

JOB DESCRIPTION

FOUNDATION TRUST CHAIRMAN

Post: Foundation Trust Chairman
Accountable to: Governors' Council

1. ROLE SUMMARY

The Chairman will lead both the Board of Directors (the Board) and the Governors' Council and is the Trust's lead representative within the local community. He/she must ensure high standards of probity and governance and that the Trust remains within its Terms of Authorisation.

He/she will uphold the values of the Foundation Trust by example, and to ensure that the Foundation trust promotes equality and diversity for all its patients, staff and other stakeholders.

2. PRINCIPLES

The Board of Directors is collectively responsible for the success of the Sheffield Teaching Hospitals NHS Foundation Trust by directing and supervising its affairs. This includes:

- Responsibility to maintain financial viability.
- Using resources effectively within the appropriate financial controls.
- Ensuring high levels of probity and value for money.
- Ensuring that patient safety, clinical outcomes and patient experience are maintained and improved.

The postholder must live in Sheffield or its environs and demonstrate high standards of corporate conduct and personal probity.

3. GENERAL RESPONSIBILITIES

- To lead the Board and Governors' Council in setting the strategic direction of the Trust in the context of a challenging economic environment. To recognise and successfully manage the tension inherent in being the chair of both bodies.
- To lead the Trust, in conjunction with the Chief Executive, in ensuring that the Trust fulfils its duty of partnership in the local health and social care system.
- To ensure the Trust complies with the Terms of Authorisation, the Constitution and any other relevant legislation.
- To ensure effective communications are maintained between the Board and the Governors' Council and that the Board, in reaching decisions, is aware of the views of the Governors' Council, as appropriate.

- To ensure high standards of governance are maintained.
- To develop a constructive, frank and open relationship with the Chief Executive through regular communication and meetings in the furtherance of the Foundation Trust's best interests and to provide support and advice while respecting executive responsibility.
- To ensure the provision of accurate, timely and clear information to Directors and Governors.
- To set the tone and style of Board discussions which facilitate effective decision-making and constructive debate and ensure, through the Chief Executive, effective implementation of decisions.
- To safeguard the good name and reputation of the Trust.
- To ensure, with the Chief Executive, effective communication with the Foundation Trust's members.
- To build and maintain an effective Board, and with the Governors' Council, initiate change and plan succession in Non-Executive Director appointments.
- To lead the Board in setting the Trust's values and standards.
- To ensure a constructive working relationship with Monitor.
- To support and challenge, where appropriate, the Chief Executive and other Directors to ensure that the Board conforms to the highest standards of governance and makes appropriate decisions.
- To ensure regular performance evaluation of the Board, its committees and individual Directors and to act on the results of such evaluation by ensuring appropriate training/development where necessary to enhance its overall effectiveness as a team.
- To represent the Trust with national, regional and local bodies, to ensure that the views of a wide range of stakeholders are considered and to be an ambassador for the Foundation Trust.
- To chair committees or sub-groups of the Board charged with specific activities to support the delivery of services, eg Finance Committee, Remuneration Committee.

4. BOARD RESPONSIBILITIES

Ensure that, through the leadership of the Chief Executive, the Board:

- Establishes effective sub-committees with appropriate Non-Executive Director involvement.
- Establishes clear objectives to deliver the agreed plans and meet its Terms of Authorisation and regularly to review performance against objectives.
- Maintains financial viability, uses resources effectively and controls and reports its finances in accordance with the requirements set by Monitor.

- Promotes or makes facilities available for research and development and healthcare education, in conjunction with universities, further education institutions and research funding bodies.
- Participates in a full, formal and tailored induction programme and subsequent development activities, facilitated by the Trust Secretary.
- Works with Primary Care Trusts and local consortia (as determined by the Health Bill 20011) to ensure the effective delivery of services commissioned through contractual arrangements.
- Meets all statutory requirements, legal and contractual requirements, safety hazard notices and advice relating to safety of the public, staff and patients, personal privacy and patient confidentiality.

5. GOVERNORS' COUNCIL RESPONSIBILITIES

In addition to those tasks relevant to the Governors' Council listed in the general responsibilities above, to:

- Chair Governors' Council meetings and give direction to the work of the Council.
- Ensure that the statutory duties of Governors are fulfilled.
- Ensure a proper flow of information between the Board and the Council.
- Ensure an effective communications strategy is maintained to keep members and stakeholders informed.
- Ensure that Governors performance is regularly appraised with the provision of appropriate training and leadership development to enable Governors to fulfil their role effectively.

6. OTHER RESPONSIBILITIES

- To represent the Trust at community functions and meetings and act as a spokesperson.
- To be aware of the key clinical issues facing the Trust and clinical opinion about such issues.
- Conduct a performance appraisal of the Chief Executive at least annually.
- With the Trust Secretary, ensure that all administrative aspects of Board and Governors' Council meetings are properly executed in accordance with the requirements of the Constitution.

7. TIME COMMITMENT

This is currently 3 to 3½ days per week (on average). This may be during the working day or in the evening. All members of the Board of Directors are required to attend the monthly meetings of the Board.

8. APPOINTMENT, TENURE AND TERMINATION OF OFFICE

The Chairman is appointed as a non executive postholder for an initial period of four years, subject to satisfactory appraisal at the end of one year and annually thereafter. The appointment may be renewed for a second four-year term, subject to the

approval of the Governors' Council. A third term will only be considered in exceptional circumstances. The Chairman may be removed from office by Monitor or the Governors' Council, in accordance with the Constitution.

This is a public appointment or statutory office and is not subject to the provisions of employment law. The Chairman is an appointee not an employee. To ensure that public service values are maintained at the heart of the NHS, all Directors are required on appointment to agree to abide by the Code of Conduct for the Trust's Board of Directors.

Neil Riley
Trust Secretary
2 June 2011