

# Joint Non-Executive Director

## Role Description

<b>AfC Ref (if applicable):</b>	
<b>1 Role details</b>	
<b>Job title:</b>	Joint Non-Executive Director
<b>Band:</b>	Remuneration will be in line with NHSE guidance and reflect that this is a Joint role with accountability to two statutory boards
<b>Hours:</b>	circa. 4-5 days per month
<b>Contract:</b>	3 years fixed-term ( <i>with re-appointment for a further 3 years up to a maximum of 9 years subject to rigorous review</i> )
<b>Location:</b>	St Catherine's Health Centre and Arrowe Park Hospital
<b>Responsible to:</b>	Chair and Council of Governors
<b>Reports to:</b>	Chair and Council of Governors
<b>Liases with:</b>	All staff and key external stakeholders
<b>2 Purpose</b>	
<p>Collectively, the Board of Directors of a Foundation Trust is responsible for the performance of the organisation and Non-Executive Directors play a vital and independent role in developing strategy and setting the direction of the Trust as well as overseeing the performance of the Executive Directors to meet the agreed goals and objectives of the Trust.</p>	
<b>3 Role of the Boards / NEDs</b>	
<p>The respective Board of Directors of Wirral Community Health and Care NHS Foundation Trust and of Wirral University Teaching Hospital NHS Foundation Trust are collectively responsible for the success of each Trust by directing and supervising its affairs. This includes responsibility to maintain delivery of high standards of patient care and financial viability, using resources effectively within appropriate financial controls, ensuring high levels of probity and value for money, delivering high standards of clinical governance and ensuring that all health standards are met.</p> <p>Responsibility for the exercise of the powers and for the performance of the organisations therefore rests with the Board of Directors which must provide active leadership to ensure that each Trust exercises its functions effectively, efficiently and economically.</p> <p>The Non-Executive Directors play a pivotal role in determining and delivering each of the Trust's vision and strategy in a healthcare environment of increasing complexity and regulatory pressure.</p> <p>This Joint Non-Executive Director role reflects the direction of travel between both Trusts and an ambitious programme of integration. In accordance with both FTs Constitutions, an individual may be a joint Director of two (or more) Trusts and this role will therefore contribute equally to both Trust's Boards of Directors.</p>	

## 4 Main duties and accountabilities

### People / Leadership

- Ensure the proper governance of each Trust, that it complies with the right laws and regulations, that its strategies are robust, its business plans achieved, and stakeholder and patient interests are protected
- Be independent minded, have integrity and gain the respect of other Board members.
- Have the ability to analyse Board papers and other statistics and elicit the knowledge needed to perform the role effectively while respecting executive operational responsibility and authority
- Establish and maintain structured contact with fellow Non-Executive Directors to share best practice between meetings
- Model each Trust values, ensure these are widely communicated and that the behaviour of the Board is entirely consistent with those values
- Ensure high standards of corporate governance and personal integrity
- Work effectively with stakeholders, including each Council of Governors and public membership through a programme of engagement events and activities
- Provide independent scrutiny ensuring excellence in management
- Attend and contribute to each Board of Directors' meetings and assigned meetings of key governance committees and Board development activities
- Attend the annual members' meeting for each Trust and meetings with the Council of Governors and its subgroups, as appropriate
- Provide advice and guidance on issues relevant to specific skills, expertise and experience
- Act as an ambassador for each Trust

### Strategy

- As a member of the Board of Directors contribute to the setting of each Trust's strategic vision, aims and objectives ensuring the necessary resources are in place
- Monitor delivery of the Annual Plan
- Assist each Board in undertaking a wide-ranging review of commercial development in order to respond to the requirements of our various commissioners.

### Performance

- Ensure each Trust operates effectively, efficiently and economically
- Ensure continuing financial viability and long-term sustainability
- Ensure each Trust achieves financial and quality targets and meets the requirements of stakeholders within available resources
- Undertake such training as is necessary to fulfil the role, including any mandatory training requirements
- Participate in an annual review and appraisal with the Chair

### Governance

- Ensure that there is a comprehensive framework of governance and system of internal control and that risks are effectively managed
- Ensure compliance with regulatory standards

- Ensure that there is a systematic delivery of excellent, safe, compassionate care that is patient and family centred
- Ensure each Board of Directors works in conjunction with the Council of Governors to promote the interests of Foundation Trust members
- Determine the appropriate level of remuneration for Executive Directors (through membership of the Remuneration & Terms of Service committee)
- As Chair and members of committees of the Board of Directors ensure information flows are timely and appropriate and the necessary assurances are sought and reported effectively
- Effectively engage with key stakeholders

### Key relationships

Non-Executive Directors' key relationships are with:

- Trust Chair
- Non-Executive Directors
- Executive Directors including the Directors of Corporate Affairs
- Governors
- Chief Executive

This is not intended to be exhaustive and may be reviewed periodically with the post holder to ensure that the job relates to the job being performed.

## 5 Vision and values

Wirral Community Health and Care NHS Foundation Trust's common purpose and values were developed by staff from across the organisation and reflect who we are and what we stand for.

