

## JOB DESCRIPTION

<b>POST</b>	Trust Secretary
<b>PAY BAND</b>	8D
<b>RESPONSIBLE TO</b>	Chief Executive/Trust Chair
<b>ACCOUNTABLE TO</b>	Chief Executive/Trust Chair
<b>BASE</b>	Grimsby / Scunthorpe

## ABOUT US

Northern Lincolnshire and Goole NHS Foundation Trust is on an improvement journey, with a strong focus on delivering quality care to our population of around 440,000 people. We provide a comprehensive range of secondary care services from three main centres, Grimsby, Goole and Scunthorpe, as well as community services in North Lincolnshire.

We aim to combine our patient first approach with innovation and creativity against a backdrop of holistic team working, as encapsulated in our vision and values – kindness, courage, and respect.

## ABOUT THE POST

The Trust Secretary is primarily responsible for providing expert advice and support to the Chief Executive, Trust Chair and Trust Board on all matters relating to the Trust's corporate governance responsibilities. The Trust Secretary will be the interface between different elements of the Board, including subcommittees via the maintenance and presentation of complete, timely and accurate records of discussion and subsequent actions and agreement. The Trust Secretary will be first point of contact for Non-Executive Directors (NEDs) and Governors, and be a trusted advisor to Board members and senior management.

Reporting jointly to the Trust Chair and the Chief Executive, the Trust Secretary will manage the work and relationship between the Trust and Council of Governors. This will include organising and attending Trust Board meetings and Council of Governors meetings (including the annual members meeting), and endeavour to integrate the Governors with the rest of the organisation in support of core values and goals.

## DUTIES AND RESPONSIBILITIES OF THE POST HOLDER

Act as 'Company Secretary' to the Council of Governors and Trust Board Directors;

- In conjunction with Executive and Non-Executive Directors, to ensure that the Trust complies with all relevant legislation and Terms of its licence.
- To provide advice / information to ensure compliance with existing and future best practice and corporate governance requirements.
- To ensure that meetings of the Board of Directors, the Council of Governors and committees thereof run efficiently and effectively, that they are properly recorded and that Directors and Governors receive appropriate support and timely information.
- In conjunction with the Trust Chair and Lead Governor, to ensure that the ongoing development of the Council of Governors, including the regular review and updating of the Council of Governors Engagement Policy, is completed.

- To be responsible for the regular review and updating of the Trust Constitution and related policies and procedures.
- To be responsible for the management of the Trust Head Quarters and associated teams.
- To be responsible for the Trust's document control arrangements.
- To provide a source of advice and support independent of the Executive on any matters of concern relating to the corporate governance of the organisation (as required).
- To lead the ongoing development and review of all corporate governance arrangements which might affect the Trust and to ensure that the Trust Board of Directors and Council of Governors are fully briefed on these matters and have regard to them when making decisions.
- To work with relevant Executives and other colleagues, ensuring the regular review, challenge and updating of the Board Assurance Framework and strategic risk register. Further, to ensure that the Board and its sub-committees receives for review and challenge the quarterly Board Assurance Framework and strategic risk register, including any gaps in controls and assurances and for ensuring that the risks outlined therein and the agendas of the Board and its sub-committees are properly aligned.
- To be the lead for establishing and monitoring corporate governance policies, procedure and processes to ensure that the Trust complies with the requirements of the Health and Social Care (Community Health & Standards) act 2003, together with the Trust's licence, legislation and regulatory requirements.
- To proactively maintain occupational knowledge of all statutory requirements relevant to the Trust and its corporate responsibilities and to advise the Executive Team, Trust Management Board and Trust Board accordingly on these requirements.
- To support the development and implementation of a comprehensive Trust Board development programme that takes account of relevant statutory requirements and best practice and the recommendation from relevant external reviews.
- To attend and actively participate in discussions that the Trust Board and relevant Board assurance sub-committees, eg Remuneration Committee, Audit, Risk & Governance Committee and the Charitable Funds committee
- To support the Trust's preparations for CQC inspection visits and respond to requests for information relating to such visits. To supports the lead role for the CQC in responding to the factual accuracy checking of inspection visit reports and for ongoing dialogue where disputes may arise regarding the findings and ratings from such inspections.
- To lead on and co-ordinate the action required to produce an Annual Governance Statement and ensure the Trust is able to provide, in its annual report, an overall assurance that the organisation has in place the necessary controls to manage its risk exposure.
- To lead on and co-ordinate the Trust Board annual self-certification event, ensuring the risk of compliance with the governance conditions of the Trust's licence are declared and the mitigation actions to maintain future compliance are clearly articulated in the annual Corporate Governance Statement.
- To manage the relationship (and contract) with the Trust's Legal Advisors, including review of these arrangements as required by the organisation.
- To ensures that a system of document control is in place in support of the organisation's

objectives.

