

## **ROLE DESCRIPTION**

### **CHAIR – HUMBER NHS FOUNDATION TRUST**

**Working Hours:** 14 days per month  
**Accountable to:** Council of Governors  
**Based at:** Trust Headquarters Willerby

#### **Role Summary**

The Chair will lead both the Board of Directors and the Council of Governors and play a pivotal role in the success of the Trust. The Chair will also chair the executive remuneration committee agreeing executive terms and conditions and succession planning. The Chair reports to the Board of Directors and is accountable to the Council of Governors for the performance of the Board. It is the Chair's role to ensure that the Board of Directors and Council of Governors work effectively together.

The Board of Directors is collectively responsible for agreeing the strategic direction of the organisation and for the success of the Foundation Trust, by directing and supervising its affairs. Working closely with the Chief Executive, the Chair is responsible for maintaining financial viability, using resources effectively within appropriate financial controls, ensuring high levels of probity and value for money and to deliver high standards of clinical governance and patient care ensuring that all relevant health standards are met within the trust's Licence conditions as a Foundation Trust. The Chair is the guardian of the Board of Directors decision making process.

The Council of Governors represents the interests of the foundation trust's members, the public and partner organisations and hold the Non-Executive Directors individually and collectively to account for the performance of the Board of Directors. The Council of Governors have statutory powers and duties as set out in the NHS Act 2006 and the Health and Social Care Act 2012.

Other than the Chief Executive, no executive reports to the Chair except the trust secretary who should have a dotted line to the Chair on board governance matters. The Chair oversees the operation of the Board of Directors and sets its agenda dealing with the important issues facing the trust. The Chair also ensures that the Directors and Governors receive timely and accurate information.

The Chair facilitates effective discussion and decision making through a variety of meetings and sub committees – each working within specific terms of reference. Non-Executive Directors understand their accountability, individually and collectively, to the Council of Governors for the performance of the Board and ensures that Governors monitor their performance.

The Chair is the Trust's ambassador within the local community as well as its representative at a regional and national level. The Chair will also set clear expectations concerning the Trust's culture, values and behaviours, including setting the style and tone of discussions at Board meetings.

#### **Responsibilities / Accountabilities:**

## **Chair of the Board**

### **Board Leadership and Strategy**

- To uphold the values of the Trust and to ensure that the Trust promotes equality and diversity for all of its patients, staff and other stakeholders
- To protect the reputation and ensure the long term sustainability of the Foundation Trust
- To lead the Board in setting the strategic direction of the Trust
- To establish clear objectives to deliver the agreed plans and strategy to meet the Licence conditions and regularly review performance against those objectives
- To ensure the effective implementation of Board of Director decisions, holding the Chief Executive accountable for their effective management and delivery
- To develop a constructive relationship with the Chief Executive and Board of Directors, providing support and guidance while respecting executive responsibility, including conducting a performance appraisal of the Chief Executive at least annually
- To provide coherent leadership to the Foundation Trust, including, in conjunction with the Chief Executive, representing the Foundation Trust to patients and carers, members, government, fellow NHS bodies, regulators, the media and wider stakeholders.

### **Governance and Compliance**

- To ensure the Trust operates within the highest standards of probity, value for money and governance at all times
- Through the operational leadership of the Chief Executive maintain Commissioner Requested Services and retain protected property as defined in the Licence conditions
- With the assistance of the Trust Secretary, promote the highest standards of corporate and clinical governance in compliance with the *NHS Foundation Trust Code of Governance* and other regulatory requirements and best practice, where appropriate
- Provide vision to the Foundation Trust to capitalise on the freedoms it enjoys as a result of its status
- To ensure an annual cycle of Board of Directors meetings is put in place and to ensure Board meetings are conducted in an appropriate manner and that all board directors are free to contribute
- To ensure the provision of accurate and timely information to the Board of Directors at all times and to ensure the required committees are established and operate effectively
- To facilitate the effective contribution at Board of Directors and committee meetings and encourage active engagement and constructive challenge by and between all board directors.
- To promote effective communications and engagement with Members and to ensure, where relevant, that the Board of Directors is aware of the views of the Council of Governors when it takes decisions. In particular to ensure that their views are reflected in the Annual Plan submitted to Monitor
- To establish and build a constructive relationship with Monitor, and other healthcare inspectorates and regulators.
- To ensure an effective annual appraisal process is in place to assess, and if appropriate develop, the performance of Non-Executive Directors in liaison with the Council of Governors
- To review the performance of the Board of Directors and with the Chief Executive to identify individual and collective development needs

