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# **Job Description**

**Non-Executive Director**

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January 2022

## JOB DESCRIPTION

### 1. CPFT's Mission:

Our mission is to put people in control of their care. We will maximise opportunities for individuals and their families by enabling them to look beyond their limitations to achieve their goals and aspirations.

### 2. NHS Values:

We are committed to the core NHS PRIDE values, which we underpin in all that we do -

1. Professionalism
2. Respect
3. Innovation
4. Dignity
5. Empowerment.

### 3. Our Values:

1. **Professionalism** - We will maintain the highest standards and develop ourselves and others...*by demonstrating compassion and showing care, honesty and flexibility.*
2. **Respect** - We will create positive relationships...*by being kind, open and collaborative.*
3. **Innovation** - We are forward thinking, research focused and effective...*by using evidence to shape the way we work.*
4. **Dignity** - We will treat you as an individual... *by taking the time to hear, listen and understand.*
5. **Empowerment** - We will support you...*by enabling you to make effective, informed decisions and to build your resilience and independence*
6. The Trust Board has endorsed the concept of recovery as central working of the Trust. Recovery is embedded in the vision and values of the Trust.

### 4. Post Details:

<b>Job Title:</b>	Non-Executive Director
<b>Band:</b>	N/A
<b>Accountable to:</b>	Trust Chair, Council of Governors
<b>Base:</b>	Trust Headquarters, Elizabeth House, Fulbourn Hospital, Cambridge

### 5. Key Relationships and Organisation Flow:

<ol style="list-style-type: none"><li>1) Council of Governors</li><li>2) Trust Chair</li><li>3) Executive Directors</li><li>4) Non-Executive Directors</li><li>5) Trust Secretary</li></ol>	<p>Council of Governors</p> <p>↓</p> <p>Trust Chair</p> <p>↓</p> <p>Non-Executive Director</p>
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## 6. Non-Executive Director Job Summary:

1. As stated within the National Health Service Act 2006, the duty of the Board and each individual Director is to act with a view of promoting the success of the corporation, so as to maximise the benefits for both its members and the public.
2. As set out in the Code of Governance every NHS Foundation Trust should be headed by an effective Board of Directors. The Board is collectively responsible for the performance of the NHS Foundation Trust.
3. 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 to the operational Executive Directors.
4. It is the duty of a Non-Executive Director to uphold the highest standards of probity and integrity as per the Trust's core values as well as encouraging good relations within the Boardroom.
5. Non-Executive Directors are expected to participate fully as members of their assigned Sub Committee/s, as well as assuming the role of Committee Chair when appointed. As a representative of the Cambridgeshire and Peterborough Foundation Trust, it is their responsibility to ensure their own awareness of the views of the Council of Governors, in order to give good consideration to these views when advising senior managers on Trust related issues.

## 7. Responsibilities and Duties:

1. To set the strategic direction of the organisation considering the views of the Council of Governors and agreeing appropriate plans to achieve them.
2. To exercise appropriate oversight over the execution of the agreed strategic objectives by the Executive Team.
3. To provide constructive, considered and appropriate challenge to the Board of Directors, monitoring performance reporting.
  - Non-Executive Directors should satisfy themselves in regards to the integrity of operational, financial and clinical information provided.
  - Non-Executive Directors should satisfy themselves that all quality controls, systems of risk management as well as the governance of the Trust are robust and defensible.
4. To ensure that the Trust places patient safety at the heart of its work including the reinforcement of a positive corporate culture by adopting exemplary behaviours within the Boardroom and across the Trust.
5. To support the Chief Executive and Executive Directors in promoting and upholding CPFT's mission, vision and values.
6. Where appropriate, and in order to ensure the provision and understanding of decisions, Non-Executive Directors have a duty to elicit and consider external advice.
7. All Non-Executive Directors are invited to become the 'champion' of specific areas; such as Research & Development, Children's Services, the Mental Health Act, the Recovery College or other areas of interest and expertise.

## **8. Council of Governors:**

1. All Non-Executive Directors should ensure that they attend The Council of Governors meetings, held quarterly. In doing so, they should consider the views and interests of the Council of Governors, bearing in mind that this viewpoint is representative of the Trusts Membership, Service Users, Carers and Staff.
2. All Non-Executive Directors should maintain an on-going dialogue of all Performance, Strategy and Governance related issues, with the Council of Governors.
3. 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.

