

JOB DESCRIPTION – CHAIRPERSON

1. JOB DETAILS

Job Title:	Chairperson
Reports to:	The Council of Governors
Accountable to:	The Council of Governors
Location:	Trust Headquarters, Bradford Royal Infirmary

2. JOB PURPOSE

The Chairperson leads both the Board of Directors and the Council of Governors, ensuring that high standards of probity and governance prevail and the Trust remains within its terms of authorisation.

The Board is collectively responsible for the success of the Trust, including the delivery of high standards of clinical and corporate governance, responsibility for financial viability, using resources effectively in line with financial controls and ensuring value for money.

He/she will lead and direct work within the Trust with other Non-Executives, the Chief Executive and other Executive Directors. He/she will ensure the provision of accurate, timely and clear information to Non-Executive Directors and Governors, so that within the boundaries of probity, good governance and risk, the Trust meets all its statutory objectives and remains within the terms of its authorisation.

He/she will arrange the regular evaluation of the performance of the Council of Governors and Board of Directors and its Committees. They will also appraise the Chief Executive and individual Non-Executive Directors, and will facilitate the effective contribution of Non-Executive Directors, Executive Directors and Governors and ensure constructive relations.

He/she will be expected to use his/her leadership ability and understanding of healthcare issues and personal knowledge of the community to lead, guide and advise the work of the Board of Directors and the Council of Governors of Bradford Teaching Hospitals NHS Foundation Trust.

The term of office is three years.

3. JOB DIMENSIONS

The Chairperson participates fully in the work of the Board of Directors and Council of Governors and maintains appropriate links with the Chief Executive, Non-Executive Directors and Governors, as well as with the wider local, regional and national health and social care communities.

4. ORGANISATIONAL STRUCTURE

Information is available at:

<https://www.bradfordhospitals.nhs.uk/our-trust/how-we-make-decisions/>

5. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Please see person specification below.

6. PRIMARY DUTIES & AREAS OF RESPONSIBILITY

6.1 Strategy

- The Chairperson will lead the Trust Board of Directors and the Council of Governors in setting the strategic direction of the Trust;
- The Chairperson will ensure that the Board of Directors establishes clear objectives and delivers agreed plans and meets the terms of its authorisation set by NHS Improvement, the Constitution and any other applicable legislation and regulations, including the maintenance of mandatory services and retention of property. The Chairperson will regularly review performance against these objectives;
- The Chairperson will hold the Chief Executive to account for the effective management and delivery of the organisation's strategic aims and objectives, including achieving the Trust's commitments to patients by improving the quality of care, patient and family experience and meeting targets for treatment;
- The Chairperson will be a member, along with the Trust Chief Executive, of the West Yorkshire Association of Acute Trusts' (WYAAT) Committee In Common. This committee comprises senior members of the Parties and provides overall strategic oversight and direction to the development of the WYAAT Collaborative Programme.
- The Chairperson will be a member, along with the Trust Chief Executive, of the West Yorkshire and Harrogate Health and Care Partnership Board. The Board is responsible for setting strategic direction and providing strategic oversight for all Partnership business. The Board's membership comprises of senior representatives of member health and social care organisations, health care regulator and oversight bodies, other national bodies and other partners.

6.2 Compliance and Governance

- The Chairperson will ensure that the Board, and the organisation, follow the recommendations and guidance of the Secretary of State for Health and Social Care, and other government policies and priorities, including regulatory requirements and the Foundation Trust Code of Governance and Codes of Conduct and Accountability for NHS Boards;

- The Chairperson will establish and build constructive relationships with healthcare inspectorates, regulators and commercial partners;
- The Chairperson will ensure, through the leadership of the Chief Executive, that reporting lines and accountabilities are robust and support the effective oversight of the organisation including the development of effective risk and performance management processes;
- The Chairperson will act as a Trustee for the Bradford Hospitals Charity;

6.3 Values

- The Chairperson will uphold the Values of the Trust and champion an open, honest and transparent culture within the Trust;
- The Chairperson will ensure that the organisation promotes human rights and equality and diversity for all its patients, staff and other stakeholders;
- The Chairperson will promote appropriate processes and procedures to deliver high standards of professional, clinical, administrative and personal behaviours across the Trust;
- The Chairperson will safeguard the good name and reputation of the Trust and be an ambassador for the Trust;
- The Chairperson will represent the Trust in its dealings with international, national, regional and local bodies or individuals, to ensure that the views of a wide range of stakeholders are considered;
- The Chairperson will ensure that the Trust retains constructive and productive relationships with the Universities of Bradford and Leeds, the Academic Health Science Network and any other relevant academic institutions;
- The Chairperson will participate in Board leadership walk rounds, being visible and engaging with staff and public on all sites;
- The Chairperson will provide visible leadership supporting and promoting staff engagement;

6.4 People

- The Chairperson will appoint and appraise the Chief Executive;
- The Chairperson will develop a constructive, frank and open relationship with the Chief Executive through regular communication and meetings and provide support and advice while respecting executive responsibility;
- The Chairperson, with the Chief Executive, will maintain effective communication with the Foundation Trust's members;

