



**Hounslow & Richmond
Community Healthcare**
NHS Trust



Kingston Hospital
NHS Foundation Trust



Chair in Common

Candidate information pack

January 2024

We value and promote diversity and are committed to equality of opportunity for all and appointments made on merit. We believe that the best boards are those that reflect the communities they serve.

We particularly welcome applications from women, people from the local black and minority ethnic communities, and disabled people who we know are under-represented in chair and non-executive roles.

Our recruitment processes are conducted in accordance with the Code of Governance to ensure that they are made on merit after a fair and open process so that the best people, from the widest possible pool of candidates, are appointed.

Welcome

A welcome from the Lead Governor and the Senior Independent Director

We are delighted that you are interested in joining the Board of Hounslow and Richmond Community Healthcare NHS Trust (HRCH) and Kingston Hospital NHS Foundation Trust (KHFT), as our Chair. We are two fantastic organisations, and we are very proud of the services we provide to our residents, across a broad range of clinical specialties.

Our teams deliver outstanding care, working across a wide range of roles in community and hospital settings, based mainly in South West London. Our staff are immensely talented, committed and passionate about working together to deliver the best possible care.

Teams and individuals across both organisations have been recognised in numerous national awards and have contributed to best practice guidance. Our organisations are rated good (HRCH) and outstanding (KHFT) by the Care Quality Commission, and we are particularly proud of our elective work and our maternity and oncology specialties, which consistently receive glowing feedback from our patients and service users.

We are seeking to recruit a Chair who will support us to set the tone for our organisations, acting as a role model for a culture which is inclusive, respectful, and which values and celebrates our differences, enabling us to continually improve our place of work and the care we provide.

We need someone with a passion for the work we do, who can promote the benefits of integration across community and acute care, and with the right level of experience of working in fast-paced and complex organisations. Importantly, you will need to bring a willingness to engage with and listen to the views of patients, staff, partners and the public to help us deliver safe, effective and compassionate care that meets the needs of our diverse population.

This is an exciting time to join our partnership as we move forward with our plans to better integrate our services, through a formal merger. We believe this will streamline and improve care for local people, breaking down organisational barriers to achieve better outcomes and experiences for our patients, whilst giving our staff more fulfilling career opportunities.

We are looking for someone who can provide robust leadership throughout this period, displaying a high level of commitment to providing safe and effective services to the communities that we serve.

This is a unique opportunity to make a positive difference to the health and wellbeing of thousands of local people by embracing innovation and partnership. Our information booklet will provide you with some detailed information and will hopefully give you a sense of who we are as organisations and what we are trying to achieve. Thank you for your interest and we look forward to hearing from you.



Cathy Maker
Lead Governor



Debbie Alder
Non-Executive
Director and Senior
Independent Director

The opportunity

This is a unique opportunity to lead across acute and community services to deliver outstanding care to the local population. The post-holder will be Chair of the Trust Boards at both Hounslow and Richmond Community Healthcare NHS Trust and Kingston Hospital NHS Foundation Trust.

HRCH and KHFT have been working closely together since 2020 when the Chair of Kingston Hospital was appointed as Chair in Common across both organisations. The aim of the partnership, known as Better Together, is to achieve greater alignment between acute and community services and find opportunities for integration which benefit patients, staff, and the wider system.

In April 2021, a single Chief Executive Officer (CEO) was appointed to lead both organisations, and in April 2022, a single executive team was formed. Alongside these senior appointments, corporate areas, including HR, finance, IT and communications, have begun to align to maximise efficiency and ensure parity of support for clinical teams.

In 2023, we began engaging with colleagues on a new joint strategy to capture the priorities, challenges and aspirations for holistic healthcare across Hounslow, Kingston and Richmond.

This approach aligns to the overall direction of the integrated care system in which we sit (South West London) for providers to work in more integrated ways: breaking down boundaries and working together to tackle health inequalities, supporting children and young people, promoting self-care, targeting mental health, and establishing greater community-based support for older and frail people. It also follows the direction of the government's integration White Paper, which focuses on the primacy of place and working collectively for the benefit of local populations.

