

Council of Governors: Summary Sheet

15 February 2018
Item No 8

Title of Paper: Recommendation to Appoint two Non-Executive Directors

Presented By: Jayne Brown OBE, Trust Chair

Action Required:

For Information	<input type="checkbox"/>	For Ratification	<input type="checkbox"/>	For a decision	<input checked="" type="checkbox"/>
For Feedback	<input type="checkbox"/>	Vote required	<input type="checkbox"/>	For Receipt	<input type="checkbox"/>

To which duty does this refer:

Holding non-executive directors individually and collectively to account for the performance of the Board	
Appointment, removal and deciding the terms of office of the Chair and non-executive directors	<input checked="" type="checkbox"/>
Determining the remuneration of the Chair and non-executive directors	
Appointing or removing the trust's auditor	
Approving or not the appointment of the trust's chief executive	
Receiving the annual report and accounts and auditor's report	
Representing the interests of members and the public	
Approving or not increases to non-NHS income of more than 5% of total income	
Approving or not acquisitions, mergers, separations and dissolutions	
Jointly approving changes to the trust's constitution with the Board	
Expressing a view on the Trust's forward plans	
Consideration on the use of income from the provision of goods and services from sources other than the NHS in England	
Monitoring the activities of the Trust to ensure that they are being conducted in a manner consistent with its terms of authorisation and the constitution.	
Monitoring the Trust's performance against its targets and strategic aims	

How does this item support the functioning of the Council of Governors?

Governors are asked to accept the Nomination & Remuneration Committee's (NRC) recommendation to appoint Sandie Keene and Laura Serrant as non-executive directors and in doing so are undertaking their statutory duty as detailed in paragraph 26 of the constitution and paragraph 10.4 of the standing orders.

Author of Report: Sam Stoddart

Designation of Author: Deputy Board Secretary

Date: February 2018

SUMMARY REPORT

Report to: The Council of Governors

Date: 15 February 2018

From: Jayne Brown OBE, Trust Chair

Subject: The Chair's Report on the Selection and Appointment Process of two Non-Executive Directors

A detailed breakdown of the actions taken to ensure a thorough appointment process of Non-Executive Directors (NEDs) is detailed below with the recommendation the Council of Governors (CoG) appoint Sandie Keene and Laura Serrant to the Board of Directors effective 1 April 2018, each for a four year term.

Date	Action
27 January 2017	<ul style="list-style-type: none"> NRC met to discuss appointment process
23 February 2017	<ul style="list-style-type: none"> CoG agreed the appointment process to be managed in-house by the Human Resources Department on the recommendation of NRC. The process to be 3-staged. 1: Advertise via NHS Jobs. 2: Advertise in national press. 3: Advertise in Regional Press
14 July 2017	<ul style="list-style-type: none"> Job Description, Terms and Conditions approved by CoG
October 2017	<ul style="list-style-type: none"> Advert and candidate information pack approved
1 – 30 November 2017	<ul style="list-style-type: none"> Advertised on NHS Jobs website Advertised on Guardian Online
22 – 30 November 2017	<ul style="list-style-type: none"> Advertised on www.jobstoday.co.uk website (used by Yorkshire Post and Sheffield Star)
30 November 2017	<ul style="list-style-type: none"> Application closing date
1 December 2017	<ul style="list-style-type: none"> 57 applications received
4 December 2017	<ul style="list-style-type: none"> A long list of 28 candidates produced.
15 December 2017	<ul style="list-style-type: none"> Panel met and shortlisted 11 candidates. 2 subsequently withdrew leaving 9 candidates.
29 January 2017	<ul style="list-style-type: none"> Each candidate gave a 10 minute presentation to CoG and Board members followed by 10 minutes of questions and answers. The performance was assessed by those present against the competencies of the role. The outcome of the presentation informed questioning at interview.
30 January, 5 & 6 February 2018	Final Panel interviews; attended by the following NRC members: <ul style="list-style-type: none"> – NRC Chair, Jayne Brown OBE – Sylvia Hartley, Public Governor – Cllr Adam Hirst, Appointed Governor

Date	Action
	<p data-bbox="475 226 1294 259">– Terry Proudfoot (co-opted), Service User Governor</p> <p data-bbox="422 300 1465 405">In attendance: Kevan Taylor, Chief Executive Margaret Saunders, Director of Corporate Governance (Board Secretary)</p> <p data-bbox="422 448 1469 517">A final panel interview of nine candidates was conducted by the Selection Panel on 30 January, 5 and 6 February 2018.</p> <p data-bbox="422 557 1465 734">Following discussion between the Selection Panel and taking all views and assessments into account, the recommendation of the Panel to CoG, is to approve the appointment of Sandie Keene and Laura Serrant to the posts effective 1 April 2018 each for a four-year term.</p>
15 February 2018	<ul style="list-style-type: none"> <li data-bbox="422 779 1414 846">▪ Ratification of two appointments of Non-Executive Directors by the CoG.
1 April 2018	<ul style="list-style-type: none"> <li data-bbox="422 853 986 884">▪ Appointed NEDs commence in post.