

Trustee and Chair of the Subsidiary Board

Recruitment pack

May 2022



Welcome. I am delighted that you are interested in applying to become a trustee and the next chair of the subsidiary board at the NHS Confederation. This is an exciting time for our organisation and a period of unprecedented challenge for the health and social care sector as a whole and consequently there has never been a more important time to take on a voluntarily national leadership role of this nature.

The NHS Confederation is the largest representative body of health and social care across the UK and together with our new CEO, our trustee board has an exciting and urgent strategy that places patients and citizens at the forefront of our thinking. We are working with, supporting and challenging leaders across the UK, to innovate and transform our healthcare systems to help improve the NHS and the nation’s health. We are right at the sharp end of influencing governments and policy around building a future strong and resilient NHS and health infrastructure that can meet the future needs of the UK and ultimately improve the nation’s health.

We recognise, as do our members, that the NHS will only be sustainable with major reforms in the way services are organised and delivered, and we believe we have a vital role in supporting change while speaking truth to power. If you are keen to help drive forward this transformation, have the skills and passion, and are able to contribute to debates and make sound decisions, then we want to hear from you. I am particularly keen to ensure our trustee board is reflective of people from all backgrounds, identities and experiences, who can also hold the NHS Confederation to account on its commitment to equality, diversity and inclusivity and help us to ensure we are delivering the very best governance of such a vital organisation.



Lord Victor Adebowale
Chair, Board of Trustees, NHS Confederation

About the NHS Confederation



The NHS Confederation is an independent membership body that brings together and speaks on behalf of organisations that plan, commission and provide NHS services in England, Wales and Northern Ireland. We represent hospitals, community and mental health providers, ambulance trusts, primary care networks, and integrated care systems.

We have offices in England, Wales, Northern Ireland and Brussels.

The NHS Confederation's members are drawn from every part of the health and care system and join 560+ organisations connected to the NHS Confederation.

We have three roles:

- to be an influential system leader
- to represent our members with politicians, national bodies, the unions and in Europe
- to support our members to continually improve care for patients and the public.

Our values

- Respectful
- Inclusive
- Bold
- Collaborative
- Act with integrity

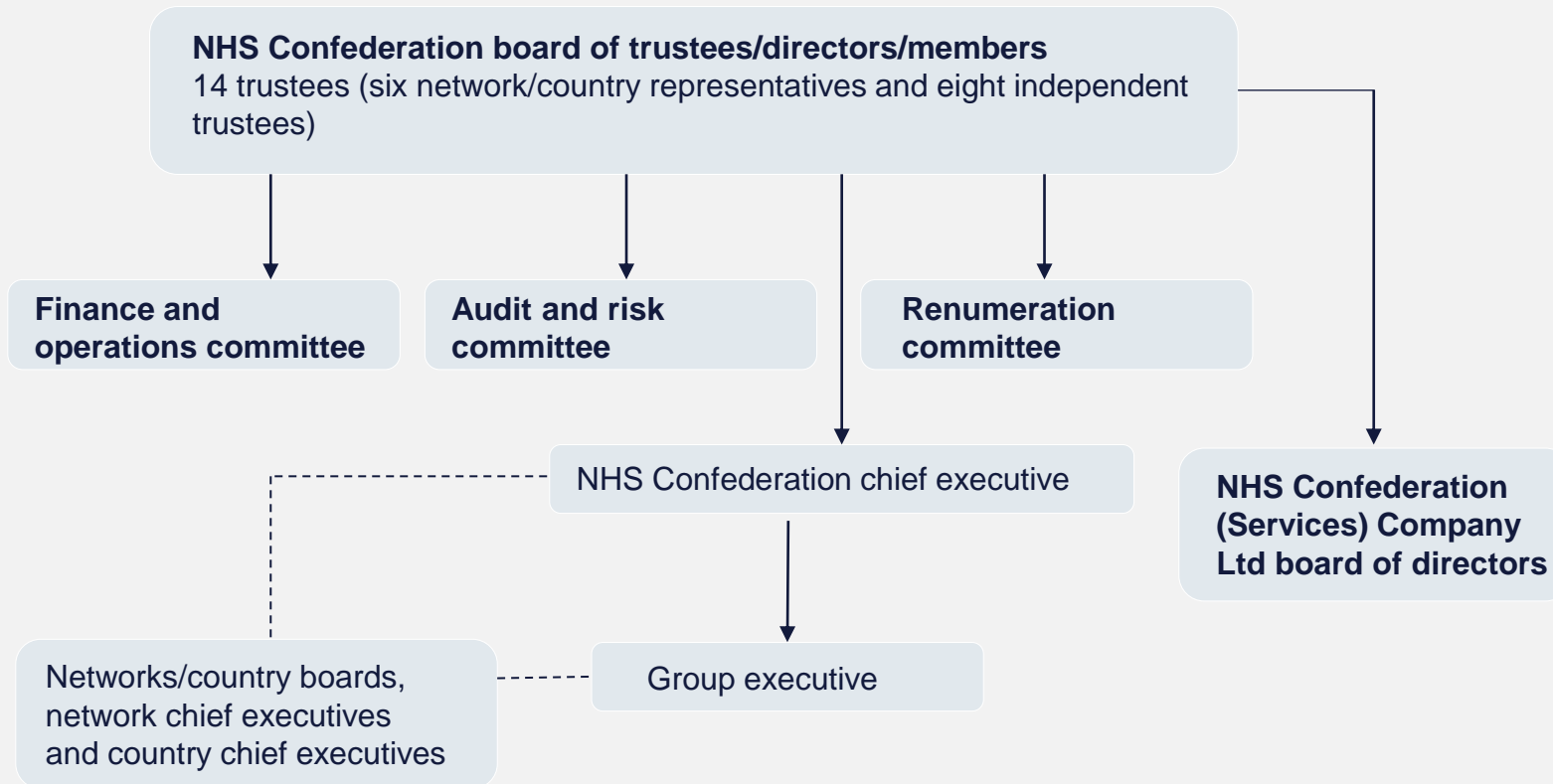
For more information on who we are, please visit:

<https://www.nhsconfed.org/what-we-do>

Our governance



Governance structure



The NHS Confederation is a charitable company subject to the regulations of the Charity Commission (charity number: 1090329) and Companies House (company number: 04358614).

The NHS Confederation is governed by a board of trustees. The trustees are collectively responsible for setting the organisation's strategic direction, monitoring the delivery of the organisations objectives and upholding its values and governance. The board is supported by three subcommittees.

The NHS Confederation also has a subsidiary trading company, The NHS Confederation (Services) Company Limited (company limited by guarantee, company number: 05252407) through which all non-charitable activity is managed, such as conferences, sponsorship and exhibitions.

Biographies of the NHS Confederation's current board members can be found here: <https://www.nhsconfed.org/what-we-do/our-people>

The role and skills of a trustee



The role of an NHS Confederation trustee

The primary role of our trustees is to ensure good governance of the NHS Confederation, ensuring that the purpose of the charity is fulfilled, and the organisation is well managed and financially viable while working within the requirements of its regulators and the law.

The Charity Commission sets out the six main duties of a charity trustee in its formal guidance setting out the legal responsibilities of a trustee:

1. Ensure your charity is carrying out its purposes for the public benefit.
2. Comply with your charity's governing document and the law.
3. Act in your charity's best interests.
4. Manage your charity's resources responsibly.
5. Act with reasonable care and skill.
6. Ensure your charity is accountable.

For more information, please visit:

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>

Specific responsibilities

The responsibilities of a trustee of NHS Confederation are as follows:

- Ensuring the NHS Confederation complies with its governing documents, Charity Law and Company Law.
- Setting the strategic direction for the NHS Confederation group.
- Approving the annual business plan, budget and annual report and accounts for the NHS Confederation and its trading subsidiary.
- Ensuring the NHS Confederation uses its funds and assets reasonably and responsibly, and only in support of the charity's objects.
- Ensuring appropriate policies and procedures are in place and regularly reviewed.
- Ensuring risks are monitored and managed effectively.
- Managing conflicts of interest appropriately.
- Ensuring the board has the appropriate skills, experience and working practices in place to deliver good governance.
- Acting in the best interest of the NHS Confederation at all times.