Our strategy will help to deliver on these regional priorities, and respond to the Fuller Report which proposed a shift of focus from traditional approaches, to the importance of integrated 'place based' teams, wrapping care around patients and their families, in the places that they work and live.

Moving towards a formal merger

As the natural next step in our partnership, the Committee in Common approved the strategic outline case for a formal merger between the two organisations in July 2023. This has subsequently been submitted to NHS England before we can proceed to the next stage of our journey together. If approved, we expect the merger to be completed by the middle to end of 2024.

Hounslow separation

For some time, North West London has expressed a desire to re-establish HRCH's Hounslow-based services with a provider that is fully within the ICB area. In 2023, North West London started a consultation to select a new provider and we have been in extensive engagement with staff who are likely to be affected by this change.

It is expected that the leadership of Hounslow's community services will move to a NW London provider in 2024.



Your Healthcare

In parallel, HRCH has been providing increasing degrees of leadership and oversight to Your Healthcare (YH), a community interest company delivering community services in Kingston, and now holds the Lead Provider contract. This leadership role was formalised in a partnership agreement from 1 April 2021.

Assuming the merger between HRCH and KHFT is successful, it is likely that the organisation would eventually seek to bring YH more formally within the partnership.

Our identities are important and something that we need to cherish and enhance. We must preserve the things that make us outstanding in terms of the quality of services that we deliver as well as continuing to be great places to work in order to continue to attract the best talent and build our resilience.

Both HRCH and KHFT are high performing trusts and best in class for quality and staff experiences as evidenced in their staff and patient surveys as well as performance targets and awards.

As we move forward in our integration journey, we will need to focus on staff engagement and culture to ensure that we bring our people with us and continue to provide high quality services which focus on the needs of individuals as well as tackling the wider determinants of health for our residents.

Key challenges

- Staff health and wellbeing
- Staff recruitment and retention
- Urgent and emergency care
- Community and acute services recovery
- Developing our long-term strategy
- Further developing our Better Together partnership
- Collaboration with partners
- Living within our means



Our shared strategic objectives

In 2023 HRCH and KHFT developed a set of shared strategic objectives for the delivery of Thriving Places, Thriving Services and Thriving People.

Thriving places

We will work with our partners to ensure that local health and care services are designed and delivered in a way that responds to the needs of our populations.

We will work to understand population health data, and commit to work outside of our organisational boundaries to meet the needs of individuals.

We will support the development of integrated teams, with all health and care services built around the primary care geography of need.

Thriving services

Where it makes sense, we will work with partners in developing a network of specialist secondary and community-based care services which receive recognition for the excellence of care delivery.

We will maximise our digital capabilities to develop innovative, cutting-edge specialist

services. Within our services, we will deliver our annual quality priorities:

- Providing sustainable seven-day services with a model that works for service users and staff
- Delivering exemplar services that attract external candidates for training fellowships following completion of their training
- Building upon our reputation for excellence in care, supporting and working with our tertiary centre but also developing our own cohort of more specialised services
- Services that are consistently delivered in line with recognised standards which are efficient and provide the best outcomes for our patients
- Being the “specialist” in the generalist aspects of community care

Thriving people

We are nothing without our people and we are committed to supporting our people in the work they do, either at ‘Place’ or as part of a more specialised service – so they can operate at the top of their licence. We pledge to deliver an offer that holistically supports our workforce to be the best they can be.



Thriving places

- Improve the health and wellbeing of our population
- Strengthen care and support in our places
- Reduce inequalities
- Make our communities the most environmentally sustainable in London



Thriving services

- Strive for excellence in care delivery and deliver our Quality Priorities
- Develop our elective service offering; working with South West London partners
- Develop and lead on the South West London Community Services Strategy
- Improve our digital capabilities
- Improve our economic sustainability



Thriving people

- Develop a unique reward, support and development offer to our people.
- Ensure our workforce reflects the communities we serve at all levels
- Make ‘bottom-up’ engagement with our people the standard way of progressing positive organisational change

About Hounslow & Richmond Community Healthcare NHS Trust (HRCH)

HRCH provides community health services for around 523,000 people registered with GPs across the London boroughs of Hounslow and Richmond, but also serves a wider population across South West London for a range of more specialist community services. Their main commissioners are the North West London and South West London Clinical Commissioning Groups.

