



Somerset
NHS Foundation Trust



HUNTER
Executive talent for the healthcare sector



Non-Executive Director

Candidate information pack
January 2021



outstanding care
listening and leading
working together

WELCOME

Hello and thank you for your interest in our Non Executive Director role.

Somerset NHS Foundation Trust provides acute, mental health and community hospital services, one of the first trusts in England to provide all three in a single organisation. We are committed to providing integrated patient centred care, supporting our colleagues and working with our partners.

As Chair of Somerset NHS Foundation Trust I lead a supportive and open Board of very talented and hugely committed executive and non-executive directors. We believe there is strength in diversity and we are looking for a new team member. The ideal candidate will be someone who can bring us different insights, perspectives and challenges as we serve our local population and support our colleagues. We welcome applications from candidates with a broad range of senior level experience which could have been gained in the commercial, public or not for profit sectors; more important to us than your specific professional background is the way in which you use your experience; we want Board colleagues who can support when necessary, challenge constructively and help us to make better decisions because of the rich diversity of thought sat around the Board table.



You would, of course, be joining us at a time of enormous challenge but also of huge potential opportunity. The last 12 months have held unprecedented difficulty and challenge for all of us. Our teams throughout the organisation have pulled together in an outstanding manner (in fact our Trust came into being in April 2020 at the beginning of the pandemic), and developed new ways of working to ensure that we continued to deliver first class services that meet the needs of our population. There is clearly much more to do to ensure that we are well positioned to continue to manage the on-going pandemic, roll out the new vaccines and then begin the work of restoration – taking the best of the changes, learning and innovation from this period and using it as an opportunity to reset how we do things.

We know the way ahead will continue to be rooted in partnership working across our county: together we are bringing to life a clinical strategy that is built from the ground up, based on the experience of our colleagues and services and our knowledge of the growing needs of our population – we know that together we can do more. If you would like to join us on our journey please contact our recruitment partners Rhiannon Smith and Jenny Adrian on 07939 250362 or by email at jadrian@hunter-healthcare.com. We look forward to hearing from you.

Best wishes

Colin Drummond OBE DL
Chair
Somerset NHS Foundation Trust

ABOUT US

Working at Somerset NHS FT

Our vision at Somerset NHS Foundation Trust is clear: to deliver outstanding services that meet the needs of our population. To do that, we make a total of 1.7 million patient contacts every year; focusing on prevention and early support, helping people to stay well for longer.

We're the first NHS Trust on the English mainland to take a joined-up approach to providing clinical, acute hospital, community health, mental health, learning disability and dental care services. It is what makes the Trust an exciting and dynamic environment in which to work and build a progressive career.

Our merger

Our roots are in partnership. The merger of Somerset Partnership NHS Foundation Trust and Taunton and Somerset NHS Foundation Trust in April 2020, brought together innovative and successful teams who have a track record

of providing community and mental health services across the whole of Somerset and acute hospital services in the north, west and centre of the county and beyond.

Since May 2017, we've been carefully establishing a close working relationship and innovative alliances. That included establishing a joint executive team to oversee both trusts' operations and working to a single set of strategic objectives covering hospital, community and mental health services.

The close working relationship enables us to deliver improvements in patient care and has created opportunities to truly integrate community, mental health and hospital services. Our colleagues are also removing barriers that added costs and delays and realising the potential that working together differently offers, merging completely to deliver even greater possibilities for improved care.



Together, we're bringing to life a clinical strategy that is built from the ground up, based on the experience of our colleagues and services, and our knowledge of the growing needs of our population.

Together, we can do even more.