- To ensure the Trust complies with its Constitution and that amendments are incorporated in line with correct procedures.
- To support the Trust Chair in ensuring that meetings of the Trust Board of Directors and the Council of Governors are conducted in accordance with the Trust's Constitution and that Directors and Governors are able to discharge their responsibilities. Further, to provide support to relevant Executive and Non-Executive Director colleagues to ensure that sub-committees of the Trust Board are properly constituted, with clear terms of reference.
- To support the Lead Governor in discharging his/her responsibilities, in particular in ensuring that meetings of the Governor Steering Group run efficiently and effectively in order to shape and influence the work and contribution of the Council of Governors.
- To ensure that the appropriate registers are maintained and made available as required:
  - Members, showing the constituency to which each member belongs
  - Members of the Council of Governors
  - Interests of members of the Council of Governors
  - Fit and Proper Person tests for Trust Board members
  - Declaration of Interests of Directors and all staff
- To ensure that the following information is made available, where appropriate, for public inspection:
  - A copy of the current Constitution
  - A copy of the current licence
  - A copy of the latest Annual Accounts and Auditor's Report
  - A copy of the latest Annual Report
  - A copy of the latest information as to the forward planning of the Trust
  - A copy of any given notice under Section 23
- To ensure that the arrangements are in place and adhered to for the appointment of the Trust Chair and Non-Executive Directors for the approval of such appointments by the Council of Governors.
- To be responsible for the processes for the receipt of tenders and ensuring that arrangements are in place for the safe custody and application of the Trust seal.
- To ensure the induction arrangements for new Non-Executive Directors are fit for purpose and are implemented effectively, and to provide advice and support to appointees in support of the discharge of their duties.
- In conjunction with the Trust Chair, Lead Governor and Governor Steering Group, to establish effective arrangements for the proper induction and development of Governors and to provide ongoing advice and support regarding the discharge of their duties.
- To ensure that arrangements are in place for the evaluation of effectiveness of the Trust Board of Directors and the Council of Governors, including the appraisal of the Trust Chair and Non-Executive Directors and to provide the necessary support in the application of these arrangements.
- To participate in regular meetings with Trust Chair and Lead Governor to ensure that governance issues / concerns highlighted via the Council of Governors are appropriately escalated and managed.

- In conjunction with the Trust Chair and Chief Executive to plan, arrange and agree agendas/Board briefings, reports and the subsequent minutes for meeting of the Trust Board of Directors and Council of Governors.
- To provide independent advice to the Trust Chair and Trust Board of Directors and to the Senior Independent Director, as required, and also advice on the conduct of meetings.
- To ensure the provision of adequate administrative resources to facilitate the effective working of the Trust Board of Directors and Council of Governors and relevant sub- committees and sub-groups including the Governor Steering Group.
- To provide reports and presentations to the Trust Board of Directors and the Council of Governors, as required, on all matters relating to the Trust's corporate governance responsibilities.
- To support Non-Executive Directors with their work, including ensuring appropriate administrative/clerical support.
- To ensure there are arrangements in place to provide support and direction to assist Governors with all aspects of their role, including membership, recruitment, training and development and consultation with members.
- To co-ordinate arrangements to ensure good information flows within and to the Trust Board of Directors and within the Council of Governors. [In rare circumstances, to facilitate appropriate consultation which may include ensuring that Governors receive information independently of the Trust Chair and are able to consider that information collectively and act upon it appropriately].
- To be accountable for the management of the Membership database with operational support from the Communications office.
  - The effective and secure maintenance of the membership database
  - The development and co-ordination of ideas and strategies to maximise the number and involvement of Trust members in the development of Trust Services
  - Managing the delegated membership office budget
  - Support public consultation via the membership
- To ensure that arrangements are in place for the election of public and staff Governors including:
  - Establishing members entitlement to vote
  - Obtaining the necessary declarations from candidates
  - Arranging the distribution of candidate statements
  - Arranging the issuing of voting papers
  - Arranging for the returning of ballot papers and the counting of votes
  - Declaring the results of elections
- To agree with relevant Stakeholders the arrangements for the appointment of their representatives to the Council of Governors.
- In conjunction with other key staff, to develop relationships with Stakeholder organisations (eg Healthwatch) and to identify mutually beneficial opportunities for joint working that avoid duplication and maximise work programmes.
- To support the development of the Annual Report and Accounts through the provision of the required information on the activities of the Trust Board of Directors/Council of Governors and

membership as required by NHSE/I.

