

# **Trustee and Chair of Finance and Operations Committee**

Recruitment pack

January 2022



Welcome. I am delighted that you are interested in applying to become the next finance and operations committee chair 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**

- Voice
- Openness
- Integrity
- Challenge
- Empowerment

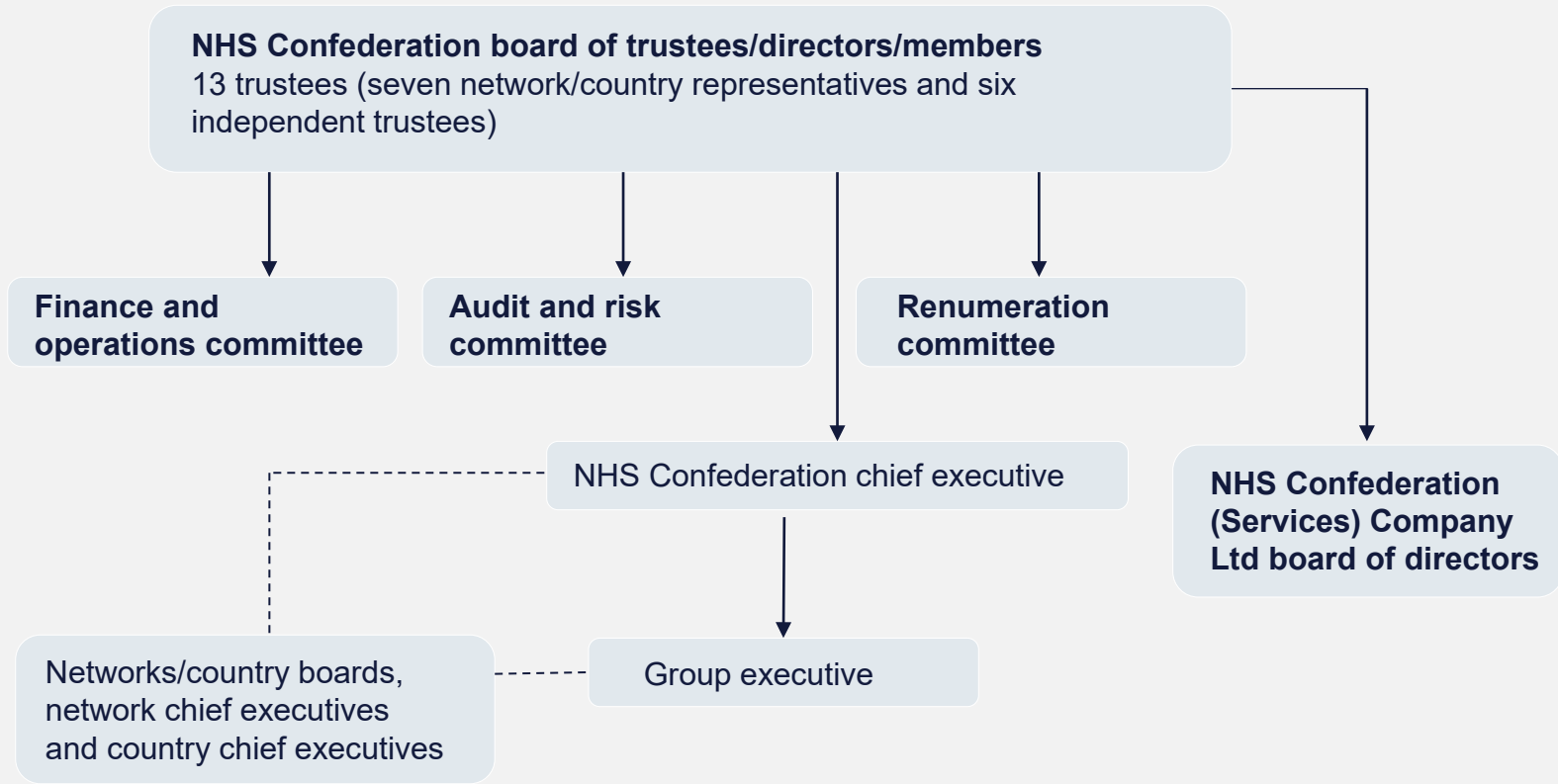
**For more information on who we are, please visit:**

<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 finance and operations committee chair



- To chair Finance and Operations Committee.
- To approve the agenda and draft minutes of Finance and Operations Committee meetings as advised by the director of finance and IT and the governance manager.
- Ensure that the Finance and Operations Committee is acting in accordance with its terms of reference with the support of the director of finance and IT and governance manager.
- To provide strategic support to the director of finance and IT and the wider finance team and oversee the presentation of regular management accounts and financial reports to trustee board.
- To advise the trustee board on the financial implications of NHS Confederations activities, and its present and future financial needs.
- To keep trustees informed about their financial duties and responsibilities including compliance with relevant legislation and charity commission guidance.
- To provide financial oversight and advice to the trustee board in relation to NHS Confederation's annual budgets and strategic projections.
- To ensure all financial information is provided to trustees in a way that trustees can make informed collective decisions surrounding financial governance.

- To ensure that NHS Confederation's annual trustees' report and accounts give a true and fair view record of NHS Confederation's financial position.
- To ensure that procedures and policies are in place to maintain NHS Confederation's financial stability and direct on the reserves policy and cash and investment policy.
- To prepare an annual report of the Finance and Operation Committee's work programme.
- To take a lead in recommending the appointment of investment managers.

### Essential skills and experience

- Financial qualifications and experience.
- An understanding of financial governance.
- The skills to analyse proposals and examine their financial consequences.
- An ability to engage effectively in financial strategy and funding relationships.

### Desirable skills

- Previous experience of chairing board/committee level meetings.
- An understanding of wider financial markets and investment strategies.
- A broader understanding of operational issues including IT, data security and insurance.
- Experience of overseeing major infrastructure projects.

# 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 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](mailto: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 23 February 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](mailto:amy.rose@nhsconfed.org)

**Timetable** (subject to confirmation)

<b>Applications closing date</b>	5pm, Wednesday 23 February 2022
<b>Shortlisting</b>	Week commencing 28 February 2022
<b>First interview</b>	Tuesday 8 March 2022
<b>Invitation to second interview</b>	Tbc, if required
<b>Second interview/final selection panel</b>	Tbc, if required
<b>Appointment made</b>	Thursday 24 March 2022 (subject to satisfactory check)