What we do

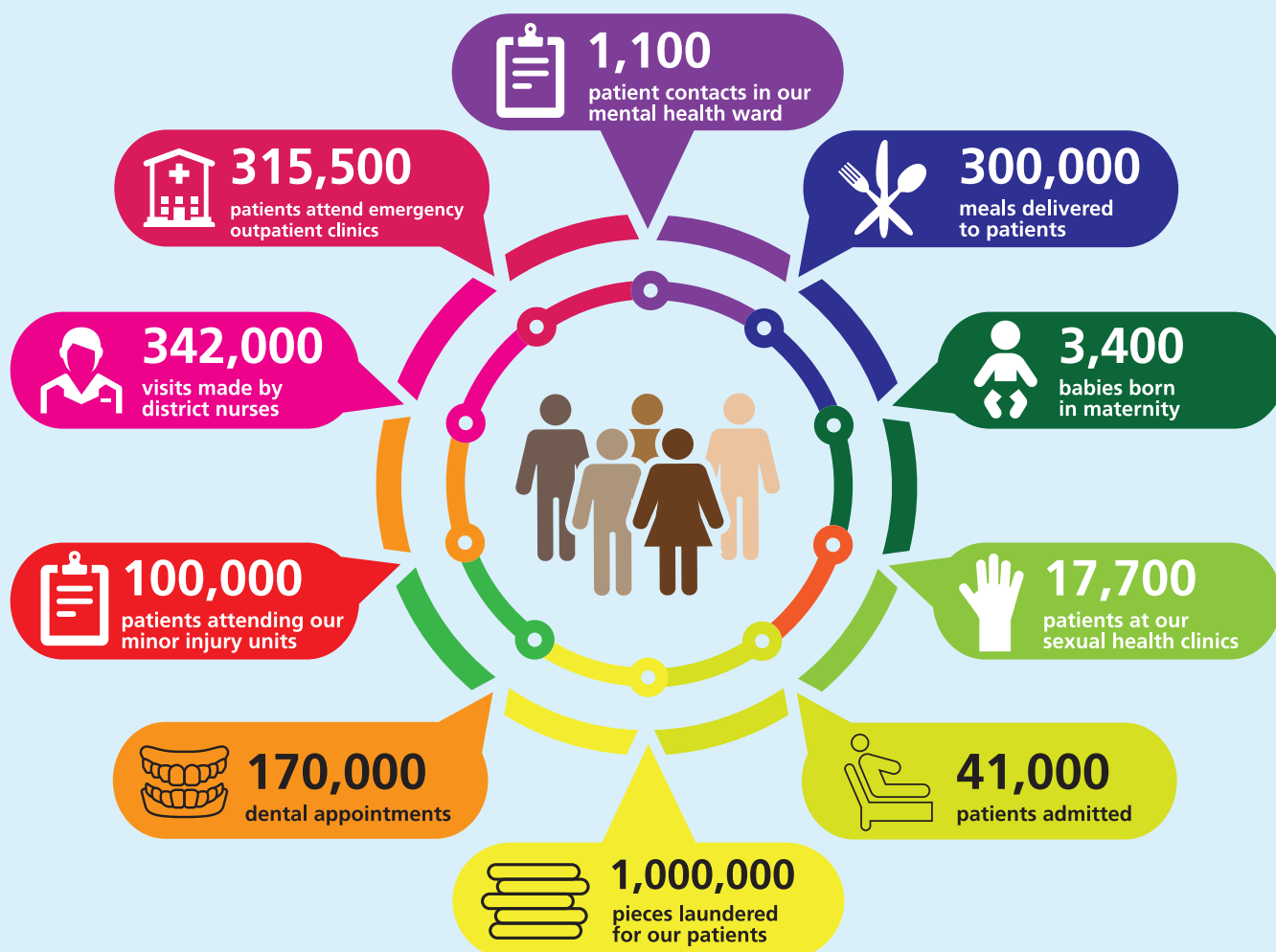
Our 9,000 colleagues deliver and support patient services. They include all kinds of health care professionals, from therapists to nurses, doctors, researchers, scientists, porters, cleaners, kitchen staff, accountants, those who teach the next generation of clinicians and the receptionists who welcome our patients.

The contribution of all of our colleagues is invaluable.

Everyone here takes pride in working together to provide cradle-to-grave services that include:

- Somerset's Rapid Response Service which offers home-based patient services
- Three GP practices providing primary care
- Thirteen community hospitals providing a range of services including outpatient and diagnostic services, 190 inpatient beds and seven minor injuries units
- Specialist mental health services
- Specialist healthcare for adults with learning disabilities
- Community dental health services
- Musgrove Park Hospital in Taunton provides regional, specialist and hospital services from including medical and surgical care, maternity services and cancer treatment services.

OUR TRUST IN NUMBERS (2019)



As well as providing a wide range of patient services, we also help to train the next generation of nurses, doctors and therapists and conduct research that will help to advance clinical practice and treatments in the future.

Investing in the future

As a Trust, we're working for a healthier Somerset by encouraging and helping people to live healthier, longer lives. How? By introducing initiatives like Fit for my Future – a coordinated programme in partnership with Somerset County Council and Somerset Clinical Commissioning Group to help people stay well and prevent illness in the first place.

