

PAPER
MC 16/2009

Report to the Meeting of the Members' Council

For Decision

22 July 2009

Report on Chair Appointment Process

Executive Summary

The Nomination and Remuneration Committee will meet on 20 July to finalise proposals for the appointment of a new Chair for the Trust. Because of the tight timescale, the paper attached (Job Description for Chair) is still in draft. There may be further amendments following the Committee's discussion on 20 July. These will be summarised for Governors for ease of reference at the Members' Council meeting. An overview of the appointment process timetable agreed by the Committee will also be presented.

Recommendation

Subject to possible changes, the Members' Council is invited to:

- i) agree the Job Description and Person Specification for the Trust Chair to allow the post to be advertised in September; and
- ii) note and comment on the proposed process for selection that will be presented at the meeting.

Author and Title: Julie Waldron, Chief Executive
Date: 13 July 2009

JOB DESCRIPTION

Job Title: Chair	Grade/Salary:	Post Reference:
	Locality: Trust Headquarters	Directorate:
Accountable To: Members' Council	Hours:	
<p>Purpose of Job: The Chairman will lead both the Board of Directors (the Board) and Members' Council (the Council), and is the Trust's representative within the local community. He/she must ensure high standards of probity and governance prevail and that the Trust remains within its terms of authorisation.</p>		
<p>Key Relationships: Chief Executive, Non-Executive Directors, Executive Directors, Governors</p>		
<p>Key Responsibilities:</p>		
<p>Strategy:</p> <ul style="list-style-type: none"> • Provide leadership to the Members' Council and the Board of Directors, ensuring their effectiveness in all aspects of their role and agenda; • Work with Board members and Governors in developing and promoting the Trust's vision, values, aims and strategic objectives; • Pro-actively direct and manage major Board decisions and their development ensuring that 'due process' has been followed on all options during the process; • Lead and direct work within the Trust with other Non-Executives, the Chief Executive and other Executive directors. 		
<p>Human Resources:</p> <ul style="list-style-type: none"> • Appraise and support the Chief Executive Officer; • Appraise the Non-Executive Directors; • Support, encourage and where appropriate 'mentor' other Board members and senior executives; • Arrange the regular evaluation of the performance of the Members' Council and the board of directors, their committees and individual directors, and facilitate the effective contribution of Non-Executive Directors, directors and Governors and ensure constructive relations; • Take responsibility, in conjunction with the Board, for own personal development and ensure that this remains a priority. 		

Operations:

- Take responsibility for ensuring that the Board monitors the progress of the business against the planned objectives;
- Use general management and leadership ability and personal knowledge of the community to guide and advise on the work of the Board of Directors and Members' Council;
- Ensure that the Board establishes clear objectives to deliver the agreed plans and meet the terms of its authorisation and regularly review performance against these objectives;
- Plan and conduct Board meetings, in conjunction with the Chief Executive and Trust Secretary;
- Encourage the best use of resources including the development of effective risk and performance management processes;
- Share and use relevant expertise with senior managers and clinicians in a changing healthcare environment;
- Promote appropriate processes and procedures to deliver high standards of professional, clinical, administrative and personal behaviours across the Trust;
- Be aware of and understand relevant regulatory and central government policies;
- Comply at all times with the Trust's published health and safety policies, in particular, by following agreed safe working procedures and reporting incidents using the trust's risk reporting systems.

Communication and relationships:

- Ensure the effectiveness and constructive dialogue and promote harmonious relations with the following bodies as relevant:
 1. Board of Directors;
 2. Members' Council;
 3. stakeholders in the Trust's community;
 4. national healthcare stakeholders;
 5. regulators such as Monitor and the Care Quality Commission;
 6. local Chairs;
 7. Chairs of PCTs and Mental Health NHS FTs.
- Ensure the provision of accurate, timely and clear information to Directors and Governors, so that, within the boundaries of probity, good governance and risk, the Trust meets all its statutory objectives and remains within the terms of its authorisation;
- Participate fully in the work of the Board of Directors and the Members' Council and maintain appropriate links with the Chief Executive and individual directors, as well as with the wider local and national health and social care community;
- Develop high level relationships with key stakeholders, including the Trust's financiers, but ensuring that the interests of all stakeholders are fairly balanced at all times;

- Bring balance to the use and influence of external advisers;
- Represent the Trust's views with national, regional or local bodies or individuals and ensure that the views of a wide range of stakeholders are considered;
- Uphold the values of the Trust, to be an appropriate role model and to ensure that the Board promotes equality and diversity for all its patients, staff and other stakeholders;
- Be an ambassador for the Trust; be knowledgeable and aware of local issues, and assist the Trust in its efforts to support local regeneration as a major employer;
- Set an example on all policies and procedures designed to ensure equality of employment. Staff, patients and visitors must be treated equally irrespective of gender, ethnic origin, age, disability, sexual orientation, religion, etc.

This job description is not restrictive or definitive in any way and should be regarded only as a guideline to the duties required and may be amended in the light of changing circumstances following consultation with the post holder. The job description does not form part of the Contract of Employment.

PERSON SPECIFICATON

Qualifications and Experience

Essential

- Well respected with strong senior level career and expertise founded in the private or public sector. Accustomed to a high level of accountability.
- A sound knowledge of corporate governance issues.
- Qualified to be a Member of the Oxfordshire and Buckinghamshire Mental Health NHS Foundation Trust.
- A proven negotiator with an understanding of the wider implications of decision.
- A number of years board level experience

Desirable

- Experience as chair or deputy chair or similar in a large organisation.

Knowledge, Skills/Aptitudes and Attitudes/Values

Essential

- Display an interest in healthcare issues in general and mental health in particular.
- Commitment to NHS values and principles. Understand the aims of Foundation Trust status.
- Ability to understand and accept legal duties and liabilities of the Non-Executive Directors.
 - Ability to demonstrate leadership skills and engender respect from others.
 - A good listener, able to weigh up arguments and summarise for others.
- 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.
- Exceptional communication skills, capable public speaker and able to manage the media.
- Ability and willingness to represent the Trust at the highest level in the NHS and other relevant spheres.
- Able to formulate strategies and plans of action to achieve objectives.
- Strong sense of the difference between Executive and Non-Executive roles
- Politically astute, able to grasp relevant issues and understand the relationships between interested parties. Be independent in judgement and think creatively.

Date: January 2008