



# Non-Executive Director (clinical)

Candidate pack and job description

July 2024





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# Welcome

from Steve Erskine, Chair



**As Chair of Hampshire Hospitals NHS Foundation Trust, I am delighted to extend a warm welcome to you as a prospective candidate for the position of Non-Executive Director. We are seeking two Non-Executive Directors with clinical backgrounds to join our team and complement the existing skill mix of our Board of Directors.**

At Hampshire Hospitals, our vision is to **provide outstanding care for every patient**. Through our three hospital sites and our community services, we provide healthcare to people living in Basingstoke, Winchester, Andover, Eastleigh, Alton and beyond. Driven by our **iCARE values**, the people who work at the heart of Hampshire Hospitals look after people throughout the life course. From delivering thousands of local babies each year to offering world renowned liver surgery and cancer treatments, we are committed to delivering the best possible care, close to home. Patient voices, and understanding what matters most to the people we serve, is what helps shape the future of our services.

As a Non-Executive Director, working with our Board of Directors, you will play a crucial role in bringing an independent perspective to the Board. Proving appropriate oversight, governance and leadership to the Trust in the pursuit of its strategies to provide effective and high-quality healthcare services.

We are looking for someone who is passionate about shaping high-quality care services as well as making a meaningful impact on the communities we serve. The ideal candidate will act with the highest standards of integrity and will uphold our iCARE values: inclusive, compassionate, accountable, respectful and encouraging.

We want to secure a diverse mix of highly capable and credible Board level or equivalent leaders who bring a sustained track record of success in a relevant setting. As a Non-Executive Director you will have clinical knowledge and experience of delivering healthcare, either within the NHS or the private sector.

This is an exciting opportunity to be part of our Trust at a time when we are looking to the future, working with partners, to modernise healthcare for the benefit of the communities we serve.

Enclosed in this document, you will find more information about our Trust. We hope this will give an initial introduction to Hampshire Hospitals, our work and the difference we make. Thank you for considering this opportunity, and we look forward to hearing from you.

# About our Trust

Hampshire Hospitals NHS Foundation Trust serves a **population of approximately 600,000 people across Hampshire and parts of west Berkshire**. This includes people living in Andover, Basingstoke, Eastleigh and Winchester as well as the surrounding towns and villages across Hampshire and parts of west Berkshire including Tadley to the north; Alton and Bordon to the east; Romsey and Chandlers Ford to the south, Stockbridge, Bishops Waltham and Alresford.

Hampshire Hospitals has a team of around 8,600 staff operating across three hospitals - **Andover War Memorial Hospital, Basingstoke and North Hampshire Hospital, and the Royal Hampshire County Hospital in Winchester**.

At Hampshire Hospitals, we have over 30 medical and surgical specialities and we are proud to provide a comprehensive range of clinical services. We also provide some specialist services to people across the UK and internationally. Our services are offered across a range of settings and are organised into three clinical divisions: Surgery, Medicine, and Family and Clinical Support Services. We also work in partnership with many providers to deliver the best care for our patients, in the most appropriate setting.

We have been rated overall by the Care Quality Commission as 'Good' with 'outstanding' in the caring domain. We are ambitious to move to 'Outstanding' overall.





# Our strategy and vision

## Strategic framework



Our vision is to **provide outstanding care for every patient**. This means not only the patients we see today, but the ones who will need us tomorrow, next month and in years to come. It also means making sure that patients are well cared for across the boundaries between our organisation and other providers.

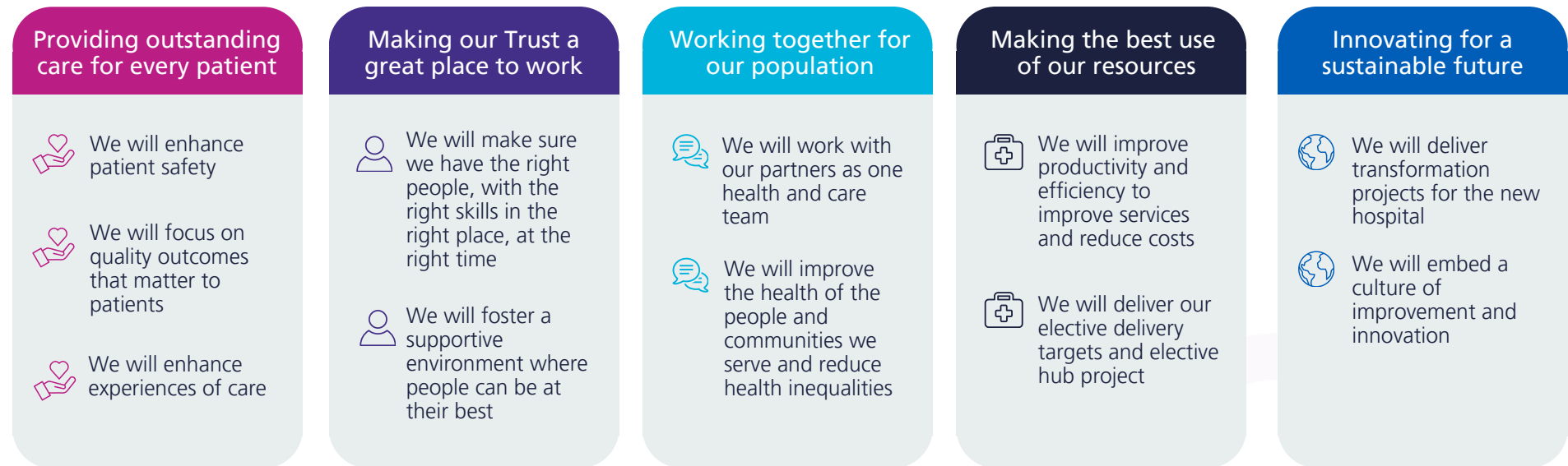
To provide outstanding care, we need to ensure that we focus on the care that we provide and the staff who care for our patients. We need to be responsible stewards of our financial resources, ensuring that we do not spend too much in one area. We need to be innovative, embracing new ideas and we need to work with our partners; we can only do so much on our own.