To achieve this, we need the right people in the right places, so we can give Somerset's communities the care and support they need, when and where they need it. That's why

we're committed to introducing initiatives that promote science and technology careers from an early age to help address national shortages in areas such as therapeutic radiography.

For example, we have three STEM (Science, Technology, Engineering and Maths) ambassadors in the Trust. And we're involved in educational outreach with local schools and colleges to excite and encourage more students to study STEM subjects. What's more, STEM Learning UK recognised us as the Inspirational STEM Employer in 2019, which was presented at CERN. This led to further research and work with the Science Council.

We're also making major investments to support continuous professional development and pioneering new roles, such as Reporting Radiographers and recovery partners.

AWARDS AND RECOGNITION (2019)

Association for the Study of Obesity



CHKS Top Hospital Awards



National Institute for Health Research Awards



- Taunton and Somerset NHS Foundation Trust
March 2020 **Overall rating Good**
- Somerset NHS Foundation Trust
March 2020 **Overall rating Good**
- Taunton and Somerset NHS Foundation Trust
March 2020 **Outstanding for patient care**

MISSION, VISION & VALUES

At Somerset NHS Foundation Trust we share a mission to deliver outstanding care through a culture of listening, learning and continuous improvement. Our vision is to be an organisation that gets it right for our patients, carers, colleagues and communities through an inclusive culture of partnership, learning and continuous improvement.

The way that we work and our vision for our organisation is underpinned by our values – Outstanding care, Working together, Listening and leading. Our colleagues across all parts of our trust helped to develop these values and we use them in our work every day. Our values are at the heart of service planning, recruitment and the operational running of services for patients.

Our clinical objectives set out what we aim to achieve by integrating community, mental health and hospital services. We aim to:

- Provide safe, effective, high quality, person-centred care in the most appropriate setting.
- Deliver care closer to home in neighbourhood areas with an emphasis on self-management and prevention.

- Give equal priority to physical and mental health, and value all people alike.
- Improve outcomes for people with complex conditions through personalised, co-ordinated care.

Our corporate objectives are to get it right for our communities by:

- Promoting a culture of learning to transform and innovate services, including through digital working to improve safety, outcomes and efficiency.
- Delivering the benefits of integrated care in our merged organisation and work with primary care, social care, public health and voluntary sector partners to deliver integrated, high quality services.
- Working with partners to deliver the Fit for My Future strategy, prioritising prevention and neighbourhood working, to maintain a sustainable county health economy.
- Delivering levels of performance that are in line with our plans and national standards.
- Achieving long term financial sustainability, enabling investment in the delivery of outstanding care.

Our colleagues are the lifeblood of our services and we want to support and get it right for our colleagues by developing a workforce that is:

- Resourced appropriately, flexible and agile to support 7-day working and the provision of care in the right place.
- Diverse, engaged, rewarded and resilient, demonstrating the values and the behaviours we expect.
- Safe, confident and competent, to enable innovation and the provision of quality service.



LEADERSHIP & GOVERNANCE

Somerset NHS Foundation Trust is managed by the Trust Board, which consists of executive directors including the chief executive and non-executive directors, and is led by the Chair. The Trust Board is supported by a number of sub-committees each of which is chaired by a non-executive director.

We are a Foundation Trust which enables greater local accountability and greater financial freedom. The Council of Governors is part of the governance structure and holds the Trust Board to account. This means it has a number of duties which include the appointment of the non-executive directors and external auditors and can scrutinise the performance of the Trust Board. Some of the governors are elected by the Trust's public and staff membership, while others are appointed by local stakeholder organisations.

The Trust is organised into six clinical directorates. Those directorates are:

- Integrated and urgent care – including A&E, minor injuries services, community hospital beds and medical beds at Musgrove Park Hospital
- Mental health and learning disability services
- Primary care and neighbourhoods
- Surgical care
- Clinical support and specialist services
- Families and paediatric care – including Child and Adolescent Mental Health Services (CAMHS) and maternity services.



THE ROLE OF THE NED

Non-Executive Directors on NHS Foundation Trust Boards share responsibility with the Executive Directors for the leadership and success of the organisation by directing and supervising the Trust's affairs.

Members of the Board, Executive and Non-Executive, develop and maintain the Trust's values and standards. In line with these, they determine the organisation's strategy and operational plans. The Board then monitors and assesses performance within a framework of effective controls in order to ensure that risk is assessed and managed.

The Non-Executive Directors are expected to challenge constructively and to ensure that the organisation achieves its objectives in the best interests of patients and the wider public.