Every day their professionals provide high-quality healthcare in people's homes and convenient local clinics. They help people to stay well in the community, manage their own health with the right support and avoid stays in hospital.

They employ around 1,300 people (excluding contractors), who work across a wide range of health centres, hospitals, GP surgeries, children's centres, schools, local council facilities and in community settings – including in people's homes.

Their most recent CQC rating (October 2018) rated the trust as Good overall, and Good across all domains and services.

Key Facts

- In a normal year, the Trust has more than a million patient/user contacts
- They usually see about 60,000 patients at our Richmond Urgent Treatment Centres (UCC/UTCs)
- HRCH's community matrons and district nurses attend over 200,000 patient appointments in a normal year
- HRCH was one of few trusts to be rated 'Good' in all CQC domains consistent across all services in their last CQC inspection and they did exceptionally well in a CQC inspection of their infection prevention and control measures during the pandemic

Our mission (what they are here for)

'To provide outstanding care and services that we and our families would want to use.'

Our vision (what they aspire to be)

'People will live healthier lives through high-quality, effective and co-ordinated care.'

Our values (what is important to them)

'Our set of core staff values were developed with our staff, key stakeholders and the local community across Hounslow and Richmond':



Care

HIGH QUALITY SAFE CARE WITH COMPASSION



Respect

DIGNITY AND RESPECT TO PATIENTS AND COLLEAGUES



Communication

LISTENING AND COMMUNICATING CLEARLY

Strategic Direction

By 2023 HRCH want to be at the forefront of improving the health and wellbeing of their local population. People who experience care from HRCH will be able to describe that they have had an outstanding experience and they will be able to demonstrate that care is consistently safe and effective. They will do this in a way that uses resources efficiently and adds the greatest value.

Their strategic priorities have been developed in the context of current national and local NHS policy and what they know about the needs of the local population.

From their vision and ambition for the future HRCH has derived a set of four strategic priorities, which describe the broad areas of focus to direct their activities over the next 3-5 years:

Our Strategic Priorities

QUALITY

- Focus on prevention
- Commit to improving health outcomes through partnerships
- Pledge to deliver consistently outstanding care
- Focus on safety and reducing harm
- Provide patient-centred, holistic and compassionate care
- Embed a culture of continuous learning and improvement
- Clearly articulate our service offer
- Deliver outstanding patient and staff experience

CO-ORDINATED, PATIENT-CENTRED CARE

- Co-design services that meet the needs of our population in health and illness
- Play a key role in integrating physical, mental health and social care services
- Build partnerships to transform services in the best interests of the population
- Be an effective partner and easy to work with

PEOPLE (COMMUNITIES AND STAFF)

- Promote health and wellbeing
- Actively engage with people who use our services, the wider community, our staff and partners to improve the care we provide
- Attract, develop and value our highly skilled and engaged staff who are proud to work at HRCH
- Harness the skills and expertise within our local community
- Leaders inspire new ideas and encourage innovation
- Shared belief in, and commitment to, achieving our vision
- Provide support enable people to achieve their potential
- Appreciate difference and celebrate diversity

SUSTAINABLE

- Create clinically sustainable and financially affordable systems and solutions
- Use resources effectively to make the best use of taxpayer's money
- Standardise and optimise, where possible, to reduce unwarranted variation
- Secure opportunities to grow and expand

About Kingston Hospital NHS Foundation Trust (KHFT)

KHFT is a single site, medium sized hospital, located within Kingston-Upon-Thames in South West London.

The Trust provides services to approximately 350,000 people at Place level across Kingston, Richmond, Wandsworth, Merton and Sutton in South West London and East Elmbridge in Surrey. We are engaged and proactive system partners working with NHS and other providers and commissioners in South West London ICS. We will continue to play a key role in developing long term plans to help keep people healthy and ensure high quality joined up care.

KHFT was licensed as an NHS Foundation Trust with effect from 1 May 2013. An inspection by the Care Quality Commission was undertaken in summer 2018, resulting in an overall 'Outstanding' assessment for Quality, Caring and for Well-Led.

KHFT has 452 beds and cares for more than 500,000 patients a year. The Trust employs 3,200 staff; supported by 300 staff employed by contractors working on behalf of the Trust, and around 300 volunteers.