Underpinning our strategy are our iCARE values, they guide our behaviours and the decisions we make.

# Our strategy and vision

## Priority areas

Each year, we create a delivery plan setting out the actions we will take to progress our strategic themes. For 2024/25, we have 11 priority areas under the five strategic themes. Below you can see the priority areas which sit under each theme:





# Our values

We are proud of our shared **iCARE** values which are at the heart of everything we do. They underpin our behaviours and guide our decisions and the actions we take for our staff and the communities we serve. By living by our values we can make our Trust a great place to work, whilst ensuring we provide the very best care to our patients.



Inclusive



Compassionate



Accountable



Respectful



Encouraging

# Role description

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 have a duty to uphold the highest standards of integrity and honesty and to foster good relations and should apply similar standards of care and skill in their role as a non-executive director of a Foundation Trust as they would in similar roles elsewhere.

Responsible for providing appropriate oversight, governance and leadership to the trust in the pursuit of its strategies to provide effective and high-quality healthcare services. Non-executive directors scrutinise the performance of the Trust's executive director team in meeting agreed goals and objectives and monitor the reporting of performance. They should satisfy themselves as to the integrity of financial, clinical and other information and that the financial and clinical quality controls and systems of risk management are robust and defensible.

Non-executive directors are responsible for contributing to the determination of appropriate levels of remuneration of executive directors and have a role in appointing executive directors, and in succession planning.

Non-executive directors are expected to participate fully as members of committees of the Board of Directors to which they are appointed and to take the role of committee chair when so appointed.

As a non-executive director of the Board, the post holder will be one of eight non-executive directors working with the Chair and seven executive directors as members of the Board of Directors. You will share responsibility with fellow board directors for the strategic leadership, direction, governance and overall success of the organisation in delivering healthcare.







# Role description | continued

## 1. Board Responsibilities

The Board of Directors exercises its collective responsibility for the success of the Foundation Trust by leading and directing its affairs. As a Board member you will have corporate responsibility for:

- Meet constitutional standards and clinical standards or quality of care.
- Support the Board of Directors in providing an independent clinical view on issues of quality, safety, and regulatory compliance from a quality perspective.
- Ensure high standards of governance, both corporate and clinical.
- Ensure high levels of probity and value for money with effective use of resources within appropriate financial controls.
- Maintain clinical and financial viability.
- Participate fully in the individual appraisal process and any Board performance appraisal as determined by the Chair and undertake any training or development activity identified as a result.
- Support the Chair in ensuring effective working relationships between the Board and the Council of Governors and have due regard for the opinions of the governors.

# Role description | continued

## 2. Strategy

- Take individual and collective responsibility for the overall strategic direction, success and viability of the Trust.
- Bring independent judgement and experience to the Board based on the expertise defined in the role specification and apply this for the benefit of the Trust.
- Contribute positively to debate regarding the strategic development of the Trust and any other material and significant issues facing the organisation through the use of constructive challenge and the provision of support to Board colleagues.
- Influence and help the executive directors develop proposals on strategies and long-term healthcare plans for the community.
- Provide advice and support on issues of strategy and establish clear objectives to deliver these and regularly review performance against them.
- Hold the Chief Executive and the executive directors to account for the effective management and delivery of the Trust's strategic aims and objectives.







# Role description | continued

## 3. Compliance

- Ensure that the Trust complies with all statutory and regulatory requirements, including ensuring compliance with the Terms of Licence and Constitution.
- Ensure the Trust meets its commitment to patients, targets and Key Performance Indicators for treatment.
- Assist in ensuring the best use of financial and other resources to maximise benefits for patients and meet targets for healthcare treatment and ensuring financial viability is maintained.
- Participate as required in the work of the Foundation Trust through membership of the committees of the Board of Directors as required, including the Quality, Audit, Risk, Workforce, Remuneration, and Nomination committees. The intention is that the postholder will chair the Quality committee in time.
- Participate in the appointment (or removal) of the Chief Executive, other executive directors, and senior clinicians.