## **9. Constitutional Responsibility of all Committee members:**

1. Each Committee is constituted as a standing Committee of the Trust Board in accordance with the Trusts Constitution.
2. Each Committee is authorised to act within the powers delegated, as set out in the Trust's Scheme of Delegation.
3. Each Committee is authorised to act within its agreed Terms of Reference. All members of staff are required to cooperate with any request made by each Committee.
4. Each Committee is authorised by the Board of Directors to obtain such internal and external information as is necessary and expedient to the fulfilment of its functions.

## **10. Personal Development:**

1. All Non-Executive Directors are required to participate in the CPFT induction programme that will include reading induction material, attending workshops, partnering Executive Directors and attending meetings. In addition, all Non-Executive Directors are required to complete and maintain compliance with the Trusts mandatory training programme.
2. It is a legal requirement for all of the Trust's Leadership Team to be approved as a Fit and Proper Person as part of the Terms of Employment. Requirements for this are as follows:
  - a) Completion of an Enhanced Disclosure and Barring Service check (DBS).
  - b) All Non-Executive Directors must declare any standing interests to the Trust, including pecuniary interests, and are required to complete a 'Declaration of Interests' form on appointment and annually thereafter (or upon any change in circumstance).
  - c) Completion of a Fit and Proper Persons declaration, with annual review thereafter (or upon any change in circumstance).
3. As part of the on-going development of each Non-Executive Director they are required to participate in service review meetings across the Trust and provide a report of their findings to the Board of Directors.
4. Complete an annual appraisal with the Trust Chair, conclusions from which will include future objectives. As part of this, completion of the Annual Board Self Assessment Form is also a mandatory requirement.

## 11. Time Commitment:

1. It is the responsibility of the Non-Executive Director to ensure that they make sufficient time in order to discharge their responsibilities effectively. This is contracted as 3 days per month.
2. The Non-Executive Director must inform the Trust Secretary of any ongoing time commitments prior to their employment.
3. If anything should occur that would impact on the ability to fulfil the time requirement then the Trust Secretary should be notified as soon as is reasonably possible.

## 12. Quality and Patient Safety:

1. Protection of Children & Vulnerable Adults – To promote and safeguard the welfare of children, young people and vulnerable adults.
2. Implementation of NICE guidance and other statutory / best practice guidelines. (if appropriate)
3. Infection Control - To be responsible for the prevention and control of infection.
4. Incident reporting - To report any incidents of harm or near miss in line with the Trust's incident reporting policy ensuring appropriate actions are taken to reduce the risk of reoccurrence.
5. To be aware of the responsibility of all employees to maintain a safe and healthy environment for patients/ clients, visitors and staff.
6. To contribute to the identification, management and reduction of risk in the area of responsibility.
7. To ensure day to day practice reflects the highest standards of governance, clinical effectiveness, safety and patient experience.
8. To ensure monitoring of quality and compliance with standards is demonstrable within the service on an ongoing basis.

### ***To be noted:***

- **This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the grade of the job, in discussion with the manager.**
- **This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.**
- **This post is subject to the Rehabilitation of Offenders Act 1974 (Exemption Order 1975) and as such it will be necessary for a submission for disclosure to be made to the Criminal Records Bureau to check for previous criminal convictions. The Trust is committed to the fair treatment of its staff, potential staff or users in line with its Equal Opportunities Policy and policy statement on the recruitment of ex-offenders.**

## PERSON SPECIFICATION

Job Title:	Non-Executive Director
Band:	N/A
Responsible to:	Trust Chair, Council of Governors
Department:	N/A

The Governors of CPFT are looking for an individual who has excelled in their field and who can offer a range of skills gained from the public, private or voluntary sectors and can assist with strategic development and quality improvement.

In particular, the Governors are looking to appoint someone with:

- A clear understanding, experience and background in Human Resources (HR); People, and Workforce Planning and Development.
- Senior leadership or board-level involvement gained within a range of organisations.
- Demonstrable first-class communication skills, with a commitment to the values of public service and the NHS.

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. The Trust believes that treating everyone with dignity and respect and encourages applications from all sectors of the community. We guarantee an interview for candidates with disabilities who meet the minimum essential criteria.