us in achieving our vision as outlined above.

You will be required to bring personal commitment to the role, independence, impartiality, a wide range of experience, special knowledge and personal qualities. We are open to candidates who have knowledge of the following: The local health economy, particularly in South Yorkshire and Nottinghamshire, partnership working between complex organisations, legal and performance, digital media and technology, sales, transformation, charity and the third sector, people and organisational development, local government and the voluntary sectors.

We believe that the best Boards are those that reflect the communities that they represent. We value and promote diversity and are committed to equality of opportunity for all, and appointments are made on merit.

We particularly welcome applications from women, people from a Black, Asian and minority ethnic background and those with a lived experience of disability

In all, we are looking for highly influential, enthusiastic and motivated individuals with great vision, energy, drive, relationships and the ability to enhance what we do as an organisation.

The time commitment for this role is between four and five days a month. As a result of COVID-19, much of this will take place virtually such as statutory monthly meetings, however there will be an expectation that some site visits will be required.

If you believe you fulfill this criteria, please read on, submit an application, and join a team on its way to 'Outstanding'.

For an informal chat about this role, please contact fiona.dunn2@nhs.net.

A handwritten signature in black ink, reading 'Suzy Brain OBE'.

Suzy Brain England OBE
Chair of the Board

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 and are held to account by the Council of Governors.

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.
- Working with the Trust's Council of Governors.
- 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 Council 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 fulfil the role.
-  Recent experience of decision making within a board-level environment.

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.
- Previous experience of Non-Executive or at Board level.
- 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.
- Chairing of meetings - you will be able to effectively chair meetings, keeping to a predetermined agenda and strict timings.

Appointment

The Council of Governors is responsible for the appointment and removal of the non-executive directors, including the Chair. The Nominations and Remunerations Committee of the Council of Governors is responsible for the recruitment and selection of non-executive directors on behalf of the Council of Governors.

Appointments will be ratified by the Council of Governors.

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 Council 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 Council 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 Council of Governors on an annual basis. Remuneration is paid at circa £13,390 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 any of the following criteria:

- 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 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.

How to apply

Key dates

Closing date for applications can be found on the job advert, which is viewable at dbth.nhs.uk.

The final interview process with Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust will likely take place in the new year.

How to apply

In order to apply, please follow the process outlined on the job advert.

The preferred method of application is online and can be found on www.dbth.nhs.uk

All candidates are also requested to complete an online Equal Opportunities Monitoring Form which will be found at the end of the application process. This will assist Doncaster and Bassetlaw Teaching Hospital in monitoring selection decisions to assess whether equality of opportunity is being achieved. Any information collated from the Equal Opportunities Monitoring Forms will not be used as part of the selection process and will be treated as strictly confidential.

Personal data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and / or biometric data) in your application documentation.

Following this notice, any inclusion of your Sensitive Personal Data in your application documentation will be understood by us as your express consent to process this information going forward.

Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

Fit and Proper Persons Requirement (FPPR)

The successful applicant will be subject to Occupational Health and Disclosure and Barring Service checks and is subject to the Fit and Proper Persons Requirement

(FPPR).

All organisations regulated by the Care Quality Commission need to ensure that successful candidates meet the Fit and Proper Persons Requirement (Regulation 5, The Health and Social Care Act 2008 (Regulated Activities) Regulations Act. 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;
- 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; and
- None of the grounds of unfitness specified in Part 1 of 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; and
- Whether a person has been erased, removed, or struck off a register maintained by a regulator of a health or social work professional body.



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