# Role description | continued

## 4. Relationships

- Maintaining good working relationships with the Council of Governors whom are responsible for holding non-executive directors to account in their role.
- Represent the Board of Directors at official events and safeguard the good name and reputation of the Foundation Trust.
- Act as a Trustee of charitable funds.

## 5. Other responsibilities

- Uphold the Nolan Principles of Public Life and promote these principles through the organisation.
- Promote the success of the organisation so as to maximise the benefits for the members as a whole and the public.
- In addition to Board meetings, attend and Chair Board committee meetings and other meetings of the main Board, as allocated by the Trust Chair.
- Engage in personal development through, e.g. training events, both local and national.





# Person specification

## Qualifications

### Essential

- Educated to degree level, with appropriate medical or clinical qualifications.
- Understand principles of corporate and clinical governance.

### Desirable

- Registration with relevant registered body i.e. GMC, NMC, HCPC.







# Person specification

## Knowledge and experience

### Essential

- Relevant qualification in a medical, nursing or allied health professional discipline and recent clinical experience with ability to challenge current practice.
- Significant record of leadership, management of change and personal achievement in a substantial and complex organisation, particularly multi-site and multi-disciplinary.
- Experience of complex risk assessment and management.
- Experience of strategy development and delivery.
- Experience of fostering relationships / partnerships and working with multi-stakeholders.

### Desirable

- A substantial number of years Board level in a highly regulated sector.
- Working as an executive or non-executive Board member of a large complex organisation.



# Person specification

## Skills and attributes

### Essential

- Able to assess clinical risk and assign strategic priorities.
- Effective influencing and communication skills with a high level of ability to gain support and influence, both internally and externally.
- Politically astute, adept at building partnerships and relationships with stakeholders.
- A champion of diversity, equality and inclusion.
- Financially literate; able to understand and challenge high level financial and performance information.
- Ability to assess performance based on complex, multi-factorial data.
- Able to be an ambassador for the Foundation Trust with partners and members.
- Uphold the highest standards of conduct set out in the “The Seven Principles of Public Life”.

## Patient and community

### Essential

- A high level of commitment to patients, carers and the community.
- A deep interest in healthcare issues and a commitment to the interest of patients.

### Desirable

- An understanding of diversity of the community, and local health issues.
- Ability to promote inclusion and involvement of the community.
- A proven connection to, and commitment to Hampshire.





# Remuneration and time commitment

Non-executive directors receive £13,650 per annum for an average of 2-3 days per month, with any additional non-consolidated payments for additional chairing responsibilities paid at £2,000. Remuneration is taxable and subject to National Insurance contributions. It is not pensionable. Non-executive directors are also eligible to claim allowances for travel and subsistence costs necessarily incurred on Trust business.

The role will comprise a mixture of set commitments (such as regular meetings of the Board of Directors, committees and the Council of Governors) and more flexible arrangements for ad hoc events, reading and preparation. A degree of flexibility will be required, and some time commitment will be during the working day/evening and weekends.







# Eligibility

The successful candidate must be available to work for the Trust at least two to three days a month

You must also satisfy all of the criteria of the Fit and Proper Persons Requirement.

The successful candidate will ideally be resident within one of the following areas:

- Basingstoke and Deane Borough Council
- Eastleigh Borough Council
- East Hampshire District Council
- Hart District Council
- Test Valley Borough Council
- Winchester City Council
- West Berkshire (Aldermaston, Clay Hill, Cold Ash, Falkland, Greenham, Kintbury, Mortimer, Northcroft, St Johns, Thatcham Central, Thatcham North, Thatcham South or Crookham wards)

However, applications from individuals who live outside Hampshire and west Berkshire are also welcome to apply, provided they maintain strong visibility in the Trust and fulfil the expected time commitment for the role.



# Eligibility

## Disqualification criteria

To be eligible for appointment as Non-Executive Director you must not be disqualified by virtue of the criteria set out below:

- 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
- an employee of Hampshire Hospitals NHS Trust within the last three years





# Recruitment timetable

**Closing date for applications**

9am, Friday 30 August 2024

**Longlisting**

w/c Monday 2 September 2024

**Shortlisting**

w/c Monday 9 September 2024

**Final panel interviews  
(face to face)**

Tuesday 24 September 2024

# How to apply

## Applications to [kylie.canning@hhft.nhs.uk](mailto:kylie.canning@hhft.nhs.uk)

- Please submit an up to date copy of your CV, along with a supporting statement that addresses the criteria set out in the person specification, using examples to demonstrate how you meet the essential requirements. Please detail any employment or education gaps.
- You should provide the names, positions, organisations, and contact details for your referees, which must be your line managers and include your current and most recent employer. The referees should cover at least two roles as the minimum. Referees will only be contacted for those proceeding to the final stage - we will always gain your permission before we contact referees.
- Let us know any difficulty you may have with the indicative timetable, or require any reasonable adjustments at any stage of the recruitment process.

## For a confidential discussion, please contact:

Kylie Canning, Associate Director of Resourcing  
E: [kylie.canning@hhft.nhs.uk](mailto:kylie.canning@hhft.nhs.uk)  
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## Find out more



[www.hampshirehospitals.nhs.uk](http://www.hampshirehospitals.nhs.uk)



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