- To be an ambassador for the Trust and to represent the Trust with national, regional or local bodies or individuals. To ensure that the views of a wide range of stakeholders are considered

### **Chair of the Council of Governors**

- Provide leadership to the Council of Governors and ensure that it discharges its statutory powers and duties in accordance with relevant legislation, the Trust's Constitution and the conditions of its Licence
- To ensure a fair and open election for new Governors is applied in accordance with the Trust's Constitution and to ensure the timely appointment of nominated Governors as required
- To ensure Governors both individually and collectively are given effective induction and ongoing support, including appraisal and development, to undertake their role
- To ensure the agenda of Council of Governors meetings reflects the Trust's business and takes account of the views of Governors
- To ensure effective communication and engagement between the Board of Directors and the Council of Governors
- To ensure the provision of accurate timely information to the Council of Governors
- To set the tone and style of Council of Governors discussions that facilitates effective decision making and constructive debate and gives all Governors the opportunity to contribute
- To ensure the Council of Governors has the means and support for effective communication with Members and with the Trust's wider constituency
- To ensure that the policy for the composition of the Council of Governors and the Trust's membership strategy is reviewed in line with the Constitution.



## **HUMBER FT CHAIR PERSON SPECIFICATION**

### **Eligibility and commitment**

- Be eligible to be a public member of the Trust (see the Trust Constitution)
- Not be disqualified by the criteria set out in the Trust Constitution
- Sufficient time to commit to the role
- Able to sign up to the Trust Code of Governance and the Nolan Principles of public life

### **Background and Experience**

- Significant successful board leadership experience in an organisation of similar size and complexity whether in the private, public or voluntary sectors
- Previous experience as a non-executive director or equivalent
- Experience of building successful alliances and working relationships with a complex range of stakeholders
- Strong business acumen supported by knowledge of corporate governance, strategic planning, risk and performance management
- Extensive track record of organisational change and business growth
- Evidence of successfully driving a culture of continuous improvement in quality
- A successful strategic thinker with a breadth of vision beyond organisational boundaries, whether functional or geographic
- Evidence of exercising independence of judgement
- Experience of holding senior management teams to account and, in turn, accustomed to a high level of accountability

### **Knowledge and Abilities**

- Ability to think strategically, understand complex issues and make decisions pragmatically.
- Highly developed leadership skills and the ability to lead to achieve high performance standards
- Politically astute, able to grasp relevant issues and understand the relationships between interested parties.
- Appreciation of the difference between governance and management
- Excellent engagement and communication skills with a wide range of audiences: staff, patients and carers, the media and other stakeholders
- Evidence of strong financial competence gained in a tough financial environment
- Sound knowledge of corporate governance and an appreciation of the principles of accountability within a Foundation Trust
- Able to demonstrate an interest in healthcare issues and a high level of commitment to patients, carers and the community
- Strong interpersonal skills. Lead board directors and Governors as a team to meet common goals and ensure they utilise their skills and experience for the good of the organisation

### **Personal Attributes**

- Personal integrity and commitment to openness
- Able and willing to engender respect from others and ensure board member views are listened to and considered. A good listener and disciplined speaker, able to weigh up arguments and summarise for others.
- Team building skills
- Intellectual calibre to grasp complexity
- Enabling style with good facilitation skills
- Evidence of commitment to Humber's values
- Strong communicator at all levels