The Trust has strong links with tertiary and specialist hospitals, particularly St George's University Hospitals NHS Foundation Trust. The Royal Marsden Hospital NHS Foundation Trust jointly provides cancer services with KHFT on the Kingston Hospital site in the Sir William Rous Unit.

KHFT also has close links with Kingston University, St George's Medical School and with Chelsea & Westminster Hospital NHS Foundation Trust. It jointly runs the Elective Orthopaedic Centre at Epsom Hospital in partnership with St George's, Croydon and Epsom & St Helier Hospitals.

It is also a partner in South West London Pathology, a partnership set up with Croydon Health Services NHS Trust and St George's to provide a single, integrated pathology service across South West London and beyond.

KHFT provides a full range of diagnostic and treatment services and has a national reputation for innovative developments in healthcare, particularly in 'patient-focused' care across their services including emergency, day surgery and maternity services.

The Trust is also an active partner in the acute collaborative partnership that operates across the four Trusts of South West London. It is undertaking work on both back office and clinical support services to increase efficiency and reduce cost and is also commencing work on clinical standardisation and a review of elective services. As a member of the West London Cancer Alliance, work is focused on developing high quality services across all providers and commissioners in West London (RM Partners).

The Trust is recognised as being relatively lean and efficient with low reference costs and the lowest Adjusted Treatment Cost according to the Lord Carter productivity review.

Key Facts

- KHFT was the first acute trust to be rated 'outstanding' back in 2018, and we have continued to keep the rating since then
- KHFT was the first Foundation Trust in South West London
- In the last year, the Trust saw over 117,000 patients in A&E, undertook over 518,800 outpatient appointments and cared for more than 89,800 admitted patients (including day case and maternity admissions). Their maternity unit delivered over 4,500 babies
- KHFT provides an award-winning cancer service



Vision and Values

Since 2011, KHFT has been working to a set of core values developed by staff and patients to enable the organisation to deliver the shared vision of 'working together to deliver exceptional, compassionate care – each and every time'. They aim to make these values – 'caring, safe, responsible, and value each other – what we do for every patient, every colleague, every day'.



Caring: Design and deliver care around each individual patient's needs and wants.



Safe: Make the safety of patients and staff our prime concern (safety comes first).



Responsible: All staff take responsibility for the hospital, its services and reputation.



Value each other: We all value each other's contribution.



Inspiring: We always strive to empower each other to develop and deliver improvements to benefit our patients.

Key Achievements

- Strong safety metrics – SHMI at 0.83, significant progress in sign up to safety in maternity; low levels of infection and falls
- Significant focus on dementia, recognising the high local incidence. Whole Trust training on approach; introduction of dementia champions; creation of dementia friendly environments in two wards and radiology and A&E. Highlighted as a positive case study of dementia care in the Alzheimer's Society report 'Fix Dementia Care' and featured in national BBC coverage
- Strong and effective staff engagement: 11th in country in last staff survey for engagement, with high scores on recommending as a place for care and a place for work.

In receipt of a number of awards including:

- 2018 Health Business Awards – Outstanding Achievement in Healthcare
- 2018 HSJ – Improving Outcomes Through Learning & Development Award: Maternity Team
- 2018 Our Health Heroes – Staff Retention & Wellbeing Employer of the Year



The role

Accountable to:	Council of Governors at Kingston Hospital NHS FT, as Chair of KHFT; NHS England, as Chair of HRCH
Accountable for:	The Trust Boards
Time commitment:	2-3 days a week
Appointment period:	Up to 3 years
Remuneration:	£55,000 per annum

Job Summary

The Chair is responsible for leading the Trust Boards and the Council of Governors in setting the overall strategy and vision for the Trusts; and is a key ambassador for the Trusts, building and enhancing relationships with a wide range of stakeholders locally, regionally and nationally. Healthcare is a highly regulated environment; the Chair must lead the Board to provide assurance to the regulators and to the wider range of stakeholders.

The HRCH and KHFT Boards take collective responsibility for setting the strategic direction for the Trusts. The Boards oversee our commitment to working together to deliver exceptional, compassionate care – each and every time and to provide outstanding care and services that we and our families would want to use.

