

Mid and South Essex NHS Foundation Trust

Non-Executive Director and Chair of Audit Committee

Candidate Information Pack

Message from the Trust Chair



Hello and thank you for your interest in our role as Audit Committee Chair at Mid and South Essex NHS Foundation Trust.

We are one of the largest NHS organisations in the country, serving a population of over 1.2 million across central and south Essex.

You will join the Trust at both an exciting and challenging time, as we are currently developing our ten-year strategy, setting out our ambitions for the Trust and our partnerships. This includes continuing to work with Essex Partnership University NHS Foundation Trust on our unified Electronic Patient Record across acute, community, and mental health care settings – an exciting and transformational programme that will be the first deployment of its type in the NHS.

However, we are also on a journey of learning and continuous improvement, with a CQC rating of requires improvement, legal undertakings for maternity, cancer and elective recovery and a challenging financial context. Therefore, it is more vital than ever that we work together as a unitary board, with colleagues supporting each other and challenging each other to deliver the best patient outcomes.

We are keen to drive innovation and are currently refreshing our research and development strategy, developing our cancer strategy, delivering an outpatients transformation programme, and working with partners to develop our community diagnostic centres across Essex. These important initiatives provide exciting opportunities to enhance patient care and transform pathways.

We are an inclusive employer and welcome applications from all backgrounds to ensure our board reflects the diversity of our communities and encourages diversity of thought.

This is a fantastic time to join our organisation and the Audit Committee Chair role will play a key role in helping us achieve our ambition.

We look forward to receiving your application.



Nigel Beverley
Trust Chair

About the Trust

Mid and South Essex NHS Foundation Trust (The Trust) was formed on 1 April 2020 following the acquisition of Mid Essex Hospitals Services NHS Trust and Basildon and Thurrock University Hospital Trust by Southend University Hospital NHS Foundation Trust. The combined organisation provides acute and community services across three main hospitals - Southend University Hospital, Basildon University Hospital and Broomfield Hospital, and smaller satellite units, enabling people to be treated as close to home as possible. The Trust employs over 17,000 members of staff.

The Trust's strategic goals clearly set out the purpose and ambitions of the organisation, and the values and behaviours show how colleagues work together, with each other, patients and stakeholders, to achieve the aims.

The Trust Strategy

The organisational strategy is made up of one vision, three 3-year goals and five strategic objectives.



Our three-year goals

High quality local services - Build local services that are high quality and integrated.

Equitable access - Driving equity as our priority, including in specialist services, taking advantage of digital.

Opportunities for our staff - Invest in becoming an employer where everyone has an opportunity to grow, innovate and improve.

Our strategic objectives

Strategic objective one: We will put the patient first at MSEFT; caring for patients and valuing our people, our care is delivered by skilled and empowered staff.

Strategic objective two: We will plan and provide enough of the right capacity to treat all our patients – both physical and virtual, working with our system to do so.

Strategic objective three: We will design and implement the best model of care for patients receiving medical care in our hospitals, across professions, and by developing new roles.

Strategic objective four: We will develop a quality learning system using evidence to improve safety and increase visibility, equity and effectiveness of care.

Strategic objective five: Improving value in all we do and maximising the opportunity of digital.

Our culture and values

The Trust values are excellent, compassionate and respectful.



Excellent

We go all-out for excellence and put delivering exceptional care at the heart of everything we do.

Compassionate

We act with care and compassion toward ourselves, patients, colleagues and our communities.

Respectful

We appreciate the value of each other and nurture positive relationships. We ensure all voices are heard and respected.

Job Description

Non-Executive Director and Chair of Audit Committee

Remuneration: £15,000 per annum

Time Commitment: 3-4 days per month (minimum)

Responsible to: Trust Chair

Accountable to: Council of Governors

Term: 3 years (with the option to extend for a further two terms, subject to Council of Governor approval)

Job Overview

As members of a unitary board, Non-Executive Directors (NEDs) have a duty to act with a view to promoting the success of the organisation, maximising the benefits for its patients and the public.

The Board is collectively responsible for the performance of the NHS Foundation Trust. Non-Executive Directors constructively challenge and scrutinise the Trust's performance against agreed goals and objectives. They should satisfy themselves as to the integrity of financial, clinical and other information, and ensure that systems of governance and risk management are robust.

Non-Executive Directors play a crucial role within the Board as, in addition to any specific knowledge and skills that they may have, they provide an independent perspective. Furthermore, it is the duty of a Non-Executive Director to uphold the highest standards of probity and integrity as per the Trust's values, as well as encouraging good relations within the Boardroom.

The post holder will be expected to chair the Audit Committee and participate fully as a member of any other assigned Committees.

Job Role

General Responsibilities and Duties

Assist the Board of Directors in setting the strategic direction of the organisation, whilst considering the views of the Council of Governors.

Together with the Board of Directors, hold the Executive Team to account for the delivery of the agreed strategic objectives.

Provide constructive, considered and appropriate challenge to the Board of Directors.

Ensure that the Trust places patient safety at the heart of its work and that mechanisms are in place to ensure staff are able to speak up.

Together with the Board of Directors, ensure that the Trust manages risk effectively.

Participate in an annual review and appraisal of own performance with the Chair and contribute to both the annual appraisal of the Chair and periodic reviews of the performance of the Board.

Participate in the programme of Board Service Visits and report findings back to the Board in line with procedures to ensure that services are effective and action can be taken to remedy any shortcomings that are identified.

Support the Chair, Chief Executive and Executive Directors in the governance and stewardship of the Trust.

Provide advice and guidance to the Trust on issues relevant to your own skills, expertise and experience.