Non-Executive Directors are expected to develop positive working relationships with fellow members of the Board; with the Council of

Governors and with members of the local health and social care communities.

Non-Executive Directors are accountable to the Council of Governors and responsible to the Chair.

PRINCIPAL DUTIES

The principal duties of Non-Executive Directors are:

- to develop positive relationships with all members of the Board;
- to assist fellow Directors in setting the Trust's strategic aims, ensuring that the necessary financial and human resources are in place for the Trust to meet its objectives, and that performance is effectively monitored and reviewed;
- to 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;



- to bring independent judgement and experience based on commercial, financial, legal or governance expertise from outside the Trust and apply this to the benefit of the Trust, its stakeholders and its wider community;
- to contribute to ensuring that the Trust provides an efficient, effective and continually improving healthcare and health education service to its patients and the community it serves;
- to help to ensure the best use of financial and other resources so as to maximise benefits for patients and to meet targets for healthcare treatment;
- to participate as required in the work of the Trust, for example through membership of committees of the Board (including Remuneration);
- to participate in the appointment (or removal) of the Chief Executive and other Executive Directors;
- to help to ensure that the Trust promotes equality of opportunity in the treatment of its staff and patients;
- to contribute to building and maintaining good working relationships with the Council of Governors (Non-Executive Directors are not members of the Council of Governors);
- to contribute to building and maintaining a close relationship between all members of the local health and social care community, so that all such agencies work in harmony for the benefit of the community;
- to represent the Board at official occasions or, as required, in dealing with the local media;
- to demonstrate high standards of corporate and personal conduct in line with Nolan Principles;
- to determine, with the Board, the level and detail of reports which they need to maintain confidence that the systems that are established provide a sufficient level of assurance in the control of the organisation;
- to contribute to ensuring that all environments are safe and fit for purpose for both patients and staff.



TIME COMMITMENT

Non-Executive Directors are remunerated to work four days a month, although it is acknowledged that the requirements of the role will see this time commitment regularly exceeded. Non-Executive Directors are also required to work in a flexible manner to meet the needs of the organisation.

Non-Executive Directors are expected to attend a minimum of ten Board meetings a year, the Annual General Meeting of the Trust and extra-ordinary Board meetings as required. Non-Executive Directors also attend Board seminar meetings, Board away-days and other training and development events as required.

All Non-Executive Directors are expected to attend the Remuneration Committee. In addition, Non-Executive Directors take on the duty of 'Managers' in line with the Mental Health Act and chair panels and hearings as required.

Non-Executive Directors are also expected to contribute – in a number of ways – to the work of other committees, groups

and panels that have been established to support the Trust's governance and risk management arrangements, for example the Finance Committee, Quality and Performance Committee, and Audit Committee.

Non-Executive Directors are required to participate in and support the appointment processes for executive directors, medical consultants and other senior posts within the Trust, as well as participating in the Trust's grievance and appeals processes. They are also required to take on specific 'champion' roles at Board level in line with national requirements as well as maintaining a continuing interest in specific aspects of the work of the Trust, including making visits to units and teams.

Finally, Non-Executive Directors need to ensure sufficient reading time for Board and committee papers and to keep informed of the work of the Trust, developments within the Trust and the wider NHS. They are also required to ensure that their personal development needs, identified through their annual appraisal process, are met – this may include attendance at training events and conferences both in and outside Somerset.



GENERAL INFORMATION

The work of Non-Executive Directors requires travel throughout the NHS Foundation Trust and some regional and national travel.

Non-Executive Directors are required to comply with all legislation that relates to organisations in general and to an NHS Foundation Trust in particular. This includes issues of confidentiality and health and safety. The Trust maintains a framework of policies in relevant areas and Non-Executive Directors are required comply with those policies.

We are committed to being an Equal Opportunities Employer and operate a Job Share Policy.

We welcome applications from people that have personal experience of mental health difficulties and/or who are from an under-represented group/community.

REMUNERATION

In recognition of the scale and ground breaking complexity of the role, the remuneration payable for this role is £14,000 per annum.