The common purpose is...

# Together...

we will support you and your community to live well.

The values...

## Compassion

Supportive and caring, listening to others.

## Open

Communicating openly, honestly and sharing ideas.

## Trust

Trusted to deliver, feeling valued and safe.

Wirral University Teaching Hospital NHS Foundation Trust's vision and Values have been developed with the feedback of over 2,500 staff, patients and visitors who told us what matters most to them.

The vision is...



...deliver the best quality and safest care to the communities we serve

The values...



- Acting with kindness, compassion and empathy with everyone
- Being friendly, welcoming, approachable and remembering the simple things like a greeting and a smile
- Being considerate of the needs of others
- Listening to ideas, opinions, thoughts and feelings of others
- Taking personal responsibility and accountability for the care that you deliver



- Being honest and open, including honesty about what we can and cannot do
- Being polite and professional with everyone, introducing ourselves by name, saying please and thankyou
- Listening to patients, families and colleagues
- Respecting cultural and individual differences
- Ensuring we treat everyone the way we would want to be treated ourselves and dealing with poor behaviour



- Working within and across teams to provide the best possible quality of care and experience for our patients, families, carers and colleagues
- Communicating effectively within teams
- Recognising the value of everyone's role, contribution, skills and abilities
- Supporting colleagues within the team when needed
- Engaging in opportunities to develop and grow the team



- Actively seeking new ways of working to enable improvement
- Working together to improve services for our patients, families and carers
- Taking personal responsibility and ownership of things that need to improve
- Being positively receptive to change and improvement
- Celebrating our achievements

## 6 Data protection (Data Protection Act 1998) / Freedom of Information Act 2000 / Computer Misuse Act 1990

Wirral Community Health and Care NHS Foundation Trust and Wirral University Teaching Hospital NHS Foundation Trust fully supports the principles of corporate governance and recognises its public accountability, but equally places importance on the confidentiality of, and the security to safeguard, both personal information about patients and staff and commercially sensitive information. It is an annual requirement for employees to complete basic online Information Governance training.

### Responsibilities for all staff

To ensure the confidentiality and security of all information that is dealt with in the course of performing your duties in accordance with the requirements of the General Data Protection Regulations 2018 and adhere to the principles of Caldicott.

Employee should be aware that each Trust operates a 'Code of Conduct for handling personal identifiable information'. They should become familiar with the 'Code' and keep up to date with any changes that are made. Breaches of the guidelines in the 'Code' could be regarded as gross misconduct and may result in serious disciplinary action being taken, up to and including dismissal.

To comply with and keep up to date with the requirements of legislation such as the Freedom of Information Act 2000 and the Computer Misuse Act 1990.

### With the addition of management responsibilities for managers

To ensure that your staff maintain that the confidentiality and security of all information that is dealt with in the course of performing their duties is in accordance with the requirements of the General Data Protection Regulations 2018 and the principles of Caldicott.

To ensure that your staff are aware of their obligations under legislation such as the Freedom of Information Act 2000, the Computer Misuse Act 1990 and that staff are updated with any changes or additions relevant to legislation.

## 7 Appraisal / Learning and development

Wirral Community Health and Care NHS Foundation Trust and Wirral University Teaching Hospital NHS Foundation Trust is committed to supporting staff in carrying out their roles. As part of our commitment to supporting staff carrying out their roles, the Trust operates an annual appraisal.

Wirral Community Health and Care NHS Foundation Trust and Wirral University Teaching Hospital NHS Foundation Trust appraisal aims to support the effective learning and development of individuals and teams.

## 8 Equal opportunities

Wirral Community Health and Care NHS Foundation Trust and Wirral University Teaching Hospital NHS Foundation Trust recognises the need for a diverse workforce and is committed to Equal Opportunities in employment and seeks to eliminate unlawful racial, sexual or disability discrimination, to promote equality of opportunity and good relations between staff and clients of differing groups under the Equality Act 2010.

## 9 Risk management and health and safety at work

Employees must be aware of the responsibilities place upon them under the Health & Safety at Work Act (1974), to ensure the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

## 10 Infection control

Reducing the risk of infection through good infection control practice is a key. It is the responsibility of every member of staff to prevent and control the spread of infection. In order to maintain high standards of infection and prevention control all staff are expected to comply with Trust infection and prevention control policies, procedures and best practice guidance and report and concerns to their managers.

## 11 Safeguarding

Each Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

## 12 Smoking

The NHS is smoke free. Smoking is not permitted on any of our premises, grounds or the surrounding land including car parking facilities. This also applies to the use of electronic cigarettes (vaping). The use of electronic cigarettes is prohibited wherever smoking is prohibited.

## 13 Policies and procedures

Each Trust has numerous policies and procedures in place which provide standard organisational ways of working in line with organisational objectives, relevant legislation and requirements. Policies allow for continuity and consistency within each Trust. Employees must abide by and adhere to all policies at all times.

## 14 Agreed role description

Post holder  
Name:  
(please print)

Signature:  
Date:

Manager  
Name  
(please print)

Signature:  
Date:.