- The Chairperson will lead the recruitment and appointment of Non-Executive Directors in partnership with the Council of Governors, taking into account the dynamics and make-up of the Board;
- The Chairperson will review performance of Non-Executive Directors and take appropriate action; ensure Non-Executive Directors appropriately Chair and act as members of Committees;
- The Chairperson will, with the Board and Council Nomination and Remuneration Committees, initiate change and succession planning for Non-Executive Director appointments (subject to Council of Governors approval) to meet the needs of the Trust;
- The Chairperson will work with the Trust Secretary to ensure appropriate processes are in place to ensure the Board of Directors and Council of Governors fulfil their statutory and regulatory requirements;

6.5 Board of Directors responsibilities

- The Chairperson will chair the Trust's Board of Directors;
- The Chairperson will review the composition of the Board of Directors with the Chief Executive;
- The Chairperson will, where necessary, lead or assist in the appointment of Board members and ensure systems of support are in place (including mentoring and induction), for appraisal, and identification of individual and Board-wide development needs;
- The Chairperson will ensure the appropriate delegation of authority from the Board to the senior management team;
- The Chairperson will set challenging objectives for maintaining and improving performance of the Trust and ensure effective implementation of the Board decisions by the Chief Executive and the senior management team;
- The Chairperson will support and challenge, where appropriate, the Chief Executive and other directors to ensure that the Board conforms to the highest standards of corporate governance and makes appropriate decisions;
- The Chairperson will lead and support a constructive dynamic culture within the Board, facilitating effective decision-making and constructive debate and ensure, with the Chief Executive, effective implementation of decisions;
- The Chairperson will ensure effective communications are maintained between the Board of Directors and the Council of Governors and that the Board, in reaching decisions, is aware of the views of the Council, where appropriate;

- The Chairperson will ensure that the Board of Directors' agenda addresses the strategic risks of the Trust and is fully cognisant of the Board Assurance Framework;
- The Chairperson will manage meetings of the Board of Directors ensuring all business of the Trust is covered in an efficient and effective manner and there is adequate challenge;
- The Chairperson will ensure that the performance of the Board, its Committees and individual non-executive Directors is evaluated at least annually, acting on the results of such evaluation and identifying individual and collective development needs;

6.6 Council of Governors responsibilities

- The Chairperson will chair Council of Governors meetings and give direction to the work of the Council;
- The Chairperson will maintain regular contact with Governors to understand their issues and concerns, feeding back these comments / concerns to the Board;
- The Chairperson will ensure that Governors are given appropriate development for their role;
- The Chairperson will support, and challenge where appropriate, the Lead Governor to ensure that the Council conforms to the highest standards of corporate governance, makes appropriate decisions, and fulfils its remit;
- The Chairperson will ensure the Council of Governors reviews its performance and acts on the results of such evaluation;
- The Chairperson will develop productive working relationships between Non-Executive Directors and the Council of Governors;

Health and Safety/Risk Management

The Chairperson must comply at all times with Bradford Teaching Hospitals NHS Foundation Trust Health and Safety policies, in particular by following agreed safe working procedures and reporting incidents using the Trust's Risk Incident Reporting System.

Equality and Diversity

The Chairperson is required to abide by the Trust's policies and procedures and to actively support the Trust's commitment to equality and diversity in both employment and the delivery of services. All patients, staff and visitors must be treated equitably, with dignity and respect taking into account their race, gender, ethnic origin, age, disability, sexuality etc.

Training and Personal Development – Continuous Professional Development

The Chairperson must take responsibility in agreement with the Senior Independent Non-Executive Director for his/her own personal development by ensuring that Continuous Professional Development remains a priority. The Chairperson will undertake all mandatory training required for the role.

Patient and Public Involvement

The Chairperson and all Foundation Trust staff will be expected to comply with S.242 of the NHS Act 2006.

Respect for Patient Confidentiality

The Chairperson should respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role.

Environment and Sustainability

The Chairperson and all Foundation Trust employees have a responsibility to promote sustainability and carbon reduction within the Foundation Trust adhering to our Sustainable Development Strategy and therefore ensuring that all our business is conducted in a sustainable manner

Infection Prevention and Control

The Chairperson and all Foundation Trust employees have a personal responsibility to comply with Trust and departmental Infection Prevention and Control policies to protect their own health, the health of patients, visitors and other employees and to prevent health care associated infections. This includes a requirement to maintain a safe, clean and tidy work environment and to complete mandatory Infection Prevention and Control training as provided by the Trust

Safeguarding Children and Adults

The Chairperson and all Foundation Trust employees have a responsibility to safeguard and promote the welfare of children and adults. The Chairperson will be responsible for ensuring they undertake the appropriate level of training in accordance with the safeguarding policy training strategy and that they are aware of and work within the safeguarding policies of the Trust

7. COMMUNICATION & WORKING RELATIONSHIPS

The main working relationships and communication channels linked to the post are:

- The Board of Directors
- The Council of Governors
- Senior Managers and Clinicians within the Foundation Trust
- Stakeholders in the Bradford and West Yorkshire Community
- Regulators such as NHS Improvement and the Care Quality Commission

8. JOB DESCRIPTION AGREEMENT

Chairperson's Signature: _____

Date:

Senior Independent Director's Signature: _____

Date: _____