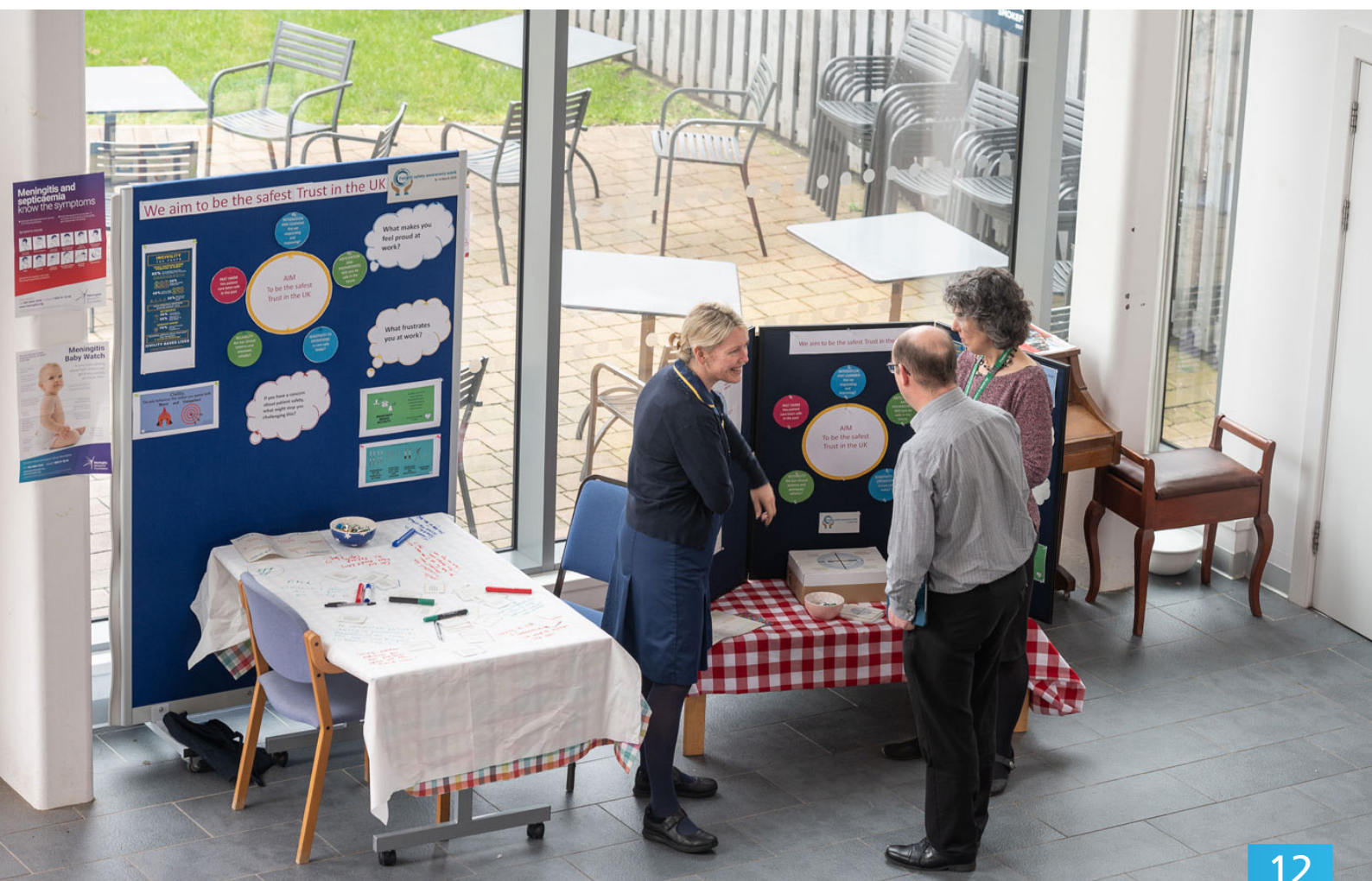


WHAT WE ARE LOOKING FOR

Non-Executive Directors are expected to have experience of large, complex organisations and they should be able to use their expertise to contribute to one or more of the areas of the Trust's work. These include: management, finance, legal, governance and human resources.

The **essential** personal requirements are:

- a high level of understanding of, and interest in, healthcare issues;
- a commitment to NHS values and to the principles of NHS foundation trusts;
- strong business and financial acumen gained in the public, private or third sector;
- Board-level experience in a large and complex organisation;
- highly developed inter-personal and communication skills;
- proven leadership skills;
- the ability to understand complex strategic issues, to analyse and to resolve difficult problems;
- sound, independent judgement, common sense and diplomacy;
- political judgement with the ability to grasp relevant issues and understand relationships between interested parties;
- a clear understanding, and acceptance, of the legal duties, liabilities and responsibilities of Non-Executive Directors;
- sound knowledge of corporate governance;
- Board level mental health experience;
- sufficient time and commitment to fulfil the role.



