

## JOB DESCRIPTION

<b>POST</b>	<b>Non-Executive Director and Chair of Audit, Risk and Governance Committee</b>
<b>PAY BAND</b>	<b>£15,373 per annum</b>
<b>RESPONSIBLE TO</b>	<b>Trust Chair</b>
<b>ACCOUNTABLE TO</b>	<b>Council of Governors</b>
<b>TIME COMMITMENT</b>	<b>Minimum 6 days per month</b>
<b>TERM</b>	<b>2 years</b>

## ABOUT US

Northern Lincolnshire and Goole NHS Foundation Trust (NLAG) 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

NLAG is led by a Board of Directors which is collectively responsible for the exercise of powers and for the performance of the organisation. The Board of Directors' role is to provide active leadership to ensure that the Trust exercises its functions effectively, efficiently and economically.

As members of a unitary board, Non-Executive Directors (NEDs) have a particular duty to ensure that constructive challenge is made and should scrutinise the performance of the Executive Directors in meeting agreed goals and objectives and monitor the reporting of performance. They should satisfy themselves as to the integrity of financial, clinical and other information, and that the control mechanisms and systems of risk management are robust and defensible. We do so by operating as a Unitary Board where ownership of the issues is the Board's as a whole so that all members bring skills and expertise to the benefit of the organisation we lead which, in turn, supports our workforce and benefits the patients we serve.

NEDs are responsible for determining appropriate levels of remuneration of Executive Directors and have a prime role in their appointment, and where necessary removal, and in succession planning.



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## DUTIES AND RESPONSIBILITIES OF THE POST HOLDER

Chair the Audit, Risk and Governance Committee meetings.

This Committee supports the Board by:

- Assessing the Trust's overarching framework of governance, risk and control
- Obtaining assurances about the design and operation of internal controls
- Seeking assurances about the underlying data (upon which assurances are based) to assess their reliability, security and accuracy
- Challenging poor and/or unreliable sources of assurance
- Challenging relevant managers when controls are not working or data are unreliable

This Committee is responsible for:

- Integrated governance, risk management and internal control
- Internal audit
- External audit
- Finance reporting
- Risk management
- Counter fraud and security management
- Other assurance functions

Highlight to the Trust Board any areas of Audit, Risk and Governance Committee responsibilities where inadequate assurance or risk mitigations are available.

Provide leadership and ensure that the strategic direction of the Trust is in accordance with government policy, the Trust's Annual Plan and the terms of authorisation issued by NHS Improvement, the independent regulator of NHS Foundation Trusts.

Focus on results and outcomes and ensure the Executive Directors deliver their key objectives.

Ensure that the Trust manages risk effectively and that all risks taken can be managed.

Ensure that services are run for the people using them, with particular attention to the Trust's Vision, Strategy and Values.

Promote quality in all aspects of services and ensure that the Trust's Governance Strategy is adhered to.

Participate in those activities where it has been agreed that NED involvement would bring an external and independent perspective e.g. appointments of senior staff.

Provide independent scrutiny and challenge ensuring excellence in management is achieved.

Ensure effective stewardship through planning, strategy, control and value for money.

Work in conjunction with the Council of Governors to promote public sector values and the interests of Foundation Trust members through good corporate governance.



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## GENERAL RESPONSIBILITIES OF NON –EXECUTIVE DIRECTORS

Attend and contribute to the regular monthly Board of Directors' meetings, quarterly Council of Governors' meetings, regular Board Sub-Committee meetings as appropriate and any other Board development activities.

Attend the Annual Members' Meeting, the annual Board to Board meeting with the Council of Governors, and where appropriate, provide leadership to other Board and Council committees as agreed with the Chairman and report on activities accordingly.

Participate in ward / departmental visits.

Participate in an annual review and appraisal of own performance with the Chair and contribute to both the annual appraisal of the Chair and periodic reviews of the performance of the Board.

Support the Chair, Chief Executive and Executive Directors in the governance and stewardship of the Trust.

Provide advice and guidance on issues relevant to their own skills, expertise and experience.

## ACCOUNTABILITY WITHIN AN NHS FOUNDATION TRUST

NEDs are accountable to the Chair of the Trust who also chairs the Council of Governors.