The Chair must ensure that the highest standards of integrity, probity and corporate governance prevail.



General duties

Leadership

- Lead the Trust Boards and the Council of Governors in the overall strategy, vision, values and standards for the Trusts
- Ensure that the Trust Boards and Council of Governors are effective in all aspects of their roles; and that the Boards and Council agenda are appropriately focused on their key responsibilities
- Ensure that constructive relationships exist between the Trust Boards and the Council of Governors and other local stakeholders; that they work together effectively; and that in reaching their decisions the Trust Boards are aware of the views of the Council of Governors where appropriate
- Develop a constructive, frank and open relationship with the CEO and other Directors of the Trust Boards, providing support, challenge and advice, while respecting executive responsibility
- Promote and lead by example a culture of openness and transparency
- Promote and safeguard the good name and reputation of the Trusts
- Promote our commitment to equality, diversity and inclusivity at all times

Stakeholder relations

- Act as an ambassador for the Trusts within their local communities (including patients, members, clients and staff) and with partners and stakeholders at both local, regional and national levels
- Ensure that the Trusts co-operate with other NHS bodies, local authorities and other relevant organisations with an interest in the local health economy. In particular it will be important to play a leadership role in the development of the South West London Health and Care Partnership Integrated Care System
- Ensure that the Trust works closely with our education partners

- Notwithstanding the complementary role of the Council of Governors at KHFT, ensure that the Trust Boards appropriately consult and involve members, patients, clients and the local community
- Ensure that the Council of Governors regularly communicates to members of the Foundation Trust details on how they have discharged their responsibilities, and that a members meeting takes place at least annually

Governance

- Ensure that high standards of corporate and clinical governance are maintained in the Trusts; and that the Foundation Trust maintains a constitution, which is appropriate and reflects best practice
- Ensure that the Foundation Trust understands and operates as required by its legal and regulatory framework, and in particular, its Licence as a Foundation Trust and acts as the accountable officer for the Fit and Proper Persons Test
- Set the tone and style of Trust Board and Council of Governors discussions, which support effective decision-making, encourage open and constructive debate, and ensures that executive directors are held to account for the performance of the Trusts against objectives
- Ensure that Directors and Governors receive high quality, accurate, concise, objective, timely and clear information and explanation that is appropriate for their respective duties and relevant to the decisions they have to make; and ensure good information flows in and between the Boards, the Council and their committees, between Directors and Governors, and between executive and non-executive directors
- Facilitate constructive relationships between executive and non-executive directors and ensure that all executive and non-executive directors are able to make an effective contribution

- Ensure that the Trust Boards and the Council of Governors, and their committees, are provided with sufficient resources to undertake their duties
- Take an active role in the appointment of the Chief Executive, other Executive and Non-Executive Directors
- Chair or attend committees of the Trust Boards and the Council of Governors as agreed

Performance

- Ensure that new Directors and Governors receive a full, formal and tailored induction on joining the Trusts
- Ensure that Directors and Governors continually update their skills, knowledge and familiarity with the Trusts, to fulfil their role both on the Board/Council and on Board/Council Committees
- Ensure the Trusts' compliance with the new Fit and Proper Persons Test
- Lead a formal and rigorous annual evaluation by the Trust Boards and the Council of Governors. This will include assessing the skills, behaviour and experience of members of the Boards against the strategic and operational requirements of the Trusts
- Agree with the CEO and the other executive directors a process for evaluating their performance; conduct a formal performance appraisal of the CEO at least annually; and ensure the CEO conducts annual appraisals of the other executive directors
- Agree with the Council of Governors a process for evaluating the performance of the non-executive directors including the Chair, which aims to show whether each individual continues to contribute effectively to the performance of the Board and Trust, and to demonstrate on-going commitment to the role; conduct a formal performance appraisal of each non-executive director at least annually. Following this process, confirm that, following formal performance evaluation, any non-executive director proposed for re-appointment at the end of a term of office continues to be effective and to demonstrate commitment to the role

- Act on the results of performance evaluation by recognising the strengths and addressing the weaknesses of the Boards, determining individual and collective development programmes and, where appropriate, proposing new members be appointed to the Boards or seeking the resignation of Directors

This job description is not intended to limit the scope and extent of the job to be undertaken and will be subject to review and alteration as necessary, following discussion with the post holder.