HOW TO APPLY

The closing date for applications is **27 February 2021**. Applications should be made by submitting a full and updated CV, with a covering letter of no more than two sides of A4. Your supporting statement should give evidence of how you meet the requirements of the person specification relating to the role.

Along with your application, please include:

- Contact details for up to four referees (who will not be contacted without your permission)
- A contact email address and telephone number
- A completed **Equal Opportunities Monitoring Form** and **Fit and Proper Person Monitoring Form**.

All applications should be sent to: applications@hunter-healthcare.com. All applications will be acknowledged.

For an informal conversation about the post, please contact Rhiannon Smith or Jenny Adrian at our recruitment partners, Hunter Healthcare by email: jadrian@hunter-healthcare.com or phone: **07939 250362**

KEY DATES:

Application Deadline	27 Feb 2021
Shortlisting	15 Mar 2021
Stakeholder Engagement	22 Mar 2021
Selection Event	29 Mar 2021



ANNEX 1

ELIGIBILITY FOR APPOINTMENT

To be eligible for appointment as a Non-Executive Director you must be a member of the Public Constituency and must not be disqualified from holding office as a Director of the Trust. The grounds for disqualification are listed below but are also set out in the Trust's Constitution.

CRITERIA FOR DISQUALIFICATION

The following may not become or continue as a member of the Board of Directors:

- a person who has been adjudged bankrupt or whose estate has been sequestrated and (in either case) has not been discharged;
- the person is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or an order to like effect made in Scotland or Northern Ireland;
- the person is a person to whom a moratorium period under a debt relief order applies under Part VIIA (debt relief orders) of the Insolvency Act 1986.
- 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;
- the person is included in the children's barred list or the adults' barred list maintained under section 2 of the Safeguarding Vulnerable Groups Act 2006, or in any corresponding list maintained under an equivalent enactment in force in Scotland or Northern Ireland;
- the person is prohibited from holding the relevant office or position, or in the case of an individual from carrying on the regulated activity, by or under any enactment;
- 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 has been convicted in the United Kingdom of any offence or been convicted elsewhere of any offence which, if committed in any part of the United Kingdom, would constitute an offence;
- a person has been erased, removed or struck off a register of professionals maintained by a regulator of health care or social work professionals;
- the person has been responsible for, been privy to, contributed to or facilitated any serious misconduct or mismanagement (whether unlawful or not) in the course of carrying on a regulated activity, or discharging any functions relating to any office or employment with a service provider;
- a person whose tenure of office as a chair or member or director of a Health Service Body has been terminated on the grounds that his appointment is not in the interests of the health service;
- a person who has had his name removed from a list maintained under regulations pursuant to sections 91, 106, 123, or 146 of the 2006 Act, or the equivalent lists maintained by Local Health Boards in Wales under the National Health Service (Wales) Act 2006, and he has not subsequently had his name included in such a list;
- a person who has within the preceding (2) two years been dismissed, otherwise than by reason of redundancy or ill health, from any paid employment with a Health Service Body;

cont.

- a person who is a governor of another NHS foundation trust, or an executive director or non-executive director, chair, chief executive officer of another Health Service Body (unless they are appointed by a Partnership Organisation which is a Health Service Body).
- Any executive or non-executive director who has a pecuniary or other interest in another health or social care related organisation not mentioned in para 29.1.13 of the constitution must make this known to the Chair and must excuse themselves from Board discussion and proceedings if they believe that a conflict of interest exists at any time during the business of the Board;
- a person who holds an office or paid work with HealthWatch;
- a person who is a member of a local authority Health Overview and Scrutiny Committee;
- a person who is a subject of a disqualification order made under the Company Directors' Disqualification Act 1986;
- a person who has failed to sign and deliver to the Secretary a statement in the form required by the Board of Directors confirming acceptance of the Directors' Code of Conduct;
- a person who is the subject of a Sex Offenders Order and/or his name is included in the Sex Offenders Register; or
- a person who by reference to information revealed by a Criminal Records Bureau check is considered by the Trust to be inappropriate on the grounds that his appointment may adversely affect public confidence in the Trust or otherwise bring the Trust into disrepute.
- a person who is unable or unwilling to sign an annual declaration that he continues to meet the Care Quality Commission's Fit and Proper Person regulations.



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