Expected personal skills and qualities for all trustees

- A commitment to the NHS Confederation and its vision, mission and values.*
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.*
- Appreciation of the nature of risk management at board level.*
- Ability to distil complex information and bring a pragmatic approach to its application.
- Independent, innovative, strategic and creative thinker.
- Sound judgement and political sense.
- A willingness to speak their mind.
- Ability to work collaboratively and effectively with other trustees and the executive group.
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Highly effective communication and interpersonal skills.

* training and support can be given in these areas to fully understand the legal responsibilities and our approach to risk management, but a willingness and appreciation of their importance is essential.

Requirements

In order to carry out your duties as a trustee you will be required to:

- devote sufficient time and energy to the effective governance of the charity, including reading papers for meetings via Convene, attending board meetings and, where relevant, committee meetings
- devote the necessary time and effort to developing a good understanding of the NHS Confederation and its activities, including undertaking mandatory training and undertaking other preparatory work
- Contribute to the decisions of the board using your skills, knowledge and experience and share responsibility for all board decisions taken.

The role and skills of the subsidiary board chair



- Chair meetings of the Subsidiary Board and ensure appropriate reporting to the NHS Confederation trustee board
- Build a strong relationship with the Chair of the parent charity to ensure appropriate alignment with charitable objectives
- Lead and develop a strong Subsidiary Board that adheres to relevant laws and best practice, not least around financial reporting
- Establish and maintain a clear boundary between the parent charity and its trading subsidiary to avoid any possibility that charitable resources are used for non-charitable purposes
- Work with the Executive Team to oversee appropriate and successful income streams to the trading subsidiary that will in turn support the charity's objectives

Essential skills and experience

- Strong Business acumen skills with an entrepreneurial mind-set
- Understanding of the governance requirements and best practice around charity trading subsidiaries

Desirable skills and experience

- Experience of chairing Board/Committee level meetings
- Experience of trading subsidiaries
- Experience of income generation and innovation around developing new income streams
- Experience of developing and implementing income generation strategies
- Experience of delivering income diversification activities

Our offer



Commitment to equality, diversity and inclusion

The NHS Confederation is an anti-racist organisation committed to equality, diversity and inclusion. The Confederation recruits, develops, promotes and values people without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, disability or age. The board welcomes applicants from people from all backgrounds and with all different kinds of life experiences who can bring these aspects of lived experience and expertise to their work as a trustee.

Safeguarding

The board of trustees has a strategic responsibility for ensuring effective safeguarding practice throughout the organisation. All trustees should ensure that they are aware of their safeguarding responsibilities and take responsibility for promoting safeguarding at all times. All trustees need to complete a standard DBS check before their appointment to the board.

Terms of appointment

Term of office

Trustees are appointed for an initial three-year term with the opportunity to extend for up to a further three years.

Time commitment

Five board meetings per year plus at least one board/committee membership with between two to four additional meetings per year.

Trustees are also expected to attend occasional public or private events, for example, board strategy sessions, board training session and a board awayday session.

All trustees are required to complete organisation-wide mandatory training and allow time for reading board and committee papers.

Remuneration

The role of trustee is unremunerated. Travel expenses, directly incurred in the role as trustee on official business for the NHS Confederation, can be reimbursed.

Location of meetings

London/Leeds/remote

Application process



To apply to become a trustee, please email the following to: governance@nhsconfed.org

- a completed application form
- details of your availability on the dates provided in indicative timetable
- suitable daytime and evening telephone and email contact details.

The closing date for applications is **5pm on Wednesday 8 June 2022**

If you have any queries about any aspect of the appointment process, need additional information or wish to have an informal and confidential discussion, please contact: Amy Rose, Head of Governance and Compliance at amy.rose@nhsconfed.org

Timetable (subject to confirmation)

Applications closing date	5pm, Wednesday 8 June 2022
Shortlisting	Week commencing 13 June 2022
First interview	Week commencing 27 June 2022 – date TBC
Invitation to second interview	TBC, if required
Second interview/final selection panel	TBC, if required
Appointment made	Thursday 28 July 2022 (subject to satisfactory pre-appointment checks and Board approval)