Together with the Board of Directors, work with local communities and collaborate with partner organisations to address health inequalities and ensure that the Trust provides the best possible care for local communities.

Participate in activities where it has been agreed that NED involvement would bring an external and independent perspective e.g. appointments of senior staff.

Promote and support the equality, diversity and inclusion agenda.

Promote and uphold the Trust values and fulfil any assigned Non-Executive Director champion roles.

Council of Governors

Non-Executive Directors should attend the formal Council of Governors meetings, held quarterly, and take part in Governor and NED working groups including the Working Together sessions. NEDs should consider the views and interests of the Council of Governors who are representing the views of the Trust's Membership.

All Non-Executive Directors should maintain an on-going dialogue with the Council of Governors regarding performance, strategy and governance related issues.

Non-Executive Directors should ensure that any feedback provided by the Council of Governors regarding the Trust's performance is communicated to the Board of Directors and other members of Senior Management effectively.

Audit Committee

Chair the Audit Committee. The purpose of the Committee is to independently and objectively:

- Review the integrity of the Trust's financial statements.
- Oversee compliance with corporate governance standards and assurance processes across clinical and non-clinical activities.
- Assist the Board of Directors in its oversight of risk management and the effectiveness of internal control Trust-wide.
- Oversee external and internal audit functions and the local counter fraud service, receiving assurance of their independence.

This Committee is responsible for:

- Integrated governance
- Internal audit
- External audit
- Financial reporting
- Risk management and internal control
- Counter fraud and security management
- Other assurance functions

Bring independent financial acumen to the work of the Audit Committee across its governance, risk management, assurance and internal control functions.

Escalate any areas to the Trust Board within the Committee's responsibilities that have inadequate assurance or require further mitigations.

Recommend the Annual Report, Accounts and Annual Governance Statement on behalf of the Committee for Trust Board sign off, once content that the documents present a fair and accurate view.

Work effectively with internal and external auditors and counter fraud specialists to ensure comprehensive oversight of the Trust's financial activity.

Be assured that the systems of internal control and governance are properly established and maintained.

Be satisfied that financial information is accurate and that financial controls and risk management systems are robust.

Evaluation of Board Effectiveness

In line with the main principles outlined in the NHS Foundation Trust Code of Governance, the Board of Directors is required to undertake a formal and rigorous annual evaluation of its own performance and that of its committees and individual directors.

Non-Executive Directors are expected to participate fully in undertaking this self-evaluation.

Time Commitment

It is the responsibility of the Non-Executive Director to ensure that they make sufficient time in order to discharge their responsibilities effectively. The Non-Executive Director must declare any on-going time commitments prior to their employment.

If anything should occur that would impact on the ability of the Non-Executive Director to fulfil the time requirement, then the Trust Chair and Corporate Affairs Team should be notified as soon as is reasonably possible.

Tenure

NEDs are appointed for an initial period of three years, subject to satisfactory appraisal.

Fit and Proper Persons

All Directors are required, on appointment, to satisfy the requirements of the Fit and Proper Persons Test.

Personal Development

All Non-Executive Directors are required to participate fully in the induction programme. This will include but is not limited to reading induction material, attending workshops, meeting key stakeholders and attending meetings.

All Non-Executive Directors are required to complete an annual appraisal with the Trust Chair, conclusions from which will include any future objectives.

All Non-Executive Directors are asked to attend Board Development sessions.

Declaring Conflicts of Interest

Non-Executive Directors are expected to comply with the Gifts, Hospitality and Conflicts of Interest Policy at all times.

All interests should be declared on appointment and on an annual basis thereafter or immediately if there is a risk of a perceived or actual conflict.

PERSON SPECIFICATION

Non-Executive Director and Chair of Audit Committee

REQUIREMENTS	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Qualification and membership with CIPFA, ACA, ACCA or CIMA. 	
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working at Board or near Board level in a comparable large and complex organisation. • Experience of risk management and internal control. • Extensive experience in managing financial budgets, and of strategic planning and options appraisal. • Track record of delivering against defined KPIs and of holding others to account for performance. • Relevant experience of working at a senior level in a financial role. • Professional experience in risk, governance, or audit. 	<ul style="list-style-type: none"> • Previous experience of chairing committees. • Experience of working in a regulated environment. • Extensive experience of providing independent challenge and scrutiny.
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Understanding of the components of a complex organisation and the processes of planning, financial control, performance management and governance, assurance and risk management. • Knowledge and understanding of the strategic challenges facing the NHS. • Understanding of determinants of good quality, safe and effective patient care and of the wider determinants of good mental and physical health. • Knowledge of local systems and key stakeholders. • Clear understanding of the legal duties, liabilities and responsibilities of Non-Executive Directors in the NHS. 	<ul style="list-style-type: none"> • Sound understanding of the NHS - national and local agendas.
SKILLS & PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • A strong commitment to patient care, staff engagement and partnership/collaborative working with a wide range of stakeholders. • Strong leadership and negotiation skills. • Politically aware, able to engage and influence others, with effective working relationships internally and externally. • A good listener being able to demonstrate sound judgement, tact and diplomacy. • A champion of equality, diversity and inclusion. • A champion of an open and transparent culture focusing on continuous learning and improvement. 	

	<ul style="list-style-type: none"> • Demonstrating the highest standards of conduct as set out in the Nolan principles. • Analytical skills relating to performance targets and strategic objectives. • Skills in critical appraisal of research / evidence. • Able to challenge, support and inspire colleagues and bring energy and enthusiasm to their work. • A strong personal commitment to the Trust values. 	
Other	<ul style="list-style-type: none"> • Must meet Fit and Proper Person requirements. • Eligible to become a member of the Foundation Trust. 	