- To ensure that effective arrangements are in place for the Trust Board of Directors and the Council of Governors to communicate with each other and with members.
- To oversee the implementation and regular review of the Trust's policy on Handling Interventions and Intellectual Property, including maintaining the database of all intellectual property notified and owned by the Trust and making arrangements for the services of Solicitors, Patent Agents and others, as appropriate.
- To lead on specific work programmes on behalf of the Chief Executive which do not fall within the portfolio of the Executive Directors.
- Delegated budget holder.
- Line Management responsibilities including;
  - Recruitment and selection of new team members
  - Appraisal and organisational training requirements
  - All matters relating to staff disciplinary matters, grievance, capability, sickness absence etc.
- Any other reasonable duties and responsibilities are required by the role in support of the Chief Executive and Trust Chair.

## PERSONAL RESPONSIBILITIES

It is the duty of all employees to accept personal responsibility of the practical application of the general policies and procedures of the Trust. The post holder will familiarise themselves with them, and ensure that they are understood and complied with.

The post Holder will particularly bear in mind the Trust's policy on Health and Safety at Work, Fire Procedures and Equal Opportunities. These can be obtained from the Trust Intranet.

The job description is not definitive or an exhaustive list of responsibilities but defines the key tasks and duties of the post holder. It will be subject to periodic review in the light of developments within the Directorate and/ or the Trust and any changes will be made in discussion with the post holder.

## OUR VALUES



**Kindness · Courage · Respect**

Our values have been created in partnership with our most valuable asset – our employees. Our values set out a clear statement of our purpose and ambition which is to provide the very best in patient care, all of the time. We recognise that without the shared values driven responsibility that each and every person in our teams have, we could not provide excellent services to the patients that we care for. Crucially we recognise that looking towards the future, we must continue to create a culture that enables and drives our collective values and behaviours as an absolute fundamental foundation for both our staff and the patients that we serve.

## LEADERSHIP RESPONSIBILITIES

As a direct advisor to the Trust, the Trust Board expect you to deliver your duties in line with our values based behaviours. The staff charter clearly set outs the behaviours the Trust expects from you and those behaviours we don't expect. Furthermore as a member of the Trust's leadership team you are expected to provide your staff with a working environment as outlined in the 'Employee Promise' and your endeavours to deliver this promise will be reviewed in your appraisal.

## ADDITIONAL INFORMATION PERTINENT TO ALL STAFF

### Health and safety - Healthcare associated infection

Healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, including the 'bare below the elbows' approach, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about the application of practical measures known to be effective in reducing HCAI. The Trust has the responsibility of ensuring adequate resources are available for you to discharge your responsibilities.

### Safeguarding

The Trust has in place both a Safeguarding Children Policy and a Safeguarding Adults Policy in line with national legislation. The Safeguarding Policies place a duty upon every employee who has contact with children, families and adults in their everyday work to safeguard and promote their welfare. In the event that you have concerns about possible harm to any child or adult you should seek advice and support from the Trust Safeguarding team or in their absence contact your line manager. Out of hours contact should be made with the on-call manager through switchboard.

The Trust has nominated Safeguarding Leads who act as contact points for support and advice if concerns are raised about a child or adults welfare. These individuals can be reached through switchboard during office hours, by asking for the Named Professionals for Safeguarding Children or Adults respectively.

The policies and procedures described are located on the Intranet and internet site and you should ensure you are aware of, understand and comply with these. In addition, the Trust will publicise and raise awareness of its arrangements and provide appropriate resources and training.

### Confidentiality

All information, both written and computer based, relating to patients' diagnosis and treatment, and the personal details of staff and patients, is strictly confidential. The Northern Lincolnshire and Goole NHS Foundation Trust and its employees have a binding legal obligation not to disclose such information to any unauthorised person(s). This duty of confidence is given legal effect by reference to the Data Protection Act 1998 and the 'right to privacy' under the Human Rights Act 1998. It applies to any information which is processed by the Trust (ie stored, retained, maintained as a record, amended or utilised for the Trust's purposes as an NHS Hospital), from which a living person is capable of being identified.

