

JOB DESCRIPTION - CHAIR

Role Summary

The Chair will lead both the Board of Directors (the Board) and Council of Governors (the Council) and is the Trust's representative within the local community. Ensuring high standards of probity and governance prevail and that the Trust remains within its terms of authorisation.

Principles

The Board of Directors is collectively responsible for the success of the Trust, by directing and supervising its affairs. This includes responsibility to maintain financial viability, using resources effectively within appropriate financial controls, ensuring high levels of probity and value for money and to deliver high standards of clinical governance, ensuring that all health standards are met. The post holder must demonstrate high standards of corporate conduct and personal probity.

General responsibilities

- To lead the Board and Council in setting the strategic direction of the Trust and ensuring their effectiveness in all aspects of their role.
- To ensure the Trust complies with the Terms of Authorisation, the Constitution and any other applicable legislation and regulations
- To ensure effective communications are maintained between the Board and the Council and that the Board, in reaching decisions, is aware of the views of the Council, where appropriate.
- To ensure high standards of corporate and clinical governance are maintained.
- To develop a constructive, frank and open relationship with the Chief Executive through regular communication and meetings in the furtherance of the Trust's best interests, and to provide support and advice while respecting executive responsibility.
- To ensure the provision of accurate, timely and clear information to Directors and Governors.
- To set the tone and style of Board discussions which facilitate effective decision-making and constructive debate and ensure, with the Chief Executive, effective implementation of decisions.
- To safeguard the good name and reputation of the Trust.
- To ensure, with the Chief Executive, effective communication with the Trusts members.
- To build and maintain an effective and complementary Board, and with the Council, initiate change and plan succession in Non-Executive Director appointments.
- To lead the Board in setting the Trust's values and standards
- To develop and maintain close working relationships between the Board of Directors and the Council of Governors.
- To establish and build a constructive working relationship with NHSI, CQC and other healthcare inspectorates' and regulators.
- To uphold the values of the Trust, by example, and to ensure that the Trust promotes equality and diversity for all its patients, staff and other stakeholders.
- To support and challenge, where appropriate, the Chief Executive and other Directors of the Board, to ensure the Board conforms to the highest standards of corporate governance and makes appropriate and informed decisions

Board Responsibilities

Ensure, through the leadership of the Chief Executive, the Board:

- Establishes effective sub-committees with appropriate non-executive director involvement.
- Establishes clear objectives to deliver the agreed plans and meet the terms of its authorisation and regularly to review performance against these objectives

- Maintains mandatory services and retains protected property as defined in the Terms of Authorisation
- Maintains financial viability, uses resources effectively and controls and reports its finance in accordance with the requirements set by NHSI
- Ensures the Trust is key partner within the ICS system and builds effective provider collaborations with other organisations
- Undertakes commissions or makes facilities available for research and development and health care education, in conjunction with universities, further education institutions and research funding bodies.
- Participates in a full, formal and tailored induction programme and subsequent development activities, facilitated by the Director of Corporate Affairs.
- Works with Clinical Commissioning Groups to ensure the effective delivery of services commissioned through contracted arrangements.
- Meets all statutory requirements, legal and contractual requirements, and advice relating to safety of the public, staff, patients, personal privacy and patient confidentiality.

Council of Governors, Responsibilities

In addition to those tasks relevant to the Council listed in General Responsibilities, to:

- Preside at council meetings and give direction to the work of the Council
- Ensure a proper flow of information between the Board and the Council
- Ensure an effective communications strategy is maintained to keep members and stakeholders informed
- Ensure that governors are given appropriate development for their role.

Other Responsibilities

- To represent the Trust at community functions, and meetings and act as a spokesperson
- Chair of the charitable fund trustees
- Conduct a performance appraisal of the Chief Executive and Non-Executive Directors at least annually.
- With the Trust Secretary, ensure that all administrative aspects of Board and Council meetings are properly executed in accordance with the requirements of the Constitution.

Time Commitment

It is anticipated the time commitment necessary for the performance of the role will be 20 hours per week. This will include attendance at all board meetings, (Board of Directors and Council of Governors) meetings of committees where the post holder is a member, the Annual General Meeting, Board away days, site visits and other meetings. In addition there is a requirement to consider all relevant papers prior to each meeting.

Tenure

The Chair is appointed for an initial period of three years, subject to satisfactory appraisal.

The post is a public appointment or statutory office and is not subject to the provisions of employment law. The Chair is an appointee not an employee. To ensure that public service values are maintained at the heart of the NHS, all Directors are required, on appointment, to agree to abide by the Code of Conduct for the Trust's Board of Directors and to satisfy the requirements of the Fit and Proper Persons Test

PERSON SPECIFICATION – CHAIR

The following individual skills, experience and attributes are also deemed as being desirable for a Chair of a NHS Foundation Trust.

CORE COMPETENCIES	ESSENTIAL	DESIRABLE
STRATEGY	<ul style="list-style-type: none"> ○ Able to formulate strategies and plans of action to achieve objectives, and to think creatively ○ Politically astute, with the ability to grasp relevant issues and understanding relationships between interested parties ○ Ability to understand complex strategic issues, analyse and resolve difficult problems 	
PERFORMANCE	<ul style="list-style-type: none"> ○ Independent in judgement, able to hold directors to account ○ Strong interpersonal skills. Manage board members as a team to meet common goals and ensure they utilise their skills and expertise for the good of the organisation 	
ORGANISATION	<ul style="list-style-type: none"> ○ Clear understanding and acceptance, of the legal duties, liabilities and responsibilities of non-executive directors ○ High level of understanding and interest in healthcare issues 	
CULTURE	<ul style="list-style-type: none"> ○ A commitment to NHS values and principles of NHS foundation Trusts. ○ A commitment towards Equality and Diversity ○ Understand the aims of Foundation Trust status. 	
SKILLS & PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> ○ Sound knowledge of corporate governance, and accustomed to a high level of public accountability ○ A strong commitment to patient care and staff engagement ○ Able to demonstrate required leadership skills and engender respect from others. A good listener, able to weigh up arguments and summarise for others ○ Evidence of a strong commitment to partnership/collaborative working ○ Exceptional communication skills, capable public speaker and able to manage the media and represent the Trust ○ A proven negotiator with an understanding of the wider implications of decisions ○ Sound judgement, tact and diplomacy 	
EXPERIENCE	<ul style="list-style-type: none"> ○ Proven leadership skills ○ Board level experience in a large / complex / changing organisation with similar turnover and size 	

ROLE COMMITMENTS	<input type="radio"/> Sufficient time and commitment	
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