The Council of Governors of an NHS Foundation Trust has specific responsibility for the appointment of NEDs and the Lead Governor will participate in the annual evaluation of their performance.

**Key relationships:** Trust Chair  
Chief Executive  
Directors  
Governors

**Time Commitment:** The time commitment is approximately six days per month; this includes some evenings and time set aside for reading. Meetings of the Board of Directors take place monthly; committee meetings are either monthly or less frequently.



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## OUR VALUES

### Kindness

**We believe kindness is shown by caring as we would care for our loved ones**

- I will be compassionate, courteous and helpful at all times
- I will be empathetic, giving my full and undivided attention
- I will show I care by being calm, professional and considerate at all times

### Courage

**We believe courage is the strength to do things differently and stand up for what's right**

- I will be positively involved in doing things differently to improve our services
- I will challenge poor behavior when I see it, hear it or feel it
- I will speak up when I see anything which concerns me

### Respect

**We believe respect is having due regard for the feelings, contribution and achievements of others**

- I will be open and honest and do what I say
- I will listen to and involve others so we can be the best we can be
- I will celebrate and appreciate the successes of others

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 patient care, all of the time. We recognise that without the shared values driving 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 a fundamental foundation for both our staff and the patients that we serve.

## 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.



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## 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 below 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. NLAG 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 2018 and the 'right to privacy' under the Human Rights Act 1998. It applies to any information which is processed by the Trust (i.e. 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 Foundation 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.



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**PERSON SPECIFICATION**

**POST TITLE: Non-Executive Director – Chair of Audit, Risk and Governance Committee**

REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>Evidence of recent professional and managerial development</li> <li>Relevant academic qualification or demonstrable experience at that level</li> <li>Qualification and membership with CIPFA, ACCA or CIMA</li> </ul>		Application
<b>Occupational experience and abilities</b>	<ul style="list-style-type: none"> <li>A professional background in public, private or third sector management at board level (or equivalent)</li> <li>Experience of the operation of a large complex organisation</li> <li>Managerial and leadership insight across the full range of corporate functions</li> <li>Experience of risk management and internal control</li> <li>Extensive experience in managing financial budgets, and of strategic planning and options appraisal</li> <li>Track record of delivering against defined KPIs and of holding others to account for performance</li> <li>Extensive experience of providing independent challenge and scrutiny</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of chairing committees</li> <li>Professional experience in risk, governance, or audit</li> <li>Experience of working in a regulated environment</li> <li>Experience of leading or managing significant cultural change in the working environment</li> </ul>	Application / Interview / Assessment
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Politically aware, able to engage and influence others, with effective working relationships internally and externally</li> <li>Track record and understanding of large-scale change in a highly complex environment</li> </ul>	<ul style="list-style-type: none"> <li>Skills in critical appraisal of research / evidence</li> <li>Project management experience</li> <li>Sound understanding of</li> </ul>	Application / Interview / Assessment

	<ul style="list-style-type: none"> <li>• Ability to act independently whilst supporting organisational functions to develop</li> <li>• Personal credibility at Board level</li> <li>• Ability to ensure effective stewardship through planning, strategy, control and value for money.</li> <li>• Analytical skills relating to performance targets and strategic objectives</li> <li>• Excellent presentation skills in both verbal and written forms, standard keyboard skills</li> </ul>	the NHS modernisation agenda along with a clear understanding of the national and local agenda	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Must demonstrate a commitment to adhering to the ethical standards detailed in the Seven Principles of Public Life (Nolan Principles)</li> <li>• Must demonstrate evidence of personal insight, sound judgement and drive for improvements both personally and organisationally</li> <li>• Must be positive, enthusiastic and optimistic displaying confidence and exhibiting a presence and vision</li> <li>• Must be an approachable and effective role model, demonstrating the Trust's values of Kindness, Courage and Respect.</li> <li>• Must meet the independence criteria for Non-Executive Directors and meet the Fit and Proper Persons Requirement as defined in the Health and Social Care Act 2008 (Regulation of Regulated Activities) (Amendment) Regulations 2014</li> </ul>		Application / Interview / Assessment