Individuals must observe a 'need to know' principle. No member of staff may seek out any information that they do not need to undertake their duties. This applies to clinical or other personal information of any third party.

### **Equality impact assessment**

The Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. We therefore aim to ensure that in both employment and the delivery of services no individual is discriminated against by reason of their gender, gender reassignment, race, disability, age, sexual orientation, religion or religious/philosophical belief, marital status or civil partnership.

## PERSON SPECIFICATION

POST TITLE: Trust Secretary

REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>• Membership of the Institute of Chartered Secretaries and Administrators (ICSA)</li> <li>• Masters level qualification relevant to the role, e.g. company secretary; qualifying law qualification or MBA, or relevant comparable experience in relation to the full extent of the role</li> </ul>		Application
<b>Occupational experience and abilities</b>	<ul style="list-style-type: none"> <li>• Experience of supporting at Board level in a complex, organisation including experience of working within a senior level committee or board environment.</li> <li>• Direct involvement in the development and implementation of organisation-wide strategies and policies.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of clinical and corporate governance within the NHS</li> <li>• Detailed knowledge and understanding of the structure and workings of the NHS in particular the requirements of clinical/ quality and corporate governance.</li> <li>• Demonstrable knowledge and understanding of the structure and workings within the NHS in particular the requirements of clinical, quality and corporate governance</li> <li>• Knowledge of DATIX, SHE and Health assurance systems.</li> <li>• Detailed knowledge and understanding of governance requirements within a foundation Trust including compliance with regulatory frameworks</li> </ul>	Application/ interview

<p><b>Knowledge&amp; Skills</b></p>	<ul style="list-style-type: none"> <li>• Detailed knowledge of corporate governance legislation and best practice.</li> <li>• Understanding of the roles and relationships between Chairman, Chief Executive, Executive and Non-Executive Directors.</li> <li>• Knowledge and understanding of</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Foundation Trust governance framework</li> <li>• Sound knowledge of current health policy</li> <li>• Understanding of dynamics and complexities of the NHS environment</li> <li>• Sound knowledge of corporate governance within the NHS</li> <li>• Practical knowledge of Board Assurance</li> </ul>	<p>Application/Interview</p>
	<p>corporate risk management systems and processes.</p> <ul style="list-style-type: none"> <li>• Highly developed interpersonal and facilitation skills, with ability to gain and sustain credibility with Board of Directors.</li> <li>• Ability to present well-reasoned and structured argument orally and in writing.</li> <li>• Excellent presentation skills.</li> <li>• Highly developed analytical skills.</li> <li>• Proficiency in the use of ICT applications to support efficient work activity, including the analysis, interpretation and presentation of complex data.</li> <li>• Ability to influence and negotiate within and outside an organisation.</li> <li>• Ability to explain complex matters to lay persons.</li> <li>• Ability to manage priorities in order to meet specific deadlines.</li> <li>• Good team building and people management skills</li> </ul>	<p>Framework as a governance too</p> <ul style="list-style-type: none"> <li>• Knowledge of legal and regulatory requirements pertaining to Foundation Trusts.</li> </ul>	

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to think analytically and synthesise information</li> <li>• Completer/finisher with ability to focus on detail</li> <li>• Strong interpersonal skills</li> <li>• Tenacious; demonstrates high levels of drive, enthusiasm and stamina to achieve goals and see things through.</li> <li>• Ability to work effectively in a complex and changing environment.</li> <li>• Ability to work under pressure to demanding timetables.</li> <li>• Understands the need to deliver short-term priorities and achieve long-term goals (sense of balance).</li> <li>• High degree of political awareness.</li> <li>• Displays innovative and lateral thinking.</li> <li>• Prepared to work totally flexibly.</li> <li>• High degree of self-awareness.</li> <li>• Total self-management.</li> <li>• Ability to maintain confidence, at all times.</li> <li>• Exceptionally high levels of personal integrity and loyalty.</li> <li>• Intellectual flexibility that enables the reasoned assessment of a situation and the ability to draw pragmatic conclusions.</li> </ul>	<ul style="list-style-type: none"> <li>• Experienced in making presentations to senior colleagues/ Stakeholders etc...</li> </ul>	Application / Interview
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