Terms

The initial appointment will be for a period of up to three years, after which you may be considered for further terms of office, subject to the needs of the organisations and a good performance in the role.

The role will comprise a mixture of set commitments (such as regular meetings of the Boards of Directors, committees and the Council of Governors) and more flexible arrangements for ad hoc events, reading and preparation. You will have considerable flexibility to decide how you manage the time needed to undertake this role.

Applicants should live in or have a strong connection to the communities served by the Trusts.

The current remuneration for this post is £55k per annum for approximately three days per week. Remuneration is taxable and subject to National Insurance contributions. It is not pensionable. The Chair is also eligible to claim allowances for travel and subsistence costs necessarily incurred on Trust business.

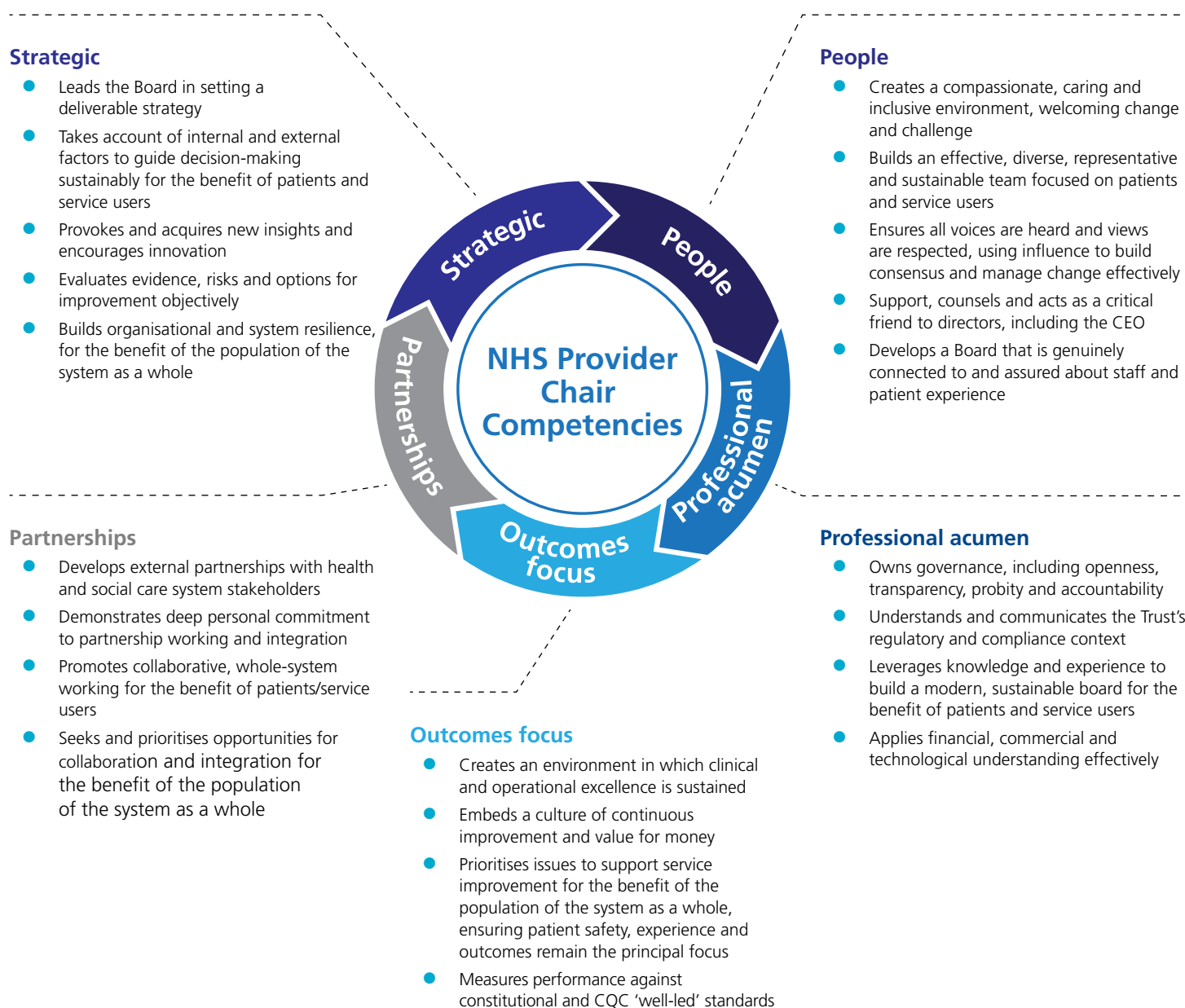
Chair competencies

The competency framework describes the core competencies required in the NHS provider Chair's role, in the context of the NHS principles and values in the NHS Constitution.

We envisage that the competency framework will be used to recruit and appraise Chairs. The figure below shows this and detail the associated requirements under each competency.

To carry out their role effectively, the Chair must cultivate a strong, collaborative relationship with the CEO. Many responsibilities in this role description will be discharged in partnership with the CEO.

It is important the Chair and the CEO are clear about their individual and shared roles, and their respective responsibilities towards the unitary board.



For further information see the NHS England website [here](#)

The person specification

We are looking for candidates who want to use their energy, skills and experience to help drive the delivery of sustainable healthcare services for the people of South West London, and some surrounding areas.

Skills, experience and attributes:

Values

- A clear commitment to the NHS and the Trusts' values and principles

Strategic

- Experience of leading and delivering against long-term vision and strategy
- Experience leading transformational change, managing complex organisations, budgets and people

People

- Strong interpersonal, communication and leadership skills
- Experience of building effective teams, encouraging change and innovation and shaping an open, inclusive and compassionate culture through setting the right tone at the top and championing diversity at, and across, all levels
- Strongly focused on the experience of all staff and patients
- Fully attentive towards issues of equality, diversity and inclusion
- Strong credibility and the ability to engage with people from all walks of life and inspire them
- Someone with empathy and self-awareness
- Demonstrable experience of dealing with problems, trade-offs and challenges and that these have been managed with leadership, self-control, empathy and self-awareness

As an NHS leader, you will be expected to meet high standards of personal integrity, conduct and professional capability. We will therefore be following the Fit and Proper Persons Test Framework as part of this recruitment process. This will include assessment against the new NHS Leadership Competency Framework, when published.

Professional acumen

- Prior board experience (any sector, executive or non-executive role)
- Evidence of successfully demonstrating the NHS provider chair competencies in other leadership roles
- An ability to identify and address issues, including underperformance, and to scrutinise and challenge information effectively for assurance

Outcomes focus

- A demonstrable interest in health and social care and a strong desire to achieve the best sustainable outcomes for all patients and service users through encouraging continuous improvement, clinical excellence and value for money
- Strong understanding of financial management, with the ability to balance the competing objectives of quality, operational performance and finance
- An appreciation of constitutional and regulatory NHS standards

Partnerships

- A desire to engage with the local population and to collaborate with senior stakeholders across the health and care system
- Experience managing conflict, finding compromise and building consensus across varied stakeholder groups with potentially conflicting priorities

Role of the NHS Board and Chair

NHS boards play a key role in shaping the strategy, vision and purpose of an organisation. They hold the organisation to account for the delivery of strategy and ensure value for money. They are also responsible for assuring that risks to the organisation and the public are managed and mitigated effectively. Led by an independent chair and composed of a mixture of both executive and independent non-executive members, the Board has a collective responsibility for the performance of the organisation. The Chair also ensures the Board is focused on improving outcomes in population health and healthcare, and fosters a culture of learning and continuous improvement, with a particular focus on quality, safety, access, patient experience.

The purpose of NHS boards is to govern effectively, and in so doing build patient, public and stakeholder confidence that their health and healthcare is in safe hands. This fundamental accountability to the public and stakeholders is delivered by building confidence:

- in the quality and safety of health services
- that resources are invested in a way that delivers optimal health outcomes
- in the accessibility and responsiveness of health services
- that patients and the public can help to shape health services to meet their needs
- that public money is spent in a way that is fair, efficient, effective and economic

Eligibility and disqualification criteria

Eligibility and disqualification criteria for this role can be read [here](#).

Essential experience

Candidates will use their ambition to deliver compassionate and sustainable excellence to the communities served by the Trusts. You will bring:

- A profile as a highly accomplished leader with an outstanding track record of achievement gained in an organisation of scale and complexity that is renowned for delivering high quality outcomes. Healthcare exposure is desirable
- Significant experience as a Board member, preferably in the capacity of Chair or Non-Executive Director, in a complex operating environment; proven experience of chairing meetings with the expertise to chair the Boards
- Evidence of advocacy for system working and well-developed ambassadorial skills
- Experience of success in leading major organisational change, particularly through engaging a wide range of stakeholders, winning the commitment of staff, and maintaining the confidence of customers and the wider public
- Proven track record of promoting diversity, equity and inclusion across an organisation

Applications will be assessed on merit, as part of a fair and open process, from the widest possible pool of candidates. The information provided by applicants will be relied on to assess whether sufficient personal responsibility and achievement have been demonstrated in previous/other roles, to satisfy the experience being sought.

The best boards are those that reflect the workforce and communities they serve. We particularly welcome applications from women, people from local black, Asian and minority ethnic communities, and people with disabilities, who we know are all under-represented in these important roles.

How to apply

The closing date for applications is **23:59 on 15 February 2024**.

Applications should include:

- A covering letter explaining why the appointment interests you, how you meet the appointment criteria and what you specifically would bring to the post.
- A Curriculum Vitae (CV) with education and professional qualifications and full employment history. Please include daytime and evening telephone contact numbers and email addresses. The CV should include names and contact details of three referees. References will not be taken without your permission.
- A completed **Equal Opportunities Monitoring Form** and **Fit and Proper Person Monitoring Form**. Please note that the information you provide will be treated as confidential, and is for monitoring purposes only. It will not form part of the application process.

All applications should be sent to: **applications@hunter-healthcare.com**. All applications will be acknowledged.

For an informal conversation about the post, please contact James McLeod or Rhiannon Smith by email; **JMcLeod@hunter-healthcare.com** or by phone: **07842 424530**

KEY DATES:

Application Deadline	15 February 2024
Shortlisting	w/c 4 March 2024
Stakeholder sessions	w/c 18 March 2024
Interviews	w/c 25 March 2024



Appendix 1: Terms of appointment

- The current remuneration for this role is £55,000 per annum
- The initial appointment will be for a period of up to three years, after which you may be considered for further terms of office, subject to the needs of the organisation and a good performance in the role
- You will have considerable flexibility to decide how you manage the time needed to undertake this role. On average, it will require 2 to 3 days a week with flexibility on days and timings. The role includes some evening engagements with Governors and local stakeholders. Working arrangements will be what's required for the role, including working from home, online, face-to-face on site and travel within South West London. Applicants should live in or have strong connections with the area served by the Trust

Given the significant public profile and responsibility members of NHS Boards hold, it is vital that those appointed inspire the confidence of the public, patients and NHS staff at all times. NHS England makes a number of specific background checks to ensure that those we appoint are “fit and proper” people to hold these important roles. More information can be found on our website.



Appendix 2: More information

For information about the Trusts, such as business plans, annual reports, and services, visit the Kingston Hospital and Hounslow & Richmond Community Healthcare websites at kingstonhospital.nhs.uk and hrch.nhs.uk.

Follow the links for more information about:

- **Support to prepare candidates to apply for a non-executive vacancy including:**
 - Building your application
 - Sources of information and useful reading
 - Eligibility and disqualification criteria
 - Terms and conditions of chair and non-executive director appointments
 - How we will handle your application and information
- **View all current chair and non-executive vacancies**
- **Sign up to receive email alerts on the latest vacancies**
- **Contact details for the Non-executive Appointments Team**

NHS England respects your privacy and is committed to protecting your personal data. We will only use personal data where we have your consent or where we need to comply with a legal or statutory obligation. It is important that you read this information together with our privacy notice so that you are fully aware of how and why we are using your data.



Hounslow & Richmond Community Healthcare

NHS Trust



Kingston Hospital

NHS Foundation Trust



Floor 2